

# Lake County Illinois

*Public Safety Answering Point (PSAP) Consolidation Committee*

**Regional  
9-1-1  
Consolidation**

## **Meeting Minutes - Final**

**Wednesday, April 10, 2024**

**10:30 AM**

**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](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 10:31 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 - J. Kevin Hunter, Lake County Board Member*

*Lake Zurich - Ray Keller, Village Manager - entered meeting at 10:35 a.m.*

*Mundelein - Jason Seeley, Chief of Police*

*Vernon Hills - Kevin Timony, Village Manager*

*Others Present**In Person:*

*Brandy Schroff, Round Lake*

*Carl Kirar, Director of Facilities and Construction*

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

*Chris Sweeting, Zion Police, Deputy Chief*

*David Prus, Round Lake Police, Chief*

*Don Hansen, Mundelein Support Services Dir.*

*Ed Roncone, Libertyville Police, Chief*

*Eric Bardon, Zion Police, Chief*

*Jim Hawkins, Deputy County Administrator / EA Rep.*

*John Kavanagh, Gurnee Fire Chief*

*Jon Joy, Lake County*

*Lindsay Szafran, FoxComm Manager*

*Linda Pedersen, Lake County Board Member*

*Lisa Clausen, Countryside Fire Protection Dist.*

*Melissa Gallagher, Lake County*

*Michael Sheedy, Winthrop Harbor*

*Nichol Whitfield, CenCom E9-1-1*

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

*Scott Strom, Federal Engineering, Inc.*

*Sheryl Contois, Federal Engineering, Inc*

*Steve Winnecke, LC ETSB*

*Taryn Sofie, CenCom E9-1-1*

**3. Approval of Minutes****3.1 [24-0470](#)**

Committee action approving the PSAP Consolidation Committee minutes from March 13, 2024.

**Attachments:** [911 PSAP 3.13.24 Final Minutes](#)

A motion was made by Vice Chair Muetz, seconded by Member Timony, that these minutes be approved. The motion carried unanimously by voice vote. Member Keller was not present.

**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 [24-0471](#)**

Executive Agent Update.

**Attachments:** [PSAP Consolidation Committee Members 3.1.24](#)  
[6.1 PSAP Consolidation Cmte Update\(04.10.24\)](#)

*Jim Hawkins, Executive Agent Representative (EA Rep.), provided a brief overview and update of consolidation efforts to date, the core tenets and core requirements, a reminder of the current environment (Problem: Call Transfers), 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 reported that the current focus is the agency and ETSB consolidations and that the Federal Engineering team will be providing their closeout report for the final plan later in the meeting.*

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

*EA Rep. Hawkins reported that proposal documents are being circulated from each of the PSAPs to partners and a PSAP Consolidation Committee meeting will be scheduled in the next few weeks to continue discussions before finalizing documents.*

**6.2 [24-0472](#)**

Working Group Updates.

**Attachments:** [Working Group Organization and Collaboration 3.15.23](#)  
[PSAP Consolidation Committee Working Groups 3.1.24](#)

*-Finance: Brian Gosnell (Gurnee Finance Director) reported on the "Tiger Team" efforts, including assumptions, five-year outlook, smoothing model, and incorporating feedback received. They also created an income statement and core budget, which are included in the proposal documents. Melissa Gallagher (Lake County Interim Chief Financial Officer) mentioned the focus is on what is realistic and affordability. Also, they are fine tuning inputs. EA Rep. Hawkins reported that they receive updates every few days and any others received in the next few weeks will be tied into the final estimates.*

*-(J) ETSB: Working Group Lead Don Hansen (Mundelein Dir. of Supportive Services) reported the IGA and Bylaws drafts are pending legal review and they are hopeful to get them sent out in a few weeks.*

*-Continuity of Operations: Working Group Lead Pat Kreis (Vernon Hills Chief of Police) reported that they continue to meet bi-weekly to consider and discuss options and share progress.*

*-Technology: Working Group Lead Lindsay Szafran (911 FoxComm Manager) did not have any updates to report. Steve Winnecke (Lake County ETSB Executive Director) reported the Tyler go-live is next Tuesday and they've been experiencing some slowness over the last few days, which is being monitored. Director Winnecke also reported that the Executive Steering Committee has been meeting daily for some decision points.*

*-ROC Facility: Working Group Lead Jon Joy (Lake County Construction Project Manager) provided a status update on the project coordination, procurements, supplemental contracts, and integrating systems to the County network. He also reported that construction is on time and on budget.*

**6.3** [24-0473](#)

Project Manager - Final report from Federal Engineering.

**Attachments:** [6.3-Lake County Regional 911 Consolidation Final Presentation\(04.10.24\)](#)

*Sheryl Contois from the Federal Engineering (FE) team presented on the final report from FE, which included a progress report, key factors for consolidation success, challenges, considerations for the next phase, best practice models, transition plan details, and recommendations for moving forward, including budget and staffing. She outlined a five-phase transition plan and timeline with the targeted go-live date, and reviewed the work and deliverables completed by FE.*

**6.4** [24-0474](#)

Committee action accepting the PSAP Consolidation Final Report and Transition Plan.

**Attachments:** [Lake County PSAP Consolidation Final Report and Transition Plan\(04.05.2](#)

**A motion was made by Member Lee, seconded by Member Keller, that this committee action be approved. The motion carried unanimously by voice vote.**

**6.5** [24-0475](#)

Committee action endorsing the LakeComm Proposal (and supporting documentation).

**Attachments:** [6.5 LakeComm Proposal Presentation\(04.10.24\)](#)

*Jim Hawkins, Executive Agent Representative (EA Rep.), provided an overview of the background for consolidation. EA Rep. Hawkins outlined the LakeComm operational concept, budget true cost estimate, budget estimate, potential financial share among partners, and planning assumptions. EA Rep. summarized the actions needed at this point to move forward. Discussion ensued.*

A motion was made by Member Timony, seconded by Member Seeley, that this committee action be approved. The motion carried by voice vote. Member Keller voted nay.

6.6 [24-0476](#)

Committee direction on a Transitional / Interim Executive Director to include additional funding requirements.

*Jim Hawkins, Executive Agent Representative (EA Rep.), asked the Committee if there was a desire to pursue a transitional or interim Executive Director. The consensus of the Committee was to bring the Hiring Working Group back together to investigate options.*

6.7 [24-0477](#)

Committee direction on the way forward:

*Jim Hawkins, Executive Agent Representative (EA Rep.), explained that the way forward is to take the endorsed proposal back to each of the individual agencies for their review. EA Rep. Hawkins noted he would share a pdf version of the proposal for dissemination to prospective LakeComm partners and will set a few meetings to socialize the proposal in the next two weeks.*

*EA Rep Hawkins proposed a PCC meeting on May 1, 2024 at 1:00 p.m. The consensus of the Committee was to meet on that date and time.*

7. **Member Remarks and Requests**

*Scott Strom, Federal Engineering Project Manager thanked the Committee and working groups for the opportunity to work with them.*

**Note: ROC Facility construction site walkthrough available at the conclusion of this committee meeting (weather permitting).**

8. **Adjournment**

A motion was made by Vice Chair Muetz, seconded by Member Keller, to adjourn the meeting. The motion carried unanimously by voice vote. Chair Formica declared the meeting adjourned at 12:13 p.m.

**Next Meeting: TBD**

*Minutes prepared by Theresa Glatzhofer and Janna Philipp.*