

LakeComm

Lake Consolidated
Emergency Communications

6.1 Transition Manager Update

August 14, 2024

LakeComm

Officers and Executive Committee Members

LakeComm

Lake Consolidated
Emergency Communications

LakeComm Officers

Chair: Kevin Timony
(Village Manager, Village of Vernon Hills)

Vice Chair: Billy McKinney
(Mayor, City of Zion)

Treasurer: Brandy Schroff
(Village Administrator, Village of Round Lake)

Secretary: Mike Strong
(Village Administrator, Village of Lake Villa)

LakeComm Executive Committee

Chair: Kevin Timony
(Village Manager, Village of Vernon Hills)

Vice Chair: Billy McKinney
(Mayor, City of Zion)

Lake County: Patrice Sutton
(Lake County Administrator)

Municipal Manager: Greg Jackson
(Chief of Staff, City of North Chicago)

Fire Protection Dist: Bill Hogan
(President, Wauconda Fire District)

Chiefs of Police Assn: Chief Jason Seeley
(Chief of Police, Mundelein)

Fire Chiefs Assn: Chief Ed Lescher
(Fire Chief, Fox Lake Fire Protection District)

Executive Committee Responsibilities

Bylaws: The duties and responsibilities of the Executive Committee are:

- a. Ensure that decisions concerning development, operation, cost sharing, expenditure approval, personnel, and equipment utilization are consistent with the purpose of LakeComm, the policies established by the Member Board and the limits fixed by the approved budget.
- b. Propose the annual budget to the Member Board for approval and appropriation.
- c. Approve Policy for LakeComm to include financial, personnel, purchasing, and audit policies.
- d. Conduct the annual review of the Executive Director and make a recommendation on any salary increase to the Member Board for consideration at the April meeting.
- e. Recommend the hiring or termination of the LakeComm Executive Director to the Member Board.
- f. Hire legal counsel or execute a contract for legal services that support LakeComm.
- g. As part of the Budget, recommend the classification and compensation (pay scale) for LakeComm front-line staff.
- h. Approve any budgeted expenditure in excess of \$50,000, not to exceed 110% of budgeted amount, and approve any non-budgeted expense less than \$50,000.
- i. Approve any mid-fiscal year line-item transfers and emergency appropriations of the LakeComm Fund in accordance with the Agreement.
- j. Approve any emergency expenditure made by the Executive Director and report that expense to the Member Board no later than the next regular or special call meeting of the Member Board.
- k. Approve any mid-fiscal year use of fund balance / reserve funds for an emergency situation as defined in these Bylaws.
- l. Approve the lease, holding, or disposing of properties for the operation of equipment as defined in the LakeComm Agreement, Bylaws, or policy.
- m. Approve mid-fiscal year increases to personnel count (full-time equivalent and part-time equivalent).
- n. Hire certified public accountants as auditors to perform an annual audit of LakeComm's financial affairs and to review and recommend acceptance of the annual audit to the Member Board. The audit shall be done after each fiscal year in accordance with generally accepted accounting principles. Each participating member unit of local government shall be provided an electronic copy of the audit report;
- o. Other responsibilities, authorities, and duties as defined in the Lake Comm Agreement Bylaws, or Policies.

Background

LakeComm

Lake Consolidated
Emergency Communications

9-1-1 Consolidation Report

2013-2017

- In April 2017, Lake County and the Lake County ETSB received a report they commissioned (“9-1-1 Consolidation Report”) that concluded PSAP consolidation is a mutually beneficial path for public safety entities in Lake County
- The potential benefits of PSAP consolidation include:
 - Reduced call transferring
 - Staffing improvements to provide enhanced coverage for 24/7 operations
 - More consistent and effective service delivery
 - Greater opportunities for interagency response and backup
 - Better data sharing between agencies and responders in the field
 - Enhanced interoperability and ability to share information across jurisdictions
 - Reductions in future capital investment
 - Elimination of duplicate technology systems and maintenance agreements
 - Operational savings

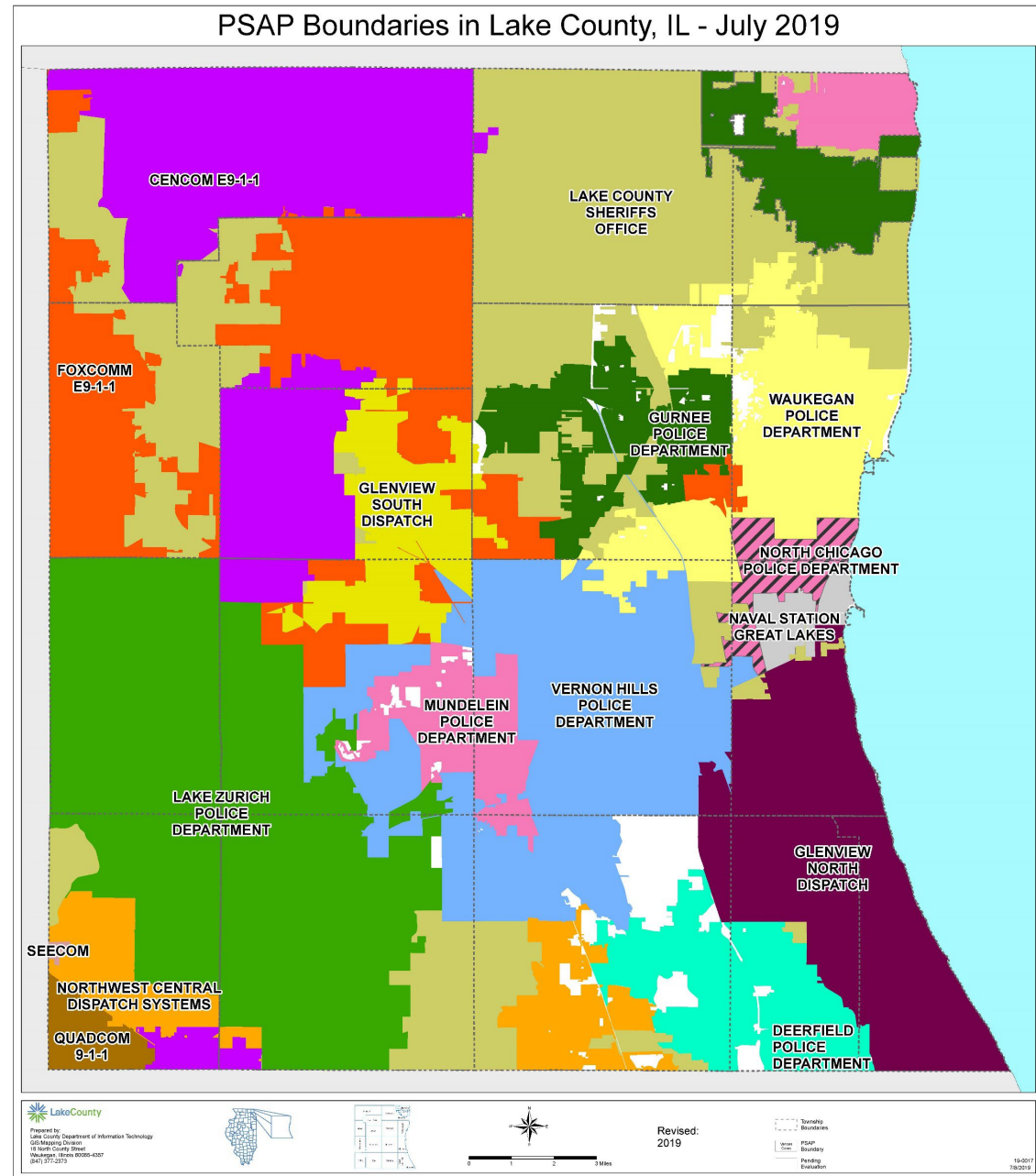
Current Environment

PSAP Boundaries

Problem: Call Transfers

- More than 12 PSAPs serving Lake County
- Wireline 9-1-1 calls follow these boundaries
- Cellular (voice or text message) and VoIP 9-1-1 calls may not follow established boundaries

Comm
nsolidated
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Regional Consolidation Consortium

Carried Forward from 2018-2022 Project

Build an implementation plan to consolidate regional 9-1-1 services in order to provide the highest quality 9-1-1 service and lasting value for the residents of participating communities

Core Requirement

- The right public safety resources
- To the right location
- With the right information
- In the shortest amount of time

AND

- General safety and situational awareness for responders during a call or incident

Additional Requirements
for Consolidated 9-1-1 and Dispatch Services
(As Decided by Governance Committees)

Lines of Effort (LOE)

9-1-1 Consolidation

1. Software - Public Safety Software Modernization Project - Lake County
2. Facility - Regional Operations and Communications (ROC) Facility
3. Agency - Lake Consolidated Emergency Communications (LakeComm)
4. JETSB - New Joint Emergency Telephone System Board

PSAP Consolidation Committee

2022-2024

IGA #2 – Implementing IGA

- Sets forth the mechanism for a Lake County public entity to become a full partner and receive services from the NEW CONSOLIDATED PSAP
- The Implementing IGA must:
 - Create of a new Intergovernmental Cooperative (joint governance) organization
 - Define a pathway for any public agency to become a partner
 - Include bylaws, governance, cost sharing etc.
 - Define baseline services
 - Include implementation and migration plans to transition from individual PSAPS to the newly constructed PSAP, located in Libertyville
 - Establish staffing structure and support functions
 - Provide a transition pathway for current PSAP employees to the new PSAP
 - Define technology needs and implement the new CAD system
 - Define timelines, insurance and other migration issues
- Goal: Partners / Members approve by **July 1, 2024**

LakeComm Members 2024

Approved IGA: Member Agencies
County of Lake
Village of Antioch
First Fire Protection District of Antioch
Beach Park Fire Protection District
Countryside Fire Protection District
Village of Fox Lake
Fox Lake Fire Protection District
Village of Gurnee
Greater Round Lake Fire Protection District
Village of Island Lake
Lake Villa Fire Protection District
Village of Lake Zurich
Village of Mundelein
City of North Chicago
Village of Round Lake
Village of Round Lake Beach
Village of Round Lake Park
Village of Vernon Hills
Wauconda Fire Protection District
City of Zion
Village of Lake Villa
Village of Wauconda
Village of Round Lake Heights (July 30)
Newport Township Fire Protection District (August 20)*

**Expect 24 LakeComm
Member Agencies
as of August 20th**

LakeComm Prospective Agencies

By Public Safety Department



Current as of 08.13.2024



- LakeComm IGA Approved
- LakeComm IGA Approval Expected
- Unknown Status of LakeComm IGA
- Decision to Not Join LakeComm

13* of 15 Fire/EMS Agencies

PSAP	Fire Agency
CenCom ●	Antioch Fire Protection District
CenCom ●	Greater Round Lake Fire Protection District
FoxCom ●	Fox Lake Fire Protection District
FoxCom ●	Lake Villa Fire Protection District
LZ ●	Lake Zurich Fire/Rescue Department
LZ ●	Wauconda Fire Protection District
Mundelein ●	Mundelein Fire Department
Mundelein ●	North Chicago Fire Department
Mundelein ●	Winthrop Harbor Fire Department
NLCC-ETSB ●	Beach Park Fire Protection District
NLCC-ETSB ●	Gurnee/WWFPD Fire Department
NLCC-ETSB ●	Newport Fire Protection District*
NLCC-ETSB ●	Zion Fire/Rescue Department
VH ●	Countryside Fire Protection District
VH ●	Libertyville Fire Department

Approved LakeComm IGAs represent 28* individual public safety departments as well as Lake County

15 of 22 Law Enforcement Agencies

PSAP	Police Agency
CenCom ●	Antioch Police
CenCom ●	Round Lake Police
CenCom ●	Round Lake Beach Police
CenCom ●	Round Lake Heights Police
CenCom ●	Round Lake Park Police
FoxCom ●	Fox Lake Police
FoxCom ●	Lake Villa Police
FoxCom ●	Lakemoor Police
FoxCom ●	Park City Police
LZ ●	Hawthorn Woods Police
LZ ●	Island Lake Police
LZ ●	Kildeer Police
LZ ●	Lake Zurich Police
LZ ●	Tower Lakes Police
LZ ●	Wauconda Police
Mundelein ●	Mundelein Police
Mundelein ●	North Chicago Police
Mundelein ●	Winthrop Harbor Police
NLCC-ETSB ●	Gurnee Police
NLCC-ETSB ●	Zion Police
VH ●	Libertyville Police
VH ●	Vernon Hills Police

PSAP Consolidation Cmte (2022-Present)

IGA #1 – Planning IGA (As Amended, Effective March 1, 2024)

- Focus: (1) Maintain operations and employees, (2) with partners, draft IGA #2 (Implementing IGA)
- Participating PSAPs agree to:
 - “(D)evelop an Implementing Intergovernmental Agreement (“Implementing IGA”) that establishes a NEW CONSOLIDATED PSAP in Lake County, Illinois to replace and consolidate the PSAPs operated by the Parties in this Agreement.”
 - Ensure Consortium partners and new, potential partners are able and encouraged to participate
 - Contribute \$50,000 each to hire required expertise
 - Establish the PSAP Consolidation Committee
- County agrees to:
 - Act as the Executive Agent
 - Construct a purpose-built 9-1-1 and emergency dispatch center at the County’s expense as part of the Regional Operations and Communications Facility for the NEW CONSOLIDATED PSAP
- Became effective on September 1, 2022 (Amended to 30-month duration)

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Purpose Achieved

From Implementing IGA (IGA #2)

Within thirty (30) days after the signing deadline in Article II.1.e of this Agreement, the Public Safety Answering Point (PSAP) Consolidation Committee (PCC) established by a separate Intergovernmental Agreement, is authorized to:

- (1) facilitate the first meeting and election of the LakeComm Member Board,**
- (2) facilitate the approval of the LakeComm Bylaws by the Member Board,**
- (3) provide a draft LakeComm Executive Director position description and position posting, and**
- (4) provide PCC analysis and documentation supporting LakeComm establishment to include, without limitation, financial estimates and a proposed transition plan.**

Upon Member Board establishment, approval of the LakeComm Bylaws by the Member Board, and delivery of requested analysis and documentation, the PCC members who are signatories to this Agreement agree to disestablish the PCC.

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PCC Disestablishment - Aug. 14, 2024

Based on achieving the purpose of Planning IGA and fulfilling the criteria defined in the Implementing / LakeComm IGA, the PSAP Consolidation Committee was disestablished

Transition Team

- Transition Manager
- Dedicated Deputy Transition Managers
- Transition Teams – PSAP Leadership, SMEs, and Coordinators
- Working Groups (continue what is working with some “tweaks”)
 - Operations, Procedures, & Policy Standards
 - HR & Personnel
 - Finance & Budget
 - Technology
 - Facility (ROC & Backup)
 - Contracts & Purchasing
 - LE and Fire/EMS Advisory
 - JETSB
 - COOP (Reduced Scope)
 - PSAP Directors*
- Legal support to LakeComm

Transition Plan & Timeline



PHASE 1
Q1/Q2 2024
EXEC DIRECTOR NOT
HIRED YET

- **Hiring Exec Director (or Interim) is priority**
- Socialize IGA #2 & JETSB IGA
- Review & Decide Recommendations
- Establish HR for LakeComm
- Establish Transition Team
- Technology Transition & Implementation
- ROC Facility Outfitting
- **LakeComm cost sharing model socialized / finalized.**



PHASE 2
Q3/Q4 2024 TO
SUBSTANTIAL BUILDING
COMPLETION

- **Execute IGA #2 JETSB IGA**
- Review & Decide Recommendations
- **Establish Governance Boards**
- **Transition Plan** Developed & Approved
- Talk Group Consolidation Planning
- **LakeComm Transition Team Implemented**
- 5 Year Strategic Plan
- Prepare / Submit Consolidation Plan
- Staffing Plan/ Recruiting
- SOP Drafts
- Finalize Technology Transition



PHASE 3
Q1/Q2 2025
PRE-CUTOVER

- **Building Occupancy**
- **LakeComm set up**
- **Testing & Training**
- Cutover Activities
- Member Board & Exec Committee Actions
- **PSAP Consolidation Plan Approval**
- Staff recruiting, hiring & training
- ROC Facility Testing & Acceptance
- Each **PSAP Cutover Plan** developed
- **Go/No Go Decision** for LakeComm Cutover - Operations & Technology
- ROC Facility Occupancy



PHASE 4
CUTOVER

- Board Member & Exec Committee Actions
- **First PSAPs Go Live**
- **System Review & Issues Reporting**
- Prep for Go Live #2



POST CUT OVER

- Continued issue reporting, review and resolution
- Shared learning from findings

LakeComm Future Actions

- ✓ **Bylaws**
- ✓ **Offices / Officers**
- ✓ **Establish Executive Committee**
- ✓ **Transition Manager**
- ✓ **Regular meeting schedule**
- ✓ **Transition funding / IGA for loans**
- ✓ **Transition budget**
- ✓ **Legal**
- **Hire the Executive Director**
 - Hire recruitment firm
- **Shared services IGA**
 - Approval authority
- **Fiduciary requirements**
- **Insurance**
- **ROC lease agreement**
- **Website (*LakeComm911* domain)**
- **JETSB members**
 - Citizen at large
- **FY26 budget**
- **Personnel policies**

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