

Lake County Illinois

Public Safety Answering Point (PSAP) Consolidation Committee

Regional
9-1-1
Consolidation

Meeting Minutes - Final

Wednesday, May 1, 2024

1:00 PM

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 1:03 p.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, Lake County Board Member

Brandy Schroff, Round Lake

Carl Kirar, Director of Facilities and Construction

Chas Buschick, Wauconda Fire Dist., Deputy Chief

Don Hansen, Mundelein Support Services Dir.

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

Melissa Gallagher, Lake County

Michael Pakosta, Libertyville Fire Dept., Chief

Michael Sheedy, Winthrop Harbor

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

Tom Flader, Newport Fire Protection Dist.

3. Approval of Minutes**3.1 [24-0553](#)**

Committee action approving the PSAP Consolidation Committee minutes from April 10, 2024.

Attachments: [911 PSAP 4.10.24 Final Minutes](#)

A motion was made by Vice Chair Muetz, seconded by Member Keller, 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 [24-0554](#)

Executive Agent Update.

Attachments: [PSAP Consolidation Committee Members 3.1.24](#)

Jim Hawkins, Executive Agent Representative (EA Rep.), reported on the activities since the last meeting, which included three virtual meetings that were held for potential partners that provided an overview of the proposal and an opportunity for comments, questions or concerns. EA Rep. Hawkins noted that a pdf of the proposal was emailed to the partners ahead of the meetings and that he responded to numerous calls and emails about questions and input on Appendix C language and the smoothing formula.

EA Rep. Hawkins also reported the PSAP Consolidation remaining funds available.

6.2 [24-0555](#)

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.

-Planner / Project Manager Hiring: Working Group Lead Steve Husak (Lake Zurich Chief of Police) reported that he submitted a memo to the Committee recommending hiring a transition manager, rather than an interim executive director, as was previously discussed, who would start working on the deliverables and the transition plan. Discussion ensued. Committee consensus was in agreement of the recommendation.

-(J) ETSB: Working Group Lead Don Hansen (Mundelein Dir. of Supportive Services) reported they've continued working on the IGA and Bylaws drafts and are closer to the final versions and they should be ready to present them together with the PSAP documents.

-Technology: Working Group Lead Lindsay Szafran (911 FoxComm Manager) reported the team will be meeting soon to go over Motorola planning. Steve Winnecke (Lake

County ETSB Executive Director) reported that CAD, RMS, and Mobile are live now.

-ROC Facility: Working Group Lead 2, Jon Joy (Lake County Construction Project Manager) provided an update on the project activity highlights.

6.3 [24-0578](#)

Review and Discussion of LakeComm Proposal, as presented on April 10, 2024.

Jim Hawkins, Executive Agent Representative (EA Rep.), reported that there were a number of meetings to work with partners and gather input on the April 10, 2024 LakeComm Proposal.

EA Rep. Hawkins distributed a proposed updated Appendix C to the LakeComm Bylaws and explained that the funding model in the current proposal has all partners who would be receiving a savings would be contributing to the smoothing model for those with a greater than 25% increase in out of pocket costs. EA Rep. Hawkins described an updated funding model that would instead shift the funding of the smoothing to only the PSAPs, except CenCom which is organized differently. He also reported receiving updated data and noted some other clarifying changes and provided his recommendation to put out a newer version of the proposal with the changes.

Discussion ensued about language regarding members that are approved by the Member Board to join after December 1, 2024. Committee consensus was to include language that those members may not be entitled to receive all or a portion of the smoothing benefits, due to budget planning.

Discussion ensued. Consensus from the Committee was to move forward with the current PSAPs (excluding CenCom) funding the smoothing. Member Keller voiced his opposition.

6.4 [24-0556](#)

Committee direction on the way forward:

Jim Hawkins, Executive Agent Representative (EA Rep.) reported on the discussion about transitional loans. Discussion ensued.

EA Rep. Hawkins reported on the JETSB documents being created in parallel with the LakeComm documents.

EA Rep. Hawkins noted that he will email an updated pdf of the LakeComm proposal with the agreed changes to the partners by the end of the week.

EA Rep. Hawkins confirmed with the Committee the timeline of the IGA being brought forward for approval now to the individual boards and then the Bylaws would be approved at the first LakeComm Board meeting.

EA Rep. Hawkins recommended the next PSAP Consolidation Committee meeting be on May 15, 2024. Committee consensus was to meet on that date at 10:30 a.m.

7. Member Remarks and Requests

Vice Chair Muetz requested that a boilerplate ordinance or resolution be provided to the partners for use. Jim Hawkins, Executive Agent Representative (EA Rep.) agreed to that and also offered a slide deck for use.

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 Timony, to adjourn the meeting. The motion carried unanimously by voice vote. Chair Formica declared the meeting adjourned at 1:38 p.m.

Next Meeting: TBD

Minutes prepared by Janna Philipp.