



MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS

JOINT ADMINISTRATIVE COUNCIL

MEETING MINUTES

June 4, 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

Chief Steingart (Vice-Chairman) called the meeting to order at 9:00 am.

Roll Call

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

Others present include Division 4 Operations Chief Chas Buschick, Division 4 Sonar Team Leader Jason Daun, Administrative Coordinator Christina Loomis, Division 5 Technical Rescue Team Leader Bobby Seyl (Zoom), Division 5 Assistant Mechanics Team Leader Mike Shannon, Division 4 Technical Rescue Team Leader Mark Skala (Zoom), and Division 5 Operations Chief Chris Way

Introduction of Guests: None

Presentations: None

Public Comment: None

Chairman's Report: None

Secretary/Treasurer's Report

Chief Greg Formica (Secretary/Treasurer) presented the minutes for the May 7, 2024 meeting for approval. A motion was made by Chief Klicker, seconded by Chief Kreher to approve the minutes. Motion carried. He also presented the minutes for the May 29, 2024 meeting for approval. A motion was made by Chief Klicker, seconded by Chief Kreher to approve the minutes. Motion carried. He also presented the May 2024 Treasurer's Report for approval. A motion was made by Deputy Chief Echtenacher, seconded by Chief Kreher to approve the May 2024 Treasurer's Report. Motion carried.

Chief Formica presented the bills for payment. A motion was made by Chief Klicker, 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 eight new team members this month and gave an overview of the training for May 2024. She also gave an update on a few administrative items including (1) the 2023 annual report, (2) the 2024 SOG updates, and (3) the status of the Division 4 Wildland Trailer.

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 included in the meeting packet.

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.
- 2025 Operating & Capital Budget Preparation: Administrative Coordinator Loomis gave an overview of the upcoming 2025 budget process.

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

- Review & Approval of Updated Standard Operating Guidelines (SOGs): Discussion occurred regarding the proposed updates to the administrative and special team SOGs. A motion was made by Chief Kreher, seconded by Deputy Chief Echtenacher to approve the updated standard operating guidelines as presented. Motion carried.

New Business: None

Items for the Good of the Membership: None

Adjournment

A motion was made by Chief Kreher, seconded by Deputy Chief Echtenacher to adjourn the meeting at 9:25 am. Motion carried.

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