

# Lake County Illinois

*Public Safety Answering Point (PSAP) Consolidation Committee*

**Regional  
9-1-1  
Consolidation**

## Meeting Minutes - Final

Wednesday, October 11, 2023

10:00 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 10:00 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 - Jim Hawkins, Deputy County Administrator / EA Rep. (Ex-Officio / Non-Voting)*

*Lake Zurich - Ray Keller, Village Manager*

*Mundelein – Lynne Monroe, Assistant Village Administrator*

*Vernon Hills - Kevin Timony, Village Manager*

*Waukegan - Scott Chastain, Deputy Chief*

*Members absent:*

*Lake County Sheriff's Office*

*Others Present:*

*In Person:*

*Anne Harper, Lake Zurich Police*

*Bernard Malkov, Lake County Sheriff's Office*

*Brandy Schroff, Round Lake*

*Carl Kirar, Director of Facilities and Construction*

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

*Don Hansen, Mundelein Support Services Dir.*

*Ed Heinz, Countryside Fire Protection Dist.*

*Gabe Guzman, Waukegan Police. Dir. of Communications*

*Janna Philipp, County Administrator's Office*

*Jason Seeley, Mundelein, Interim Chief of Police*

*John Kavanagh, Gurnee Fire Chief*

*Kristy Eckles, Countryside Fire Protection Dist.*

*Lindsay Szafran, FoxComm Manager*

*Marissa Nowakowski, LCETSB*

*Michael Pakosta, Libertyville Fire Dept., Chief*

*Nichol Whitfield, CenCom E9-1-1*

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

*Rich Hill, Round Lake Beach*

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

*Steve Husak, Lake Zurich Police, Chief*

*Steve Winnecke, LC ETSB*

*Taryn Sofie, CenCom E9-1-1*

*Electronically:*

*Cheryl Contois, Federal Engineering, Inc.*

*Scott Strom, Federal Engineering, Inc. PCC Project Manager*

### **3. Approval of Minutes**

#### **3.1 [23-1451](#)**

Committee action approving the PSAP Consolidation Committee minutes from September 13, 2023.

**Attachments:** [911 PSAP 9.13.23 Final Minutes](#)

*A motion was made by Member Keller, seconded by Member Chastain, 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 [23-1452](#)**

Executive Agent Update.

**Attachments:** [PSAP Consolidation Committee Members 9.28.23](#)

[6.1 PSAP Consolidation Update 10.11.23](#)

*Jim Hawkins, Executive Agent Representative (EA Rep.), provided a brief overview and update of consolidation efforts to date, the core tenets and core requirements, the concept of operations and the continuing progress and timelines of the four Lines of Effort (LOE) - 1: Technology, 2: Facility, 3: Organization, 4:ETSB/JETSB consolidation. EA Rep Hawkins focused on the options and recommendations that are being reviewed, coordinated and discussed that will help form the implementation IGA. EA Hawkins reported that the Federal Engineering team will deliver Task B and G, which includes the Options and Recommendations Report, on October 20th. EA Hawkins highlighted that the options and recommendations are not decisions, as the decisions are up to the partners on whether to go with the recommendations or not.*

#### **6.2 [23-1453](#)**

Project Manager Update.

*Scott Strom, Project Manager (PM), gave an update on the activities that the Federal Engineering (FE) team were working on, including meetings with various working groups.*

*Sheryl Contois from the FE team reported that many of the working group meetings were focused on key recommendations and getting guidance and feedback from the groups.*

**6.3 [23-1454](#)**

Working Group Updates.

**Attachments:** [Working Group Organization and Collaboration 3.15.23](#)  
[PSAP Consolidation Committee Working Groups 8.10.23](#)  
[6.3 PSAP Working Group Updates 10.11.23](#)

*-Continuity of Operations: Working Group Member John Kavanagh (Gurnee Fire Chief) reported that the group met jointly with the Governance Group and the Federal Engineering team.*

*-(J) ETSB: Working Group Lead Don Hansen (Mundelein Dir. of Supportive Services) reported that he spoke with Cindy Barbera-Brelle from the state about options and recommendations.*

*-Technology: Working Group Lead Lindsay Szafran (911 FoxComm Manager) reported that the CAD and RMS builds have been happening over the last few months. Manager Szafran reported that the planning process for the end user training is in progress and will be scheduled for early 2024.*

*Bernard Malkov, IT Manager, Sheriff's Office, reported that Civil process had a successful Go Live. IT Manager Malkov mentioned several upcoming JMS and RMS meetings and he reported on the award letters for Ecrash and Ecitation printers.*

*-ROC Facility: Working Group Lead Don Hansen(Mundelein Director of Supportive Services) reported that construction is on schedule and masonry work will begin in November. Carl Kirar (Director of Facilities and Construction) invited attendees to tour the site beginning after the meeting.*

*-Scope of Operations: EA Rep. Hawkins reported that the working group met and discussed recommendations and core requirements.*

**6.4 [23-1455](#)**

Discussion and guidance on name for New Consolidated PSAP.

**Attachments:** [NEW CONSOLIDATED PSAP Name Ideas](#)  
[6.4 PSAP Consolidated PSAP Name Discussion 10.11.23](#)

*Jim Hawkins, Executive Agent Representative (EA Rep.), provided a condensed list of names that were submitted to be considered. Discussion ensued. EA Rep. Hawkins stated that the list would be sent out to the PCC for them to send back the top names for a decision at the next PCC meeting.*

**6.5 [23-1456](#)**

Update on coordination, communication, and outreach to Lake County public safety entities and partners.

*Jim Hawkins, Executive Agent Representative (EA Rep.) presented a draft PSAP Consolidation flyer for dissemination.*

*EA Rep Hawkins reported that there have been discussions about having a broader meeting once the Options and Recommendations Report is complete and has been reviewed and discussed with the Working Groups.*

**7. Members' Remarks**

*There were no remarks from members.*

**8. Adjournment**

*A motion was made by Member Chastain, seconded by Member Keller, to adjourn the meeting. The motion carried unanimously by voice vote. Chair Formica declared the meeting adjourned at 10:43 a.m.*

**Next Meeting: November 8, 2023 at the Central Permit Facility (2nd FL)  
500 W.**

**Winchester Road Libertyville, IL**

*Minutes prepared by Janna Philipp.*