Mutual Aid Box Alarm System
MABAS Division-1
Regular Meeting Minutes
November 8, 2023

President	Vice President	Treasurer	Secretary
Chief Patrick Gratzianna	Chief Richard Mikel	Chief William Gabrenya	Chief Alan Wax
Palatine F.D.	Elk Grove Village F.D.	Bartlett F.P.D.	Hoffman Estates F.D.
39 Colfax St.	901 Wellington Ave.	234 Oak Ave.	1900 Hassell Rd.
Palatine, IL 60067	Elk Grove Village, IL 60007	Bartlett, IL 60103	Hoffman Estate, IL 60169
Ofc (847) 202-6340	Ofc (847) 734-8002	Ofc (630) 837-3701	Ofc (847) 843-4825
pgratzianna@palatine.il.us	rmikel@elkgrove.org	wgabrenya@bartlettfire.com	alan.wax@hoffmanestates.org

MABAS Division-1 Membership

Members present at this meeting were:

Arlington Heights	Chief Harris	Palatine	Chief Gratzianna D/C Lavacchi B/C Buzzard
Bartlett	Chief Gabrenya Investigator Nick Ackerman	Rolling Meadows	Chief Sutter
Buffalo Grove	Chief Baker D/C Kane	Schaumburg	D/C Koeppen
Des Plaines	------	Streamwood	Chief Meyer
Elk Grove Village	Acting Chief Gac B/C Lodewyck B/C Rishling	Wheeling	Chief McGreal
Hoffman Estates	Chief Wax	Special Guests from Restore Restoration	Mike Kuryla Steve Iovinelli Andrew Valko
Inverness	------	NWCH	------
Mount Prospect	Chief Dolan Investigator Eckert		
Northwest Central	Nate Krause		

I. CALL TO ORDER – PRESIDENT GRATZIANNA

13:30 Hours – November 8, 2023 meeting at Arlington Heights FD – Station No. 2

1. President Gratzianna declared there to be a quorum present.
2. Pledge of Allegiance. President Gratzianna led the members in the Pledge.

II. RECOGNITION OF MEMBERS

None.

III. PUBLIC COMMENT

None.

DRAFT FOR APPROVAL

IV. GUESTS

Mike Kuryla, Steve Iovinelli, and Andrew Valko of Restore Restoration made a presentation about the services Restore Restoration provides. They also handed-out information to the chiefs.

V. APPROVAL OF MINUTES – SECRETARY WAX

1. Secretary Wax presented the minutes from the September 27, 2023 meeting. A motion to approve the minutes was made by Mount Prospect and seconded by Elk Grove Village. The motion passed unanimously (11-0) by voice vote.

VI. TREASURER'S REPORT – TREASURER GABRENYA

1. **Balance Sheet.** Treasurer Gabrenya reported that as of 11 / 7 / 2023, the Checking account balance was $ 96,353.86 and the Money Market account balance was $ 93,291.12, for a Total Balance in accounts of $ 189,644.98 .
2. **Profit & Loss Statement.** For January 1st through November 30th, 2023, on an accrual basis, Net Income was $ 64,496.68 and Net Expenses were $ 28,565.71 , for a Net Gain of $ 35,930.97 .
3. **Vote on Financial Reports.** A motion to approve the Treasurer's Report was made by Elk Grove Village and seconded by Wheeling. The motion passed unanimously (11-0) by voice vote.
4. **2024 Budget Presentation.** Treasurer Gabrenya presented the 2024 proposed budget. The Budget, as proposed, is enclosed as Attachment A on page 9. He particularly noted the following:
   - **A.** None of the special teams submitted any capital requests
   - **B.** The disbanded Elk Grove Township Fire District never paid 2023 dues, however they DID pay MABAS-IL dues.
   - **C.** In response to a question regarding whether the MABAS-Illinois dues would be on a separate invoice (since there will be an additional charge for MABAS-IL dues instead of having it included in Division 1 dues, per a previously-approved vote), Treasurer Gabrenya stated that, for this year, there will be only one invoice and that invoice will include the additional charge for MABAS-IL dues.
5. **Vote on Proposed 2024 Budget.** A motion to approve the 2024 Budget as presented was made by Buffalo Grove and seconded by Rolling Meadows. The motion passed unanimously (11-0) by voice vote.
6. **Transfer of Funds from Checking to Money Market.** Treasurer Gabrenya led a discussion regarding moving funds from the checking account into the money market account to take advantage of current interest rates. Following the discussion, it was determined by consensus that such transfer will be made in an amount as determined appropriate by Treasurer Gabrenya.

VII. COMMITTEE REPORTS

1. **MABAS Division 1 Executive Board – President Gratzianna**
   - **A. NW Suburbs MABAS Regional Meeting on September 20, 2023.**
     - **I. Mutual Aid.** There was discussion regarding the difference between mutual aid (help to a neighbor with no compensation) versus a large-scale deployment (an organized, MABAS-authorized activation that

DRAFT FOR APPROVAL

provides reimbursement for back-fill and overtime).

II. **Strike Team Requests.** MABAS-IL has asked each Division that, if the Division does not have enough resources to fill a strike team when requested, please do not deny the request – still submit whatever resources are available and MABAS-IL will combine resources from multiple divisions to make an acceptable strike team.

III. **Software.** MABAS-IL is working on new management software that will include databases to better track assets and other equipment.

IV. **DNC.** MABAS-IL is starting to plan for the Democratic National Convention, which will be held in Chicago starting August 19, 2024 at the United Center.

B. **Command/Dispatch Conference: Request for MABAS Box Alarm Audio.** MABAS-IL requested audio from box alarms to use for training at the conference. Some submissions have been received.

C. **MABAS Regional Communications Training Seminar on December 5, 2023 at Fermilab.** Information on this was previously e-mailed to the chiefs.

2. **MABAS-Illinois Executive Board – President Gratzianna**

A. **Last Meeting on October 25, 2023.** There was no quorum, which was very frustrating (23 divisions are needed for a quorum, and only 15 out of 68 total divisions were present. The meeting was being broadcast to three locations in the state. Some bigger topics that were discussed despite the lack of a quorum include the following:

I. **MABAS-IL By-Law changes will be coming-out.**

a. MABAS-IL will now be considered a "Chapter" – each state organization will be a "Chapter"

b. MABAS-IL will vote on the proposed By-Law changes in January

II. **MABAS Guidebook –** This is an update of the "coloring book." President Gratzianna will send an email on this to the Division 1 chiefs. Division 1 will ask for a training program on this.

III. **Initiatives.** There are several being worked-on. The biggest one noted is that the State will take over USAR and Taskforce 1 funding.

IV. **MABAS-IL Dues.** MABAS Division 1 is fully paid. Division 1's payment is the most in the state at $10,400. It was noted that Chicago FD pays $2,200 due to it being the lone fire department in Division 9 and there is a cap in the dues structure per department.

V. **Special Teams.** Division 1's special teams' status is Green for both HazMat and TRT. Only 33 divisions in the state have HazMat Teams and only 30 are green. 29 of the divisions have Technical Rescue Teams, and only 17 are green.

VI. **Task Force Applications.** The deadline for applications for TaskForce 1 is November 30th. Applications are being accepted for Rescue Specialist, Medical Specialist, and HazMat Specialist.

VII. **Next Meeting.** The next MABAS-IL meeting will be February 21, 2024 in Bloomington at the MABAS conference. Attendance will be required – there will be no remote participation.

3. **Communications / Box Alarms – President Gratzianna** – No Update

DRAFT FOR APPROVAL

4. **Training Committee – B/C John Lodewyck**
   - **A. 2024 MABAS Division 1 Leadership Workshop.** Div. Chief Bemis is working-on setting-up the next lecture, and has contacted potential speakers. There is discussion on holding two lectures in 2024 – one in Spring and one in Fall. The budget is approximately $5,500.
   - **B. Recertification.** Div. Chief Bemis and B/C Cassidy are working on a 4-year recertification plan for the Division.
   - **C. Fall Protection.** The Committee is looking into fall protection for stations due to recent OSHA audit results of members.
   - **D. Near-Miss Reporting,** The Committee is looking into near-miss reporting and if any departments have policies for such reporting.
   - **E. Mental Health Initiatives.** There is ongoing discussion in the Committee regarding such initiatives and how the group can provide assistance to our members.
5. **Fire Investigations Team – Investig. Bill Eckert & Insp. Nick Ackerman**
   - **A.** Investigator Eckert and Insp. Ackerman provided a quick overview of the plans to build the Team into a response team – similar to the Division 3 and 4 teams. This includes the following elements:
     - **I.** Developing policies
     - **II.** Developing a call-out procedure
     - **III.** Developing forms for scene documentation and statistical data
     - **IV.** Developing a team budget
   - **B.** The Team was looking for agreement to move forward to develop a plan to transition the current model into a response team. The chiefs agreed to this request by consensus. The Team will present additional information in the future for consideration.
6. **Water Rescue Team – B/C Todd Rishling**
   - **A.** Division 1 and 2 Water Rescue Teams held a drill at the West Branch Forest Preserve in Bartlett. 40 divers performed skills in watercraft operations, boat-based search patterns, and shore-based search patterns looking for multiple dummies.
   - **B.** An incident in Palatine on 11/4 at Hicks & Lake Cook Roads was reviewed and discussed.
   - **C.** Purchases.
     - **I.** A body recovery system from Mount Prospect is being purchased to replace one used in Arlington Heights.
     - **II.** A bump helmet with light is being purchased for Rolling Meadows (to match equipment previously issued to other departments now that RM has divers on the team).
   - **D.** Training. Annual Team skills evaluations and swim tests are being conducted on November 8th and 9th at the Schaumburg Community Rec Center pool. Elk Grove Village will host the annual swim tests in December.
7. **Technical Rescue Team – B/C Matt Buzzard for B/C Rob Kluzek**
   - **A. Call-Outs.** There have been none
   - **B. Equipment.** The hydraulic ring saw has been repaired.
   - **C. Training.** A confined space drill was conducted in Buffalo Grove in October.

DRAFT FOR APPROVAL

November's training is scheduled to be in Des Plaines on the topic of drones and search dogs. This non-typical training should be very beneficial.

8. **Hazardous Materials Teams – B/C Matt Buzzard**
   - **A. Incidents.** Follow-up on the Des Plaines PD incident where the Division 4 HazMat Squad was requested and not the Division 1 Squad. On that incident, there was a specific request for a specific piece of equipment. All should know that there is no difference in the equipment of Division 1 and Division 4 (Division 1 has an overall greater amount of equipment). The difference is that Division 4 has the equipment on a central trailer, whereas Division 1 has the equipment spread-out throughout the Division.
   - **B. Equipment**. The Training Committee has requested additional Level-A suits for training for 2024.
   - **C. Training.**
     - **I.** 4th Quarter drill(s) will be hosted by Streamwood FD and Elk Grove FD. Drill objectives relate to Public Safety Sampling Protocols.
     - **II.** 2024 Training Calendar and meeting dates are set. Topics include HazMat RIT, Foam, HazMat Incident Safety, and a Full Response drill.
     - **III.** The annual Deployment Member drill will be in September, 2024.
   - **D. MABAS.**
     - **I. "Save the Cities" (STC) Radiological Response Training.**
       - **a. Training.** The training has been completed by 7 members.
       - **b. Equipment.** The meter that is supposed to be issued to the Division has not been released due to dispatch-related issues. The timeline for delivery is not known.
     - **II. Year-End Review.**
       - **a.** Thank you to all department Team Leaders for their time and commitments.
       - **b.** Special thanks to departments that stepped-up to host drills and provide facilities.
       - **c.** Thank you to Team Leader Joe Hamilton and Asst. Team Leader Mike Murphy.
       - **d.** There are over 120 Techs. 2023 saw 15 drills and over 50 total hours of training.

9. **MABAS Division 1 Logistics – Chief Gratzianna on behalf of D/C Mackeben**
   - **A. MABAS-Illinois CIMS.** D/C Mackeben is working with the Deputy Chiefs to develop Salarmander CIMS 3.0 training for individual firefighters.

10. **Health and Safety Committee – B/C John Lodewyck on behalf of Div. Chief Roberts**
    - **A. Discussion.** The Committee discussed the recent firefighter suicide and related issues, including morale, how to address mental health concerns, how to remove "stigmas," the use of counseling, and other topics. Additional conversations are forthcoming.
    - **B. Safety Initiative.** Discussion within the Committee continued regarding fall protection when loading hose or working on top of apparatus. Possible solutions, and related funding, are being explored.
    - **C. Near-Miss Reporting.** Discussion continues in the Committee.

DRAFT FOR APPROVAL

D. **Committee Meeting Topics.** The Committee is gathering ideas for meeting topics and speakers, as well as information regarding potential issues for the fire service in the next 5-10 years and beyond.

E. **Policy Reviews.** Committee members are reviewing the ISO OG/PS, ISO checklist, ISO Specialty Team Safety Checklist, and ISO Post-Incident Evaluation.

F. **Next Meeting.** The Committee's next meeting is in Arlington Heights on January 24, 2024.

11. Operational Guidelines/Policy Statements – D/C Anthony LaVacchi

A. **OG/PS No. 321 – Post-Fire Incident Decontamination – FINAL Approval.** A discussion was held regarding the proposed OG/PS, including conversation regarding the consistency of primary decons occurring in the field. Following the discussion, Streamwood motioned to approve OG/PS #321 as presented. Elk Grove Village seconded. The motion passed unanimously (11-0) by voice vote.

B. **OG/PS No. 314 – Incident Safety Officer (2018) – Preliminary Review of Updates.** D/C LaVacchi presented this proposed update for review and potential approval at the next meeting. Discussion included concern regarding having a list of ISOs and the ability to keep the list up-to-date. Any input is to be submitted to D/C LaVacchi. The item will be included on the next agenda for a vote to approve the update.

C. **2024.** The following are planned for 2024:

I. 5-year reviews on the following current OG/PSs:
   - **a.** #120 – Open Meetings Act
   - **b.** #310 – Change of Quarters
   - **c.** #315 – Standard Radio Designations
   - **d.** #320 – Rehabilitation
   - **e.** #410 – Fire Investigation – Overview
   - **f.** #420 – Water Rescue Team – Overview
   - **g.** #460 – Hazardous Materials Team – Overview
   - **h.** #630 – MVU

II. Creating the following new OG/PSs:
   - **a.** #110 – Training Committee – Overview
   - **b.** #550 – Active Shooter

III. Completion of the Purchasing OG/PS, which already has been started

VIII. OLD BUSINESS:

1. **MABAS Division 1 Incident Management Team – President Gratzianna.** This topic has been tabled. It will remain on the agenda. There is also discussion at the JEMS level. If there is desire to move this forward, advise President Gratzianna.

2. **MABAS Division 1 MCI Trailer – Chief Meyer.** Chief Meyer noted that, at the last meeting, six options were considered regarding this trailer, and the final consensus was to dispose of the trailer in any way possible. MABAS-IL states that it is not a MABAS asset, even though MABAS-IL insures it and pays for the license plate. Because it is not a MABAS asset, Division 1 is allowed to dispose of it. There is no title for it. Chiefs Meyer and Gratzianna will work on getting a replacement title and listing it for sale on GovDeals. By consensus, it will be decommissioned.

DRAFT FOR APPROVAL

3. **MABAS Division 1 Interdivisional Box Card – President Gratzianna.** This item is tabled. The proposed card will be adapted to incorporate MABAS-IL related policies. President Gratzianna will forward information related to MABAS-IL's processes.

4. **Mid-Term Vice President Vacancy – President Gratzianna.** With Chief Mikel's withdrawal from the position due to his added responsibilities in Elk Grove Village, a vacancy exists. The By-Laws reflect that an election is to occur to fill a mid-term vacancy. President Gratzianna thanked Chief Meyer for volunteering for office, and recommended Chief Wax move to VP and Chief Meyer assume Secretary duties. Both chiefs agreed to take-on those roles.

   A motion to elect Chief Wax to the Vice President position and Chief Meyer to the Secretary position for the remainder of the term (ending 12/31/2024) was made by Bartlett and seconded by Palatine. The motion passed unanimously (11-0) by voice vote.

IX. NEW BUSINESS

1. **Video Conference (e.g., Zoom) for Division 1 Meetings – President Gratzianna.** Discussion was held regarding the advantages and disadvantages of allowing meeting attendance via remote electronic means. President Gratzianna requested that the chiefs consider this for possible future discussion. No further action was taken.

2. **MABAS Division 1 Task Force and Strike Teams (Ambulance and Engine).** This is included in the Interdivisional Box Card discussion in VIII.3., above.

3. **MABAS Division 1 By-Laws Update – President Gratzianna.** By-Laws were reviewed and amended last in May of 2022. The following amendments to the By-Laws were suggested:
   - **A.** Including specifics of meeting dates and times
   - **B.** Updating the dues section to recognize the change that the MABAS-IL dues are in addition to the Division 1 Dues
   - **C.** Deleting the website from the list of sub-committees in Article X
   - **D.** Adding language regarding adopting a budget
   - **E.** Amending the quorum language to "greater than 50% of the active membership" instead of "50% +1 of the active membership." This is related to the fact that, with Elk Grove Township's dissolution, there are now an odd number of members, so the quorum number doesn't change.

   There will be more discussion and draft language for consideration in 2024.

4. **Discussion regarding Division-Wide Format of ARA Agreements with Use of AVL – Chief Mike Baker.** There was discussion on this topic, with no decisions made.

X. FOR THE GOOD OF THE ORDER

1. **Elk Grove Township Response Plans – Chief John Dolan.** Chief Dolan thanked everyone for their offers of assistance with the last-minute departure of the Elk Grove Township Fire District – especially to Des Plaines and Elk Grove Village. Mount Prospect is assuming primary responsibility for all unincorporated areas and all of the Fire Protection District's equipment, including the Tender. The Tender is in full service and is available for mutual aid. MPFD will be

DRAFT FOR APPROVAL

operational in Station #11, however occupancy of Station #11 is not expected to occur for six months or longer. The Fire Protection District is expected to be dissolved at some point. It is noted that 911 and Police services for that area will continue to be by Cook County.

2. **Division 1 Website – President Gratzianna.**
   A. **Updating the Division Directory by Department – the 9/28/2023 E-Mail.** President Gratzianna reminded everyone of the email sent, and asked that changes needed to the directory be submitted to him.
   B. **Submit Local FD Pictures to Update the Website Gallery.** Please send photos of training, events, incidents, etc.
3. **Reminder of the Metropolitan Fire Chiefs Association of Illinois Officer Installation and Holiday Luncheon on December 7, 2023 at the Empress Banquet Hall in Addison.**

XI. FUTURE MEETINGS

1. **Morning Meeting.** Wednesday, December 6, 2023 – 07:30 – location TBA
2. **Regular Meeting.** Wednesday, January 10, 2024 – 13:30 – Arlington Heights. Fire Station #2
3. **2024 Scheduled Meeting Dates – all at 13:30 at Arlington Heights Stat. #2**
   I. Wednesday, January 10, 2024
   II. Wednesday, March 13, 2024
   III. Wednesday, May 8, 2024
   IV. NO JULY MEETING
   V. Wednesday, September 11, 2024
   VI. Wednesday, November 13, 2024

XII. ADJOURNMENT

1. **Motion to Adjourn the Meeting**
   A. Motion made by Elk Grove Village and Seconded by Wheeling
   B. Motion passed by unanimous voice vote (11-0).
   C. Meeting adjourned at 15:00 hours.

Respectfully submitted,

Alan S. Wax

Alan Wax, Secretary

DRAFT FOR APPROVAL

ATTACHMENT A

PROPOSED 2024 MABAS DIVISION 1 BUDGET

MABAS DIVISION 1
Profit & Loss Budget Overview
January through December 2024

	Jan - Dec 24
Income	
Expense	
60900 · Business Expenses	
60910 · MABAS IL Dues	10,407.00
Total 60900 · Business Expenses	10,407.00
62100 · Contract Services	
62110 · Accounting Fees	36.00
62160 · Educational Services	5,500.00
62162 · Dive/Swift Water Training	3,000.00
62163 · Hazmat Training	3,000.00
Total 62100 · Contract Services	11,536.00
65000 · Operations	
65041 · TRT Supplies	6,000.00
65042 · Dive/Swift Water Supplies	10,000.00
65043 · Hazmat Supplies	3,000.00
65050 · Telephone, Telecommunications	1,500.00
Total 65000 · Operations	20,500.00
65100 · Other Types of Expenses	300.00
68300 · Travel and Meetings	
68310 · Conference, Convention, Meeting	1,000.00
Total 68300 · Travel and Meetings	1,000.00
Total Expense	43,743.00
Net Income	**-43,743.00**