JOINT ADMINISTRATIVE COUNCIL

MEETING MINUTES

May 17, 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 1:43 pm.

Roll Call
Council members present at the meeting were Chief Rich Carani, Chief Mike Hill, Chief Bob Kreher, Deputy Chief Steve Spraker and Chief Jeff Steingart.

Others present were Division 4 Operations Chief Kevin Cronin, Division 4 Sonar Team Coordinator Jason Daun, Division 4 Water Rescue & Recovery Team Leader Bill Lark, Administrative Coordinator Christina Loomis, Division 4 Hazardous Materials Team Leader Jim Weidman and Division 5 Operations Chief/Technical Rescue Team Leader Chris Williams.

Introduction of Guests: None

Presentations: None

Public Comment: None

Chairman's Report: None

Secretary/Treasurer's Report
Administrative Coordinator Loomis presented the minutes for the April 26, 2021 meetings 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.

Administrative Coordinator Loomis presented the Treasurer's Report for May 2021 for approval. A motion was made by Chief Kreher, seconded by Deputy Chief Spraker to approve the May Treasurer's Report. Motion carried. She also presented the bills for payment. A motion was made by Chief Hill, 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 three new members this month and gave an overview of training for April 2021. She also reported that the Wildland Task Force and Mechanics Team responded to three incidents since the last meeting: (1) April 26, 2021 to Lake Zurich, (2) April 26, 2021 to Barrington Hills (Barrington Countryside Fire Protection District) and (3) May 12, 2021 to Round Lake. Administrative Coordinator Loomis also gave an update on administrative items including: (1) 2020 Annual Report and (2) 2022 budget preparations.

Operations Chiefs' Reports

- MABAS Division 4: Operations Chief Cronin was out of town and unable to give an update on the Division 4 teams.

- MABAS Division 5: Operations Chief Williams gave an update on the Division 5 teams. 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 7/19/21 JAC meeting): Administrative Coordinator Loomis reported that all the special teams are working on updating their Standard Operating Guidelines (SOGs). The SOGs will be approved at the 7/19/21 JAC meeting to give chiefs an opportunity to review and comment on the recommended changes in June.

- 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: Administrative Coordinator Loomis reported she will be meeting with Chief Carani and Deputy Chief Spraker on 5/21/21 to review the updated CIP spreadsheet.

- Promotional/Educational/Recruitment Video Project (Progress Update): Administrative Coordinator Loomis thanked everyone for their assistance with the final two days of filming for the video project. She updated everyone on the timeline for completion of the project.

- Training Committee: Administrative Coordinator Loomis reported that the group will be meeting again after the June JAC meeting.

Old Business: None

New Business

- Trench Equipment Package Purchase for Division 4 (Technical Rescue Team): A motion was made by Chief Steingart, seconded by Chief Kreher to approve the purchase of Prospan trench shoring equipment from Prospan Manufacturing Co., Inc. in an amount not to exceed $18,393.00, provided two additional quotes are received and Prospan Manufacturing Co., Inc. is the lowest cost option. Roll call vote: 5 AYES, 0 NAYS. Motion carried.

Items for the Good of the Membership: None

Adjournment

A motion was made by Chief Kreher, seconded by Chief Hill to adjourn the meeting at 2:16 p.m. Motion carried.

Next Regular Meeting: June 21, 2021 – 1:30 PM (location/format TBD)