

**MABAS Division 4
March 27, 2019 at 09:30
Mundelein Station 1**



AGENDA

Call to Order:

Pledge of Allegiance & Moment of Silence

Roll Call

Public Comments

Secretary's Report

- Approve Minutes from February meeting
- Correspondence

Treasurer's Report

- Approve Treasurer's Report from February 2019
- Approve Accounts Payable

President's Report

Committee Reports

- Communications – Chief Dato (Ret)/Deputy Chief Maplethorpe
- Dispatch Report – Director Berger
- IMT – Chief Christian
- Policy & Procedures – Chief Arie
- SRT & Mechanic's Team – Christina Loomis
- Training/Exercises – Fire Marshal Norlin

Old Business

New Business

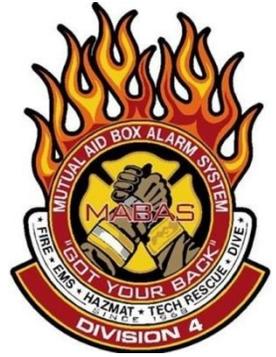
- SRT Budget Approval
- 2019 SRT Dues

Good of the Organization

Adjournment

Next Meeting: April 24, 2019 at 9:30am in Mundelein Fire Station #1

MABAS Division 4
February 27, 2019
Mundelein Station 1
Meeting Minutes



Call to Order:

- Meeting called to order at 09:35

Pledge of Allegiance & Moment of Silence

Roll Call

- Quorum (*20 of 30 members present*)

Public Comments

- Presentation by Andy Glavanovits of HAAS Alert

Secretary's Report

- Approve Minutes from October and November meetings
 - Motion by Barrington, 2nd by Lake Forest; *Motion Passed*
- No meetings held in December (Holiday) or January (weather)
- Correspondence
 - *None*

Treasurer's Report

- Approve Treasurer's Report for October, November, December 2018 and January 2019
 - Motion by Barrington, 2nd by Wauconda; *Motion Passed*
- There was an inadvertent miscalculation of MABAS Dues that were paid out of balance
- Accounts Payable
 - *None*

President's Report

Committee Reports

- Communications – Chief Dato (Ret)/Deputy Chief Maplethorpe
 - Automated Dispatch System
 - DC Smith will be sending a survey for FDs to complete
- Dispatch Report – Directors Berger/Whitfield
 - *No Report*
- IMT – Chief Christian
 - Team will be meeting today to discuss 2019 criteria
- Policy & Procedures – Chief Arie
 - *No Report*

- SRT / Mechanic's Team – Christina Loomis
 - Updated team roster will be forthcoming
 - Those members that did not meet the required training hours in 2018 will be getting letter
 - Christina will be back March 1st on part-time basis
- Training/Exercises – Fire Marshal Norlin
 - *No Report*

Old Business

New Business

- SRT Budget Approval
 - *Tabled* until next meeting
 - Secretary Montellano will send out a copy of budget proposal with this month's packet
- 2019 MABAS Dues
 - Board would like to keep current due structure (Chief Formica)
 - Motion by Barrington, 2nd by Lake Forest to add separate line item of \$200.00 per year for capital improvements; *Roll Call 19 Ayes, 1 Nay; Motion Passed*
 - Mutual Aid Agreements (Chief Bridges)
 - City of Waukegan attorneys feel that the current agreement does not meet certain department needs. Please be aware...

Good of the Organization

- IMT Trailer
 - Tires are rotted, President Steingart would like to give it back to MABAS-IL
 - Motion by Barrington, 2nd by Wauconda; *Motion Passed*
- RR Crossing Propane Tanks (Chief Arie)
 - Be aware that the railroad have tanks near the silver control boxes at certain crossings
- Chief Gilbert (ret)
 - Chief Kirschhoffer advised that retired Pleasant Prairie Chief Gilbert injured himself from a fall. He would enjoy hearing from the group.

Adjournment

- Motion to adjourn by Wauconda, 2nd by Fox Lake; *Adjourned at 10:44*

Next Meeting

- *March 27, 2019 at 9:30 am in Mundelein Fire Station #1*

MABAS Website: <http://www.mabas4.org/>
 SRT 4 & 5 Website: <http://www.srtillinois.org/>

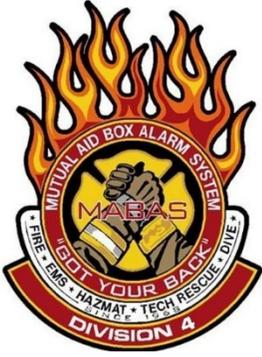
MABAS Division 4 Box Card Distribution Procedure:

- Fire Chief submits box cards (in **PDF** format) to Division 4 Secretary (with “*Draft*” in the Authorized Signature location)
- Division 4 Secretary sends the cards to the Review Committee for a 10-day review.
 - *Any changes are sent directly to the respective Fire Chief*
- Fire Chief sends the “updated drafts” to Division 4 Secretary
- Division 4 Secretary sends the cards to the membership (Fire Chiefs & CenCom) for their 10-day review.
 - *Any changes are sent directly to the respective Fire Chief*
- Fire Chief submits “**FINAL**” cards with all changes made, the effective date, and signature to the Division 4 Secretary.
- Division 4 Secretary sends the “**FINAL**” cards to the membership (Fire Chiefs, Deputy Chiefs, and CenCom).
- Fire Chiefs requiring assistance from other Divisions on their MABAS cards are responsible for sending a **FINAL** copy to the appropriate Division contact listed below.

Division 3:
Assistant Chief Tom Burke
burke@northfieldil.org

Division 5:
Assistant Director Robert Ellsworth
reellsw@co.mchenry.il.us

Division 101:
Chief Roland Iwen
Paris5500@wi.net



Lake County MABAS Division 4

20 W. North Street
Hainesville, IL 60030
847-546-6001

Treasurer's Report

As of February 28, 2019

Beginning Balance

Checking	\$99,333.41	
Cash	<u>\$5,000.00</u>	
		\$104,333.41

Income

Dues		
Misc. Surplus Equipment	<u>\$0.00</u>	
		<u>\$0.00</u>

Total Income		\$0.00
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Expenses

Operations	\$0.00	
Admin		

Total Expenses		<u><u>\$0.00</u></u>
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Ending Balance

		<u><u>\$104,333.41</u></u>
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MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS

JOINT ADMINISTRATIVE COUNCIL

ADMINISTRATIVE COORDINATOR'S REPORT

Submitted March 18, 2019 by Christina Loomis

Administrative Update

- Maternity Leave Update/Transition Plan
 - Accounting/Budget
 - New Members
 - Training Spreadsheets/Reports'
 - Current 2019 Rosters
- 2019 SRT Internal Audit (schedule for 3/27/19)
- 2018 Workers Compensation Policy Audit
- Status of Repairs/Modifications to New Mechanics Truck



MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS

MEMORANDUM

DATE: September 27, 2018

TO: Chief Jeff Steingart, MABAS Division 4 President
Chief Paul DeRaedt, MABAS Division 5 President

FROM: Christina Loomis, Administrative Coordinator

RE: Proposed 2019 SRT Budget

At the September 17, 2018 MABAS Divisions 4 & 5 SRT Joint Administrative Council (JAC) meeting, council members approved a 2019 budget for SRT that includes both operating and capital expenditures. As required by the SRT's by-laws, I am now forwarding you the budget approved by the JAC for recommendation to the two MABAS Divisions.

Attached you will find the complete 2019 SRT Budget Request, which includes both operating and capital expenditures. For comparison purposes, the budget includes the approved 2016, 2017 & 2018 budget figures, 2016 & 2017 actual figures and 2018 year to date and forecast figures. At the bottom of the budget, you will also see the estimate of the 2019 Member Assessment/Dues by division for your planning purposes. The second attachment is the line item list of the recommended capital purchase for 2019 that is included on the first attachment.

On behalf of the JAC, I am requesting that you take these budget requests to your membership for approval at your next meeting. If you have any questions, or need any additional information regarding the budget requests, please feel free to let me know.

2019 SRT BUDGET REQUESTS (09/27/2018)

2018 Expenses

	2016 Budget	2016 Actual	2017 Budget	2017 Actual	2018 Budget	2018 YTD	2018 Forecast	2019 Budget
Administration	\$ 139,488.00	\$ 130,661.47	\$ 139,000.00	\$ 123,717.86	\$ 138,350.00	\$ 90,424.65	\$ 133,050.00	\$ 141,335.00
Dive	\$ 15,800.00	\$ 4,496.29	\$ 500.00	\$ 108.50	\$ 500.00	\$ 16.18	\$ 300.00	\$ 500.00
Hazardous Materials	\$ 31,245.00	\$ 24,200.03	\$ 24,800.00	\$ 10,614.61	\$ 28,175.00	\$ 6,449.46	\$ 18,070.00	\$ 31,510.00
Mechanics	\$ 24,200.00	\$ 19,285.17	\$ 27,700.00	\$ 18,781.02	\$ 27,500.00	\$ 6,938.93	\$ 26,000.00	\$ 29,000.00
Sonar	\$ 7,996.00	\$ 3,181.59	\$ 6,500.00	\$ 4,182.75	\$ 10,140.00	\$ 7,992.06	\$ 8,800.00	\$ 2,570.00
Swiftwater	\$ 2,919.00	\$ 2,349.55	\$ 1,600.00	\$ 112.62	\$ 1,000.00	\$ 230.00	\$ 480.00	\$ 1,000.00
Technical Rescue	\$ 12,850.00	\$ 1,627.32	\$ 13,500.00	\$ 11,193.00	\$ 12,750.00	\$ 5,303.89	\$ 11,450.00	\$ 3,500.00
Wildland	\$ 4,500.00	\$ 3,209.77	\$ 4,500.00	\$ 3,609.76	\$ 5,300.00	\$ -	\$ 4,500.00	\$ 5,000.00
Operating Total	\$ 238,998.00	\$ 189,011.19	\$ 218,100.00	\$ 172,320.12	\$ 223,715.00	\$ 117,355.17	\$ 202,650.00	\$ 214,415.00
Capital	\$ 22,196.00	\$ 20,021.42	\$ 27,050.00	\$ 25,394.13	\$ 20,800.00	\$ 9,150.00	\$ 20,800.00	\$ 20,000.00
Grand Total	\$ 261,194.00	\$ 209,032.61	\$ 245,150.00	\$ 197,714.25	\$ 244,515.00	\$ 126,505.17	\$ 223,450.00	\$ 234,415.00

2018 Revenues*

	2016 Budget	2016 Actual	2017 Budget	2017 Actual	2018 Budget	2018 YTD	2018 Forecast	2019 Budget
Member Assessments/Dues	\$ 217,998.00	\$ 218,000.00	\$ 218,100.00	\$ 218,100.00	\$ 223,715.00	\$ 167,717.04	\$ 223,715.00	\$ 214,415.00
Interest Income	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenue	\$ -	\$ 541.21	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -
Sem./Training Revenues (WR&R)	\$ 15,800.00	\$ 5,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Spiller Pays Reimb. (HazMat)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,550.99	\$ 7,550.99	\$ -
Grant Funds	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 238,998.00	\$ 223,791.21	\$ 218,100.00	\$ 218,600.00	\$ 223,715.00	\$ 175,268.03	\$ 231,265.99	\$ 214,415.00

* Based on operating expenses only.

Assessments

Div. 4 Portion	\$ 132,937.30
Div. 5 Portion	\$ 81,477.70

2019 SRT CAPITAL BUDGET REQUESTS (NEW ITEMS)

Team	Item Name	Quantity	Unit Cost	Total Cost	Div. 4 Cost	Div. 5 Cost	Life Expectancy (years)	Explanation / Justification
TRT	Confined Space Coms Unit	1	\$ 20,000.00	\$ 20,000.00	\$ 12,400.00	\$ 7,600.00	10	The team's current confined space coms unit is almost 20 years old and is not working effectively or reliably. Equipment will be shared between Divisions 4 & 5.

TOTAL \$ 20,000.00 \$ 12,400.00 \$ 7,600.00