

LakeComm

Lake Consolidated
Emergency Communications

5.1

Executive Committee Report

August 20, 2024

LakeComm

Officers and Executive Committee Members

LakeComm Officers

Chair: Kevin Timony
(Village Manager, Village of Vernon Hills)

Vice Chair: Billy McKinney
(Mayor, City of Zion)

Treasurer: Brandy Schroff
(Village Administrator, Village of Round Lake)

Secretary: Mike Strong
(Village Administrator, Village of Lake Villa)

LakeComm Executive Committee

Chair: Kevin Timony
(Village Manager, Village of Vernon Hills)

Vice Chair: Billy McKinney
(Mayor, City of Zion)

Lake County: Patrice Sutton
(Lake County Administrator)

Municipal Manager: Greg Jackson
(Chief of Staff, City of North Chicago)

Fire Protection Dist: Bill Hogan
(President, Wauconda Fire District)

Chiefs of Police Assn: Chief Jason Seeley
(Chief of Police, Mundelein)

Fire Chiefs Assn: Chief Ed Lescher
(Fire Chief, Fox Lake Fire Protection District)

Executive Committee Responsibilities

Bylaws: The duties and responsibilities of the Executive Committee are:

- a. Ensure that decisions concerning development, operation, cost sharing, expenditure approval, personnel, and equipment utilization are consistent with the purpose of LakeComm, the policies established by the Member Board and the limits fixed by the approved budget.
- b. Propose the annual budget to the Member Board for approval and appropriation.**
- c. Approve Policy for LakeComm to include financial, personnel, purchasing, and audit policies.
- d. Conduct the annual review of the Executive Director and make a recommendation on any salary increase to the Member Board for consideration at the April meeting.
- e. Recommend the hiring or termination of the LakeComm Executive Director to the Member Board.
- f. Hire legal counsel or execute a contract for legal services that support LakeComm.**
- g. As part of the Budget, recommend the classification and compensation (pay scale) for LakeComm front-line staff.
- h. Approve any budgeted expenditure in excess of \$50,000, not to exceed 110% of budgeted amount, and approve any non-budgeted expense less than \$50,000.**
- i. Approve any mid-fiscal year line-item transfers and emergency appropriations of the LakeComm Fund in accordance with the Agreement.**
- j. Approve any emergency expenditure made by the Executive Director and report that expense to the Member Board no later than the next regular or special call meeting of the Member Board.
- k. Approve any mid-fiscal year use of fund balance / reserve funds for an emergency situation as defined in these Bylaws.
- l. Approve the lease, holding, or disposing of properties for the operation of equipment as defined in the LakeComm Agreement, Bylaws, or policy.
- m. Approve mid-fiscal year increases to personnel count (full-time equivalent and part-time equivalent).
- n. Hire certified public accountants as auditors to perform an annual audit of LakeComm's financial affairs and to review and recommend acceptance of the annual audit to the Member Board. The audit shall be done after each fiscal year in accordance with generally accepted accounting principles. Each participating member unit of local government shall be provided an electronic copy of the audit report;
- o. Other responsibilities, authorities, and duties as defined in the Lake Comm Agreement Bylaws, or Policies.

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Approved:

**Resolution Authorizing
the Use and Transfer of
the Remaining Funds in
the Regional PSAP
Consolidation Fund**

Resolution Summary

- **Executive Committee accepts the funds remaining in PCC's Regional PSAP Consolidation Fund**
- **Executive Committee authorizes the immediate use and eventual transfer of any funds remaining in the in PCC's Regional PSAP Consolidation Fund in accordance with PCC Resolution 24-1026 (Resolution Authorizing the Final Disposition of the Remaining Funds in the Regional PSAP Consolidation Fund)**
- **LakeComm Executive Director (or Transition Manager) and LakeComm Treasurer are the authorized LakeComm agents to approve disbursements from the Regional PSAP Consolidation Fund.**
- **Final Action by the Executive Committee: Approved**

Regional PSAP Consolidation Fund

- \$71,988 unencumbered

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Approved:

**Resolution Authorizing the
Adoption and Execution of an
Engagement Letter for Legal
Services with the Law Firm of
Ottosen, Dinolfo, Hasenbalg,
and Castaldo, Ltd.**

Resolution Summary

- **Based on Mr. Kelly's professional expertise, background on the establishment of LakeComm, and existing relationship with LakeComm through the PCC, the LakeComm Transition Manager recommends approval of the agreement**
- **Final Action by the Executive Committee: Approved**

Forwarded for Member Board Action

- Resolution authorizing the adoption and execution of an Intergovernmental Agreement (IGA) regarding loans for LakeComm transition and startup expenses
- Resolution Adopting the LakeComm Transitional Budget

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