



## MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS

### JOINT ADMINISTRATIVE COUNCIL

#### MEETING MINUTES

March 5, 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 Paul Klicker, Chief Bob Kreher, Deputy Chief Steve Spraker, and Chief Jeff Steingart.

Others present include Division 4 Operations Chief Chas Buschick, Division 4 Sonar Team Leader Jason Daun, Hazardous Materials Team Training Coordinator Jon Escamilla (Zoom), Administrative Coordinator Christina Loomis, Division 5 Technical Rescue Team Leader Bobby Seyl (Zoom), Division 4 Technical Rescue Team Leader Mark Skala (Zoom), and Technical Rescue Team Training Coordinator Mike Vitale.

Introduction of Guests: None

Presentations: None

Public Comment: None

#### Chairman's Report

- MABAS Division Deployable Rosters for Special Teams: Deputy Chief Spraker gave an update on the deployable rosters for special teams.

Secretary/Treasurer's Report

Administrative Coordinator Loomis presented the minutes for the February 6, 2024 meeting for approval on behalf of Chief Greg Formica (Secretary/Treasurer). A motion was made by Chief Steingart, seconded by Chief Kreher to approve the minutes. Motion carried. She also presented the February 2024 Treasurer's Report for approval. A motion was made by Deputy Chief Echtenacher, seconded by Chief Klicker to approve the February 2024 Treasurer's Report. Motion carried.

Administrative Coordinator Loomis presented the bills for payment. A motion was made by Chief Steingart, seconded by Chief Kreher to pay the bills. Roll call vote: 5 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 February 2024. She also gave an update on a few administrative items including (1) the FY2023 Internal Audit Committee meeting 3/28/24, (2) the 2023 annual report, and (3) the 2024 review of SOGs.

Operations Chiefs' Reports

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

Team Leaders/Coordinators

- 2024 Year-to-Date Expenditures: Administrative Coordinator Loomis gave an update on the 2024 year-to-date expenditures for all special teams.
- 2024 Standard operating Guidelines (SOG) Update: Administrative Coordinator Loomis reported that the special teams have started reviewing their SOGs.

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: None

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 9:31 am.  
Motion carried.

Next Regular Meeting: April 2, 2024 at 9:00 am (Greater Round Lake Station 1, 409 W. Nippersink Road, Round Lake, IL 60073)