

Lake County Illinois

Public Safety Answering Point (PSAP) Consolidation Committee

**Regional
9-1-1
Consolidation**

Meeting Minutes - Final

Wednesday, May 15, 2024

10:30 AM

**MEETING LOCATION: Public Works Conference Room
648 W. Winchester Road - Libertyville, IL
PSAP Consolidation Committee**

PUBLIC COMMENT: The public will be afforded time to comment on matters related to the business of the Committee. Individuals attending may present their Public Comment during the meeting. Individuals not in attendance may provide written Public Comment that must be received by 3:00 p.m. the day prior to the meeting (emailed to PublicComment@lakecountyil.gov or delivered to the County Administrator's Office at 18 N. County Street, Waukegan, Illinois (9th Floor)).

Public comments will be presented at the beginning of the meeting under "Public Comment." A total of 30 minutes will be permitted for the Public Comment and no more than three minutes per Comment. Public Comment will proceed in the following order: (1) Public Comment by individuals in attendance then (2) written comments in the order they are received.

Individuals providing Public Comment will be recorded and will provide the following Information:

- * Meeting: PSAP Consolidation Committee (Subject line for written Public Comment)
- * Name (Required)
- * Topic or Agenda Item # (Required)
- * Organization represented. (Required - If representing yourself, put "Self")
- * Street Address (Optional)
- * City, State (Optional)
- * Phone (Optional)

1. Call to Order

Chair Formica called the meeting to order at 10:30 a.m.

2. Roll Call of Members

Jim Hawkins, Executive Agent Representative (EA Rep.), did a roll call of members.

Members Present:

CenCom E9-1-1 - Greg Formica, CenCom Board / Committee Chair

Fox Lake - Jimmy Lee, Retired Chief of Police

Gurnee - Patrick Muetz, Village Administrator /Committee Vice Chair

Lake County - J. Kevin Hunter, Lake County Board Member

Lake Zurich - Ray Keller, Village Manager

Mundelein - Lynne Monroe, Assistant Village Administrator

Vernon Hills - Kevin Timony, Village Manager

Others Present:

Sandy Hart, Lake County Board Chair

Brandy Schroff, Round Lake

Chas Buschick, Wauconda Fire Dist., Deputy Chief

Don Hansen, Mundelein Support Services Dir.

Ed Roncone, Libertyville Police, Chief

Janna Philipp, Lake County

Jason Seeley, Mundelein Police, Chief

Jim Hawkins, Deputy County Administrator / EA Rep.

John Kavanagh, Gurnee Fire Chief

Jon Joy, Lake County

Lindsay Szafran, FoxComm Manager

Melissa Gallagher, Lake County

Michael Pakosta, Libertyville Fire Dept., Chief

Michael Sheedy, Winthrop Harbor Police

Nick Garcia, Antioch Police

Patrick L. Kreis, Vernon Hills Police, Chief

Patrice Sutton, Lake County Administrator

Paul Voyden, LC ETSB

Steve Husak, Lake Zurich Police, Chief

Steve Winnecke, LC ETSB

Taryn Sofie, CenCom E9-1-1

3. Approval of Minutes**3.1 [24-0619](#)**

Committee action approving the PSAP Consolidation Committee minutes from May 1, 2024.

Attachments: [911 PSAP 5.1.24 Final Minutes](#)

A motion was made by Member Timony, seconded by Member Hunter, that these minutes be approved. The motion carried unanimously by voice vote.

4. Public Comment

There were no comments from the public.

5. Unfinished Business

There was no unfinished business to discuss.

6. New Business

6.1 [24-0620](#)

Executive Agent Update.

Attachments: [PSAP Consolidation Committee Members 3.1.24](#)
[6.1 PSAP Consolidation Cmte Update\(05.15.24\)](#)

Jim Hawkins, Executive Agent Representative (EA Rep.), reported on the PSAP Consolidation remaining funds available. EA Rep. Hawkins reported on recent coordination including updates to the proposal that were emailed out on May 3, 2024, an Administrator and Manager meeting that County Administrator Patrice Sutton hosted, continued JETSB and ETSB Chairs meetings, municipal meetings of which EA Rep. Hawkins was able to attend several, and responding to questions that came out of these meetings. EA Rep. Hawkins distributed the proposed Draft IGA and Draft Bylaws for the JETSB of Lake County to PSAP Consolidation Committee (PCC) members and offered his support and slides to PCC members and partners for their upcoming meetings.

EA Rep. Hawkins went over the challenges and roadblocks and referenced back to previous studies and reports over the last 7-10 years.

6.2 [24-0621](#)

Working Group Updates.

Attachments: [Working Group Organization and Collaboration 3.15.23](#)
[PSAP Consolidation Committee Working Groups 3.1.24](#)

-Continuity of Operations: Working Group Lead Pat Kreis (Vernon Hills Chief of Police) did not have any updates to report.

-Technology: Working Group Lead Lindsay Szafran (911 FoxComm Manager) reported the PSAPs will be working on getting additional radio resource information over to Steve Winnecke (Lake County ETSB Executive Director) for the Motorola project.

-ROC Facility: Working Group Lead 2, Jon Joy (Lake County Construction Project Manager) provided an update on the radio towers and the photovoltaic (PV) arrays.

-(J) ETSB: Working Group Lead Don Hansen (Mundelein Dir. of Supportive Services) reported that the JETSB IGA and Bylaws are drafted.

-Planner / Project Manager Hiring: Working Group Lead Steve Husak (Lake Zurich Chief of Police) reported that following the PCC direction from the last meeting, the team met to discuss the Transition Manager position and agreed that the person should be familiar with the project, local, and relationship driven. Chief Husak reported that he reached out to County Administrator (CA) Patrice Sutton to ask if EA Rep./Deputy County Administrator Jim Hawkins would be available for the role, based on his knowledge and experience with the project, to work with subject matter experts/team leaders. CA Sutton confirmed that she was in support of it but would like to know what the time commitment would be for him. Consensus from the Committee was to move forward with Jim Hawkins being the Transition Manager.

6.3 [24-0625](#)

Committee action endorsing the LakeComm Proposal (and supporting documentation).

Jim Hawkins, Executive Agent Representative (EA Rep.), reported that the current proposal was the May 3, 2024 version, with some small changes. EA Rep. Hawkins noted the primary change on the current LakeComm IGA was the shift from the 4/5 vote to a 2/3 vote to change the funding formula. EA Rep. Hawkins explained the Bylaws will be approved 60 days after the IGA is approved and there were no changes on the financials. He explained that the goal is to get the endorsement today to bring the documents forward for approval from the individual boards. EA Rep. Hawkins mentioned that the final version, with the small changes will be emailed by the end of the week, along with a basic resolution that can be used by partners.

A motion was made by Member Lee, seconded by Member Hunter, that this committee action be approved. The motion carried unanimously by voice vote.

6.4 [24-0622](#)

Committee direction on the way forward:

Chair Formica stated that the Transition Manager was already discussed during the Working Group Update agenda item.

Jim Hawkins, Executive Agent Representative (EA Rep.) explained that the goal is to have the LakeComm founding member signatures by July 1, 2024 and mentioned that the JETSB IGA is a parallel path. EA Rep. Hawkins proposed another meeting in two weeks. Discussion ensued. Consensus from the Committee was to meet on June 12, 2024 at 10:30 a.m.

Lake County Board Chair Sandy Hart asked if the County Board or villages could be made aware when the IGAs are being presented and voted on by partners. EA Rep. Hawkins stated that the information could be received and disseminated through the regional911@lakecountyil.gov email address.

EA Rep. Hawkins reported that the IGAs will be presented to the Lake County Board committees at the end of the month.

7. Members' Remarks

Chair Formica expressed his excitement of the project getting this far.

Jim Hawkins, Executive Agent Representative (EA Rep.) referenced back to the 2017 consolidation study which included South Sound 911 in Tacoma, Washington as an example organization that had done what Lake County was trying to establish. EA Rep. Hawkins encouraged everyone to look them up to see what they've accomplished since then and where they are today.

Note: ROC Facility construction site walkthrough available at the conclusion of this committee meeting (weather permitting).

8. Adjournment

A motion was made by Member Hunter, seconded by Member Keller, to adjourn the meeting. The motion carried unanimously by voice vote. Chair Formica declared the meeting adjourned at 10:58 a.m.

Next Meeting: TBD

Minutes prepared by Janna Philipp.

Minutes were approved on June 12, 2024 by the PSAP Consolidation Committee.