

# Lake County Illinois

*Public Safety Answering Point (PSAP) Consolidation Committee*

**Regional  
9-1-1  
Consolidation**

## **Meeting Minutes - Final**

**Wednesday, June 12, 2024**

**10:30 AM**

**MEETING LOCATION: Central Permit Facility (2nd FL)  
500 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](mailto: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 10:31 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*

*Linda Pedersen, County Board Member*

*Adam Schlick, County Board Member*

*Brandy Schroff, Round Lake*

*Brian Gosnell, Gurnee*

*Chas Buschick, Wauconda Fire Dist., Deputy Chief*

*Colin Gaffney, Lake Zurich Police*

*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*

*Kristy Eckles, Countryside Fire Protection Dist.*

*Lindsay Szafran, FoxComm Manager*

*Michael Pakosta, Libertyville Fire Dept., Chief*

*Nichol Whitfield, CenCom E9-1-1*

*Patrick L. Kreis, Vernon Hills Police, Chief*

*Patrice Sutton, Lake County Administrator*

*Steve Holtz, Libertyville Fire Dept., Asst. Fire Chief*

*Steve Winnecke, LC ETSB*

*Taryn Sofie, CenCom E9-1-1*

**3. Approval of Minutes****3.1 [24-0774](#)**

Committee action approving the PSAP Consolidation Committee minutes from May 15, 2024.

**Attachments:** [911 PSAP 5.15.24 Final Minutes](#)

**A motion was made by Member Hunter, seconded by Member Lee, 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 [24-0775](#)**

Executive Agent Update.

**Attachments:** [PSAP Consolidation Committee Members 3.1.24](#)  
[6.1 Executive Agent Update\\_Slides\(06.12.24\)](#)

*Jim Hawkins, Executive Agent Representative (EA Rep.), provided an overview and update of consolidation efforts to date, including a recap of the 9-1-1 Consolidation Report (2013 - 2017), the purpose, the four Lines of Effort (LOE) - 1: Software, 2: Facility, 3: Agency, 4: JETSB consolidation, and PSAP Consolidation Committee (2022 - Present) focus.*

*EA Rep. Hawkins explained that the implementing IGA #2 is being approved by various boards and the initial founding members must sign on by July 1, 2024. He explained that other partners are welcome after that date, with a different process that requires 2/3 vote of the LakeComm membership, as required by the IGA.*

*EA Rep. Hawkins reminded members that the Current Proposal Package is dated 05.17.24. The final IGA: Version 05.16.24 Final, was emailed on May 31, 2024. He also asked that by the next PCC meeting, all committed agencies assign their LakeComm Board members.*

*EA Rep. Hawkins reported that he was able to attend some municipal meetings (individual and public), and was available to follow up on any questions or concerns that came up.*

*EA Rep. Hawkins reported on the prospective member status and the PSAP Consolidation remaining funds available.*

**6.2** [24-0776](#)

Working Group Updates.

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

*-ROC Facility: Working Group Lead 2, Jon Joy (Lake County Construction Project Manager) provided an update on the project activity and mentioned there will be scheduled monthly contractor coordination meetings.*

*-Continuity of Operations: Working Group Lead Pat Kreis (Vernon Hills Chief of Police) highlighted that they have focused on the transition for current employees and attracting new employees and asked that everyone be mindful of the conversations about ideas and questions that have not been decided on yet.*

*-Technology: Working Group Lead Lindsay Szafran (911 FoxComm Manager) reported that the TC Managers group has been working on the Motorola radio console survey.*

*-(J) ETSB: Jim Hawkins, Executive Agent Representative, reported that the JETSB IGA is out now, in parallel with the LakeComm IGA.*

**6.3** [24-0777](#)

Committee action approving James Hawkins as the Transition Manager.

*Chair Formica reported that the Planner / Project Manager Hiring Working Group met and the working group lead Steve Husak (Lake Zurich Chief of Police) also met with the Lake County Administrator, Patrice Sutton, who approved Jim Hawkins to fill the Transition Manager role.*

**A motion was made by Vice Chair Muetz, seconded by Member Monroe, that this committee action be approved. The motion carried unanimously by voice vote.**

**6.4** [24-0778](#)

Committee discussion and direction on the way forward:

**Attachments:** [6.4 Way Forward\\_Slides\(6.12.24\)](#)

*Jim Hawkins, Executive Agent Representative (EA Rep.), explained that during transition, the current working groups will be reviewed and updated, and a few new ones will be established. EA Rep. Hawkins also explained that the PSAP Consolidation Committee will need to decide on the disposition of the remaining funds and what the final closeout actions are.*

*EA Rep. Hawkins reviewed the next steps for LakeComm Establishment, including Member Board representation, the first LakeComm meeting and the meeting agenda items.*

**7. Members' Remarks**

*Member Hunter thanked the County Board members, the County Board Chair and County Administration on all of their efforts on getting this far.*

*Member Timony echoed Member Hunter's remarks. Member Timony mentioned there was still a lot of work ahead, but it's a good moment to pause and appreciate what has been accomplished. None of it could have been done without the cooperation of everyone in the room, and then some. Member Timony thanked the Lake County Board for their support, County Administrator Patrice Sutton and Executive Agent Representative (EA Rep.) Jim Hawkins for all of their efforts and Greg Formica for serving as the PSAP Consolidation Committee Chair.*

*Chair Formica thanked EA Rep. Jim Hawkins and everyone who was there for all of their work on this.*

**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 Lee, to adjourn the meeting. The motion carried unanimously by voice vote. Chair Formica declared the meeting adjourned at 10:57 a.m.**

**Next Meeting: July 10, 2024 at the Central Permit Facility (2nd FL) 500 W. Winchester Road Libertyville, IL**

*Minutes prepared by Janna Philipp.*

*Minutes were approved on July 10, 2024 by the PSAP Consolidation Committee.*