JOINT ADMINISTRATIVE COUNCIL

MEETING MINUTES

April 26, 2021 – 1:30 PM

Libertyville Station 1
1551 N. Milwaukee Avenue
Libertyville, IL 60048

Call to Order
Chief Rich Carani (Chairman) called the meeting to order at 1:38 pm.

Roll Call
Council member present at the meeting were Chief Rich Carani, Chief Greg Formica, Chief Mike Hill, Chief Bob Kreher and Chief Jeff Steingart.

Others present Division 4 Operations Chief Kevin Cronin, Division 4 Sonar Team Coordinator Jason Daun, Administrative Coordinator Christina Loomis and Hazardous Materials Monitoring Equipment Manager Matt Newton.

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 March 15, 2021 and March 18, 2021 meetings for approval. A motion was made by Chief Steingart, seconded by Chief Kreher to approve the minutes. Roll call vote: 5 AYES, 0 NAYS. Motion carried.

Chief Greg Formica presented the Treasurer's Report for April 2021 for approval. A motion was made by Chief Kreher, seconded by Chief Hill to approve the April Treasurer's Report. Roll call vote: 5 AYES, 0 NAYS. Motion carried. He also presented the bills for payment. A motion was made by Chief Kreher, seconded by Chief Hill 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 19 new members this month and gave an overview of training for March 2021. She also reported that the Wildland Task Force and Mechanics Team responded to Long Grove on April 6, 2021 for a brush fire. Administrative Coordinator Loomis also gave an update on administrative items including: (1) the Sonar Team new member training held April 20 & 21, 2021 and (2) the 2020 Annual Report.

Operations Chiefs' Reports

- MABAS Division 4: Operations Chief Cronin gave an update on the Division 4 teams. A copy of Chief Cronin's report was included in the meeting packet.

- MABAS Division 5: Administrative Coordinator Loomis gave an update on the Division 5 teams on behalf of Interim Operations Chief Williams. A copy of Chief Williams' report was included in the meeting packet.

Team Leaders/Coordinators

- 2021 Operating Budget – Year-to-Date Expenditures: Administrative Coordinator Loomis reviewed the year-to-date expenditures for the operating budget.

- Annual Review of Standard Operating Guidelines (approval at 6/21/21 JAC meeting): Administrative Coordinator Loomis reported that all the special teams are working on updating their Standard Operating Guidelines.

- Team Leadership Meetings: Administrative Coordinator reported on the on-going team leadership meetings.

Strategic Planning

- 2020 One-Year Tasks & Assignments: Administrative Coordinator Loomis reviewed the status and next steps of the one-year task assignments.

    - CIP Spreadsheet/Program Development (Additional Information Gathering): Administrative Coordinator Loomis reported she will be scheduling a meeting with Chief

Carani and Deputy Chief Spraker to review the updated CIP spreadsheet.

- Promotional/Educational/Recruitment Video Project (Filming Schedule/Locations & Talent/Casting): Administrative Coordinator Loomis gave an update on the on-going video project.

- Training Committee: Administrative Coordinator Loomis reported on the Training Committee meeting on 3/15/21. The group will be meeting again after the May JAC meeting.

- Addition to Strategic Plan (Future Building/Storage Needs): Chairman Carani led a discussion about the need to add future building and/or storage needs to the Strategic Plan.

Old Business: None

New Business

- Procedures for In-Person Meetings: Chairman Carani and Administrative Coordinator Loomis led a discussion about virtual access to in-person meetings. Administrative Coordinator Loomis will investigate the most efficient way to have virtual access available and communicate with the group before the next meeting.

Items for the Good of the Membership:

- MABAS-IL Water Exercise: Chief Steingart reported that MABAS-IL will be holding a large-scale water rescue drill later this summer and has asked for participation from the Division 4 Water Rescue Team.

- Decon 4: Chief Steingart discussed the status of Decon 4. More discussion will take place at the MABAS Division 4 meeting.

Adjournment

A motion was made by Chief Kreher, seconded by Chief Hill to adjourn the meeting at 2:47 p.m. Motion carried.

Next Regular Meeting: May 17, 2021 – 1:30 PM (location/format TBD)