



# 6.2

## Discussion on LakeComm Establishment

July 10, 2024

# From Implementing IGA (IGA #2)

---

**Within thirty (30) days after the signing deadline in Article II.1.e of this Agreement, the Public Safety Answering Point (PSAP) Consolidation Committee (PCC) established by a separate Intergovernmental Agreement, is authorized to:**

- (1) facilitate the first meeting and election of the LakeComm Member Board,**
- (2) facilitate the approval of the LakeComm Bylaws by the Member Board,**
- (3) provide a draft LakeComm Executive Director position description and position posting, and**
- (4) provide PCC analysis and documentation supporting LakeComm establishment to include, without limitation, financial estimates and a proposed transition plan.**

**Upon Member Board establishment, approval of the LakeComm Bylaws by the Member Board, and delivery of requested analysis and documentation, the PCC members who are signatories to this Agreement agree to disestablish the PCC.**

# LakeComm Member Board of Directors

## Draft Agenda for First Meeting

---



### Special Meeting of the LakeComm Member Board of Directors

1. Call to Order by a PSAP Consolidation Committee Member
2. Roll Call of the LakeComm Member Board of Directors
3. Election of a Chair Pro Tem
4. Public Comment
5. New Business
  - 5.1 Board Action approving (*New Member #1*) as a new LakeComm Member Agency and authorizing an addendum to the Intergovernmental Agreement Establishing Lake Consolidated Emergency Communications (LakeComm) stating such. (*As needed*)
  - 5.2 Board Action approving the LakeComm Bylaws
  - 5.3 Election of LakeComm Offices
    - Chair
    - Vice Chair
    - Treasurer
    - Secretary
    - Fire Protection Trustee Representative to the Executive Committee
    - Municipal Administrator Representative to the Executive Committee
  - 5.4 Introduction of Executive Committee Members and responsibilities
  - 5.5 Board Action approving the continuation of the Transition Manager
  - 5.6 Direction and guidance from the Chair
6. Member Remarks
7. Adjournment

# LakeComm Member Board of Directors

---



First LakeComm Member Board meeting **tentatively** set for:

~~• Date: Tuesday, July 16, 2024~~

~~• Time: 2:00 p.m.~~

~~• Location: Round Lake Beach Cultural & Civic Center~~

~~—(2007 Civic Center Way, Round Lake Beach, IL 60073)~~

**PCC Recommended moving the first LakeComm Member Board meeting to the week of July 29, 2024**

## Challenge:

- **Member Board appointments (resolution / ordinance) prior to July 16<sup>th</sup>**

# LakeComm Member Board of Directors

## Future Actions

---



- **Bylaws**
  - **Proposed meeting information:**
    - **Advisory Committees: Monthly, first week of month (Wednesday?)**
    - **Executive Committee: Monthly, second Wednesday of Month (2:00 pm?)**
    - **Member Board quarterly meetings: Jan., Apr., Aug., and Oct. on third Wednesday of month**

# LakeComm Member Board of Directors

## Future Actions

---



- Bylaws
- Offices / Officers
- Establish Executive Committee
- Meeting schedule
- Transition budget
- Transition funding
- Legal support
- Insurance
- Fiduciary
- Hire Executive Director
- Website (*LakeComm911* domain)
- Agenda and minute standards