

# Lake County Illinois

*Lake Consolidated Emergency Communications (LakeComm)*



**LakeComm**

## **Meeting Minutes - Final**

**Wednesday, September 18, 2024**

**2:30 PM**

**Special Meeting**

**Round Lake Beach Cultural & Civic Center  
2007 Civic Center Way, Round Lake Beach, IL 60073**

**LakeComm Member Board of Directors**

**PUBLIC COMMENT:** The public will be afforded time to comment on matters related to the business of the Board.

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.

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

- \* 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**

• **Pledge of Allegiance**

*Chair Timony called the meeting to order at 2:32 p.m. and led the Pledge of Allegiance.*

**2. Roll Call of Member Board of Directors**

*LakeComm Secretary Mike Strong did a roll call of members.*

*Members Present:*

*County of Lake - Matthew Meyers, Assistant County Administrator*

*Village of Antioch - Geoff Guttschow, Village Administrator*

*First Fire Protection District of Antioch - Jon Cokefair, Fire Chief*

*Countryside Fire Protection District - Bruce Brown, Board President*

*Village of Fox Lake - Jessica Chernich, Village Administrator*

*Fox Lake Fire Protection District - Lynn Soderlund, Board President*

*Village of Gurnee - Patrick Muetz, Village Administrator*

*Greater Round Lake Fire Protection District - George Steinberg, Board President*

*Village of Island Lake - Jennifer Paulus, Chief of Police*

*Village of Lake Villa - Mike Strong, Village Administrator - LakeComm Secretary*

*Village of Lake Zurich - Thomas Poynton, Mayor*

*Newport Fire Protection District - Mark Kirschhoffer, Fire Chief*

*City of North Chicago - Lazaro Perez, Chief of Police*

*Village of Round Lake - Brandy Schroff, Village Administrator - LakeComm Treasurer*

*Village of Round Lake Beach - Scott Nickles, Mayor*

*Village of Vernon Hills - Kevin Timony, Village Manager - LakeComm Chair*

*Village of Wauconda - Allison Matson, Village Administrator*

*Wauconda Fire Protection District - Bill Hogan, Board President*

*Members Absent:*

*Beach Park Fire Protection District*

*Lake Villa Fire Protection District*

*Village of Mundelein*

*Village of Round Lake Heights*

*Village of Round Lake Park*

*City of Zion*

*Others present:*

*Alicia Conrodi, Gurnee Comms*

*Bryan Nicholson, Lake County EMA*

*Chas Buschick, Wauconda FPD, Deputy Chief*

*Don Hansen, Mundelein*

*Janna Philipp, Lake County*

*Jim Hawkins, Deputy County Administrator / Transition Manager*

*Joe Miller, Ottosen, DiNolfo, Hasenbalg & Castaldo Ltd.*

*Jon Joy, Lake County*  
*Kevin Hunter, Lake County Board Member*  
*Lindsay Szafran, FoxComm*  
*Michael Sheedy, Winthrop Harbor*  
*Nichol Whitfield, CenCom*  
*Patrick Kane, Wauconda FPD, Fire Chief*  
*Patrick Kreis, Vernon Hills Police, Chief*  
*Steve Holtz, Libertyville Fire Dept., Deputy Chief*  
*Steve Husak, Lake Zurich Police, Chief*  
*Steven Winnecke, LCETSB*  
*Taryn Sofie, Cencom*

**3. Approval of Minutes**

**3.1 [24-1243](#)**

Member Board action approving the minutes from the August 20, 2024 LakeComm Member Board of Directors meeting.

**Attachments:** [LakeComm Member Board 8.20.24 Final Minutes](#)

**A motion was made by Member Muetz, seconded by Member Hogan, that these minutes be approved. The motion carried unanimously by voice vote.**

**4. Public Comment**

*There were no comments from the public.*

**5. Reports**

**5.1 [24-1239](#)**

LakeComm Executive Committee Report.

*Chair Timony provided a brief report of the LakeComm Executive Committee, including discussions on hiring and personnel policies for the transition of staff to the new center, shared services with Lake County, Executive Director recruitment, and JETSB of Lake County member positions.*

**5.2 [24-1240](#)**

LakeComm Transition Manager Report.

**Attachments:** [5.2 Transition Manager Update PPT 9.18.24](#)

*Transition Manager Hawkins reported that there were currently 24 LakeComm Member agencies that represent 28 individual public safety departments plus Lake County. He reported that Libertyville is still in the process of deciding, and that he, the LakeComm Board Chair, and a few members attended the Libertyville Police and Fire Committee meeting to provide information about LakeComm.*

*Transition Manager Hawkins presented the updated maps for the JETSB service area, law enforcement dispatching and Fire / EMS Dispatching, and provided a brief summary of*

*the budget, transition plan and timeline, and LakeComm actions completed and in-progress.*

*Transition Manager Hawkins provided an update on the Executive Director recruitment, process and timeline. He explained the proposed transitioning personnel policies regarding years of service, vacation, and deferred compensation. Consensus was for the Transition Manager to start working on transitional staff policy to include them.*

*Transition Manager Hawkins went over the Standing Chief's Advisory Committees information and duties, per the LakeComm Bylaws, and provided meeting dates and times for both the Fire/EMS and Law Enforcement Advisory Committees.*

*For consideration at a future meeting, Transition Manager Hawkins provided information regarding temporary staff or contract support. He then provided Working Group highlights and facility backup options.*

## **6. Unfinished Business**

*There was no unfinished business to discuss.*

## **7. New Business**

### **7.1 [24-1241](#)**

Resolution authorizing the adoption and execution of an Intergovernmental Agreement (IGA) regarding Lake County Shared Services for LakeComm.

**Attachments:** [R-2024-009 Signed](#)

[R-2024-009](#)

[R-2024-009 Exhibit A Signed](#)

[R-2024-009 Exhibit A](#)

[7.1 Shared Services IGA Resolution PPT 9.18.24](#)

*Transition Manager Hawkins explained it was discussed at the LakeComm Executive Committee meeting, with the Chair, the attorney John Kelly, and Lake County to put together a shared services agreement. He noted that the Intergovernmental Agreement (IGA) would be through the end of the LakeComm fiscal year with an option to extend, and highlighted the shared services that are included as options. Discussion ensued.*

**A motion was made by Member Nickles, seconded by Treasurer Schroff, that this resolution be approved. The motion carried unanimously by roll call vote.**

### **7.2 [24-1242](#)**

Election of LakeComm members of the Joint Emergency Telephone System Board (JETSBS) of Lake County.

**Attachments:** [7.2 JETSBS of Lake County Election PPT 9.18.24](#)

**Chair Timony requested nominations for the two JETSBS of Lake County members**

filling the LakeComm Administrator or Mayor positions. Treasurer Schroff nominated Scott Nickles, Village of Round Lake Beach Mayor. Member Muetz nominated Michael Strong, Village of Lake Villa Village Administrator. Nominations were requested three times. A motion was made by Member Cokefair, seconded by Member Steinberg, to close the nominations and appoint Mayor Nickles of the Village of Round Lake Beach and Village Administrator Strong of the Village of Lake Villa to the two positions on the JETSB of Lake County. The motion carried unanimously by roll call vote.

Chair Timony requested nominations for the JETSB of Lake County member filling the LakeComm Fire Protection District Trustee position. Member Matson nominated Bill Hogan, Wauconda Fire Protection District Board President. Nominations were requested three times. A motion was made by Member Meyers, seconded by Member Muetz, to close the nominations and appoint Bill Hogan, Wauconda Fire Protection District Board President to the LakeComm Fire Protection District Trustee position on the JETSB of Lake County. The motion carried unanimously by roll call vote.

Chair Timony requested nominations for the JETSB of Lake County member filling the LakeComm Citizen at Large position. Chair Timony nominated Kevin Woodside, of Gurnee. Nominations were requested three times. A motion was made by Member Perez, seconded by Member Soderlund to close the nominations and appoint Kevin Woodside of Gurnee to the LakeComm Citizen at Large position on the JETSB of Lake County. The motion carried unanimously by roll call vote.

**8. Member Remarks**

*There were no Member remarks.*

**9. Adjournment**

A motion was made by Treasurer Schroff, seconded by Member Cokefair, to adjourn the meeting. The motion carried unanimously by voice vote. Chair Timony adjourned the meeting at 3:06 p.m

**Next Regular Meeting: October 16, 2024 at 2:30 p.m. at the Round Lake Beach Cultural & Civic Center - 2007 Civic Center Way, Round Lake Beach, IL 60073**

*Minutes prepared by Janna Philipp.*

*Minutes were approved on October 16, 2024 by the LakeComm Member Board of Directors.*