

# Lake County Illinois

*Lake Consolidated Emergency Communications (LakeComm)*



## Meeting Minutes - Final

Wednesday, October 16, 2024

2:30 PM

**MEETING LOCATION: 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 Members**

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

*Members Present:*

*County of Lake - Patrice Sutton, 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 - Donny Schmit, Village President*

*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 - Steve Husak, Chief of Police*

*Newport Township 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 Round Lake Park - Daniel Burch, Chief of Police*

*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*

*City of Zion - Billy McKinney, Mayor - LakeComm Vice Chair*

*Members Absent:*

*Beach Park Fire Protection District*

*Lake Villa Fire Protection District*

*Village of Mundelein*

*Village of Round Lake Heights*

*Others present:*

*Chas Buschick, Wauconda FPD, Deputy Chief*

*Don Hansen, Mundelein*

*Janna Philipp, Lake County*

*Jason Seeley, Mundelein Police, Chief*

*Jim Hawkins, Deputy County Administrator / Transition Manager*

*John Kelly, Ottosen, DiNolfo, Hasenbalg & Castaldo Ltd.*

*John Kavanagh, Gurnee, Fire Chief*

*Lindsay Szafran, FoxComm*  
*Marissa Nowakowski, LCETSB*  
*Matt Meyers, Lake County*  
*Michael Sheedy, Winthrop Harbor*  
*Molly Jones, Gurnee Police Dept.*  
*Nichol Whitfield, CenCom*  
*Patrick Kane, Wauconda FPD, Fire Chief*  
*Sarah Canada, Hawthorn Woods Police, Deputy Chief*  
*Steven Winnecke, LCETSB*  
*T Jamieson, Vernon Hills Police Dept.*  
*Taryn Sofie, Cencom*

**3. Approval of Minutes**

**3.1 [24-1441](#)**

Member Board action approving the minutes from the September 18, 2024 LakeComm Member Board of Directors meeting.

**Attachments:** [LakeComm Member Board 9.18.24 Final Minutes](#)

**A motion was made by Member Perez, seconded by Member Nickles, that these minutes be approved. The motion carried by roll call vote. Member Burch and Vice Chair McKinney abstained.**

**4. Public Comment**

*There were no comments from the public.*

**5. Reports**

**Agenda item 5.2 was taken before item 5.1.**

**5.1 [24-1442](#)**

LakeComm Executive Committee Report.

**Attachments:** [5.1 Executive Committee Report PPT 10.16.24](#)

*Chair Timony provided a brief report of the LakeComm Executive Committee, including three items on the agenda that were recommendations from the committee, including IMRF participation, admission of the Village of Hawthorn Woods as a member agency, and transitioning Transition Manager responsibilities to the Chair and Treasurer. Chair Timony also reported that they discussed and approved a procurement policy.*

*Chair Timony provided an update on the LakeComm Executive Director recruitment progress and applicant review, interview, and hiring timeline.*

5.2 [24-1443](#)

LakeComm Transition Manager Report.

**Attachments:** [5.2 Transition Manager Report PPT 10.16.24](#)

*Transition Manager, Jim Hawkins provided background on LakeComm governance and membership. He noted that the Village of Hawthorn Woods would be bringing the LakeComm IGA to their October 28th Board meeting for approval to become a LakeComm member agency. Additionally, the Village of Kildeer requested information to bring the IGA to their November Board meeting for approval, which would bring the total of 26 member agencies by December 1, 2024.*

*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 funding and spending, and progress on the four lines of effort.*

*Transition Manager Hawkins provided an update on the JETSB of Lake County progress, presented the members, highlighted the responsibilities, noted 9-1-1 Surcharge Revenue planning assumptions and presented possible direct expenses. He explained that the final plan must be approved by the State 9-1-1 Administrator.*

*Transition Manager Hawkins provided an update on the transition plan and timeline, and LakeComm actions completed and in-progress, working groups and meeting schedule.*

6. **Unfinished Business**

*There was no unfinished business to discuss.*

7. **New Business**

7.1 [24-1333](#)

Resolution approving LakeComm Participation in the Illinois Municipal Retirement Fund.

**Attachments:** [R-2024-011 Signed](#)  
[R-2024-011](#)  
[7.1 IMRF PPT 10.16.24](#)

*Transition Manager Jim Hawkins provided IMRF participation highlights.*

**A motion was made by Vice Chair McKinney, seconded by Member Hogan, that this resolution be approved. The motion carried unanimously by roll call vote.**

7.2 [24-1334](#)

Resolution authorizing the appointment of Brandy Schroff, LakeComm Treasurer, as LakeComm's Illinois Municipal Retirement Fund (IMRF) Authorized Agent.

**Attachments:** [R-2024-012 Signed](#)  
[R-2024-012](#)  
[7.2 IMRF Authorized Representative PPT 10.16.24](#)

*Transition Manager Jim Hawkins provided additional information on the IMRF Authorized Agent.*

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

7.3 [24-1335](#)

Resolution authorizing the adoption and execution of an addendum to the Intergovernmental Agreement establishing Lake Consolidated Emergency Communications (LakeComm) approving and admitting the Village of Hawthorn Woods as a LakeComm member agency.

**Attachments:** [R-2024-013 Signed](#)  
[R-2024-013](#)  
[R-2024-013 Exhibit-A](#)  
[R-2024-013 Exhibit-B](#)  
[7.3 Village of Hawthorn Woods PPT 10.16.24](#)

*Transition Manager Jim Hawkins explained that after this approval, the Village of Hawthorn Woods would be presenting the IGA to become a LakeComm member to their Board on October 28, 2024.*

**A motion was made by Member Steinberg, seconded by Vice Chair McKinney, that this resolution be approved. The motion carried unanimously by roll call vote.**

7.4 [24-1444](#)

Resolution appointing the LakeComm Chair and LakeComm Treasurer to temporarily fulfill the responsibilities of the LakeComm Executive Director.

**Attachments:** [R-2024-014](#)  
[7.4 Temporary ED Authorities PPT 10.16.24](#)

*Transition Manager Jim Hawkins explained that he would be stepping aside and this resolution shifts those temporary duties and responsibilities to the Chair and the Treasurer.*

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

**8. Member Remarks and Requests**

*Transition Manager Jim Hawkins requested guidance on a few administrative items, including printing the basic agenda for members instead of the full agenda packet, bringing the Village of Kildeer member approval to the LakeComm Member Board prior to the Kildeer Board approval, sending out the PSAP newsletter, and the draft LakeComm logo ideas. Consensus was to move forward on all of them.*

**9. Adjournment**

**A motion was made by Member Perez, seconded by Member Nickles, to adjourn the meeting. The motion carried unanimously by voice vote. Chair Timony adjourned the meeting at 3:08 p.m.**

**Next Regular Meeting: December 18, 2024 at 2:30 pm at the Central Permit Facility (2nd FL) 500 W. Winchester Road Libertyville, IL**

*Meeting minutes prepared by Janna Philipp.*