



MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS

JOINT ADMINISTRATIVE COUNCIL

MEETING MINUTES

February 6, 2024 – 9:00 AM

Greater Round Lake Station 1
409 W. Nippersink Road
Round Lake, IL 60073

****Meeting was held in-person, but team leaders/coordinators were able to join via Zoom.****

Call to Order

Deputy Chief Steve Spraker (Chairman) called the meeting to order at 9:00 am.

Roll Call

Council members present at the meeting were Deputy Chief Ron Echtenacher, Chief Greg Formica, Chief Paul Klicker, Chief Bob Kreher, Deputy Chief Steve Spraker, and Chief Jeff Steingart.

Others present include Division 4 Operations Chief Chas Buschick, Division 4 Wildland Task Force Leader Tom Flader, Technical Rescue Team Assistant Training Coordinator John Gaffke (Zoom), Division 5 Mechanics Team Leader Jason Kedrok, Division 5 HazMat Team Leader Pat Keefe (Zoom), Division 4 Assistant Technical Recue Team Leader Russ Kluchka, Administrative Coordinator Christina Loomis, Division 5 Assistant HazMat Team Leader Matt Newton (Zoom), Division 4 Assistant Wildland Task Force Leader Dave Reid (Zoom), Division 4 Technical Rescue Team Leader Mark Skala, Technical Rescue Team Training Coordinator Mike Vitale, Division 5 Operations Chief Chris Way, and Division 4 HazMat Team Leader Jim Weidman.

Introduction of Guests: None

Presentations: None

Public Comment: None

Chairman's Report

- MABAS Division Deployable Rosters for Special Teams: Deputy Chief Spraker led a discussion about MABAS division deployable rosters for special teams.

Secretary/Treasurer's Report

Chief Greg Formica (Secretary/Treasurer) presented the minutes for the January 2, 2024 meeting for approval. A motion was made by Deputy Chief Echtenacher, seconded by Chief Kreher to approve the minutes. Motion carried. He also presented the January 2024 Treasurer's Report for approval. A motion was made by Chief Steingart, seconded by Chief Kreher to approve the December 2023 Treasurer's Report. Motion carried.

Chief Formica presented the bills for payment. A motion was made by Chief Steingart, seconded by Chief Kreher to pay the bills. Roll call vote: 6 AYES, 0 NAYS. Motion carried.

Administrative Coordinator's Report

Administrative Coordinator Loomis presented her report. She reported that there were ten new team members this month and gave an overview of the training for January 2024. She also gave an update on a few administrative items including (1) the FY2023 Internal Audit Committee, (2) the 2023 annual report, and (3) the 2024 review of SOGs.

Operations Chiefs' Reports

- MABAS Division 4: Operations Chief Buschick gave an update on the Division 4 teams. A copy of Chief Buschick's report was included in the meeting packet.
- MABAS Division 5: Operations Chief Way gave an update on the Division 5 teams. A copy of Chief Way's report was handed out at the meeting.

Team Leaders/Coordinators

- 2024 Year-to-Date Expenditures: Administrative Coordinator Loomis gave an update on the 2023 year-to-date expenditures for all special teams.
- 2024 Training Schedules: Administrative Coordinator Loomis reminded the team leaders to continue sending in their 2024 training schedules so the SRT training calendar can be updated.
- Team Leadership Meetings (Quarterly): Administrative Coordinator reported that emails will be going to the leadership of each special team to schedule meetings.

Strategic Planning

- Status of One-Year Tasks & Assignments: Discussion occurred regarding the priority one-year tasks and assignments from SRT's Strategic Plan.

Old Business: None

New Business

- Team Leader Appointment Recommendations: Administrative Coordinator Loomis recommended the appointment of Matt Newton to the Division 5 Assistant HazMat Team Leader position and Jon Escamilla to the HazMat Training Coordinator position. A motion was made by Chief Klicker, seconded by Chief Kreher to approve the recommended appointments. Motion Carried.
- Approval of 2023 Final Budget Report: Administrative Coordinator Loomis presented the 2023 Final Budget Report for approval. A motion was made by Chief Steingart, seconded by Chief Kreher to approve the final budget report as presented, with \$6,296.89 being assigned for contingency and \$43,452.67 being assigned for future capital purchases. Roll call vote: 6 AYES, 0 NAYS. Motion carried.
- 2023 End of Year Training Forms Report: Administrative Coordinator Loomis reported on the status of SRT members in relation to their End of Year Training Forms. The Joint Administrative Council directed Administrative Coordinator Loomis to proceed with the roster changes as presented.

Items for the Good of the Membership: None

Adjournment

A motion was made by Chief Steingart, seconded by Chief Kreher to adjourn the meeting at 9:40 am. Motion carried.

Next Regular Meeting: March 5, 2024 at 9:00 am (Greater Round Lake Station 1, 409 W. Nippersink Road, Round Lake, IL 60073)