

LakeComm

Lake Consolidated
Emergency Communications

5.2 Transition Manager Report

LakeComm Governance

Member Board of Directors (Member Board)
One representative (and alternate) for each Member (Mayor, Trustee, Administrator, Manager, etc.)
Officers: Chair, Vice-Chair, Treasurer, Secretary

Executive Committee
Seven Voting (7) Members / 2-yr Term

1. Member Board Chair*
2. Member Board Vice-Chair*
3. Municipal Administrator
4. Lake County Representative*
5. Fire Protection District Trustee
6. Fire Chief Representative
7. Police Chief Representative

*Defined in IGA

Executive Director

LakeComm Staff

- 9-1-1 and Dispatch Operations
- Technology / IT
- HR/ Finance
- Legal

Advisory Committees

Examples

- Law Enforcement
- Fire / EMS
- Others as required

**Joint
Emergency
Telephone
System Board
(JETSBS) of
Lake County**

- Manage, determine use of 9-1-1 surcharge funds
- Separate, parallel consolidation action
- Complementary, supporting entity

LakeComm Members 2024



Approved IGA: Member Agencies
County of Lake
Village of Antioch
First Fire Protection District of Antioch
Beach Park Fire Protection District
Countryside Fire Protection District
Village of Fox Lake
Fox Lake Fire Protection District
Village of Gurnee
Greater Round Lake Fire Protection District
Village of Island Lake
Lake Villa Fire Protection District
Village of Lake Zurich
Village of Mundelein
City of North Chicago
Village of Round Lake
Village of Round Lake Beach
Village of Round Lake Park
Village of Vernon Hills
Wauconda Fire Protection District
City of Zion
Village of Lake Villa
Village of Wauconda
Village of Round Lake Heights (July 30)
Newport Township Fire Protection District (August 20)
<i>Village of Hawthorn Woods (October 28)</i>
<i>Village of Kildeer (November)</i>

24 LakeComm Member Agencies

Expect 26 LakeComm
Member Agencies
as of December 1st

LakeComm Prospective Agencies

By Public Safety Department



Current as of 10.16.2024



- LakeComm IGA Approved
- LakeComm IGA Approval Expected
- Unknown Status of LakeComm IGA
- Decision to Not Join LakeComm

13 of 15 Fire/EMS Agencies

PSAP	Fire Agency
CenCom	● Antioch Fire Protection District
CenCom	● Greater Round Lake Fire Protection District
FoxCom	● Fox Lake Fire Protection District
FoxCom	● Lake Villa Fire Protection District
LZ	● Lake Zurich Fire/Rescue Department
LZ	● Wauconda Fire Protection District
Mundelein	● Mundelein Fire Department
Mundelein	● North Chicago Fire Department
Mundelein	● Winthrop Harbor Fire Department
NLCC-ETSB	● Beach Park Fire Protection District
NLCC-ETSB	● Gurnee/WWFPD Fire Department
NLCC-ETSB	● Newport Fire Protection District*
NLCC-ETSB	● Zion Fire/Rescue Department
VH	● Countryside Fire Protection District
VH	● Libertyville Fire Department

Approved LakeComm IGAs represent 28 individual public safety departments as well as Lake County

15 of 22 Law Enforcement Agencies

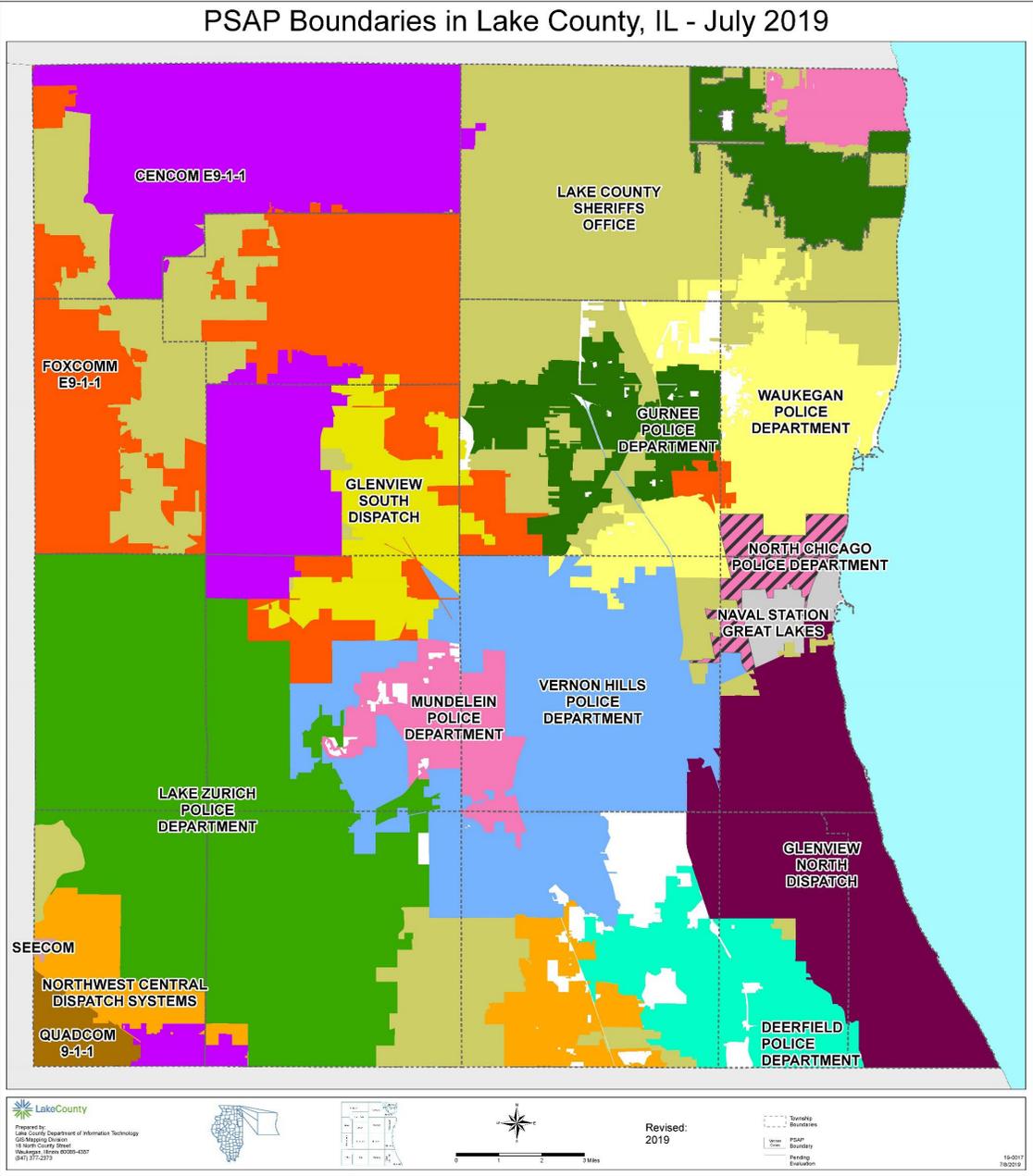
PSAP	Police Agency
CenCom	● Antioch Police
CenCom	● Round Lake Police
CenCom	● Round Lake Beach Police
CenCom	● Round Lake Heights Police
CenCom	● Round Lake Park Police
FoxCom	● Fox Lake Police
FoxCom	● Lake Villa Police
FoxCom	● Lakemoor Police
FoxCom	● Park City Police
LZ	● Hawthorn Woods Police
LZ	● Island Lake Police
LZ	● Kildeer Police
LZ	● Lake Zurich Police
LZ	● Tower Lakes Police
LZ	● Wauconda Police
Mundelein	● Mundelein Police
Mundelein	● North Chicago Police
Mundelein	● Winthrop Harbor Police
NLCC-ETSB	● Gurnee Police
NLCC-ETSB	● Zion Police
VH	● Libertyville Police
VH	● Vernon Hills Police

Current Environment

PSAP Boundaries

Problem: Call Transfers

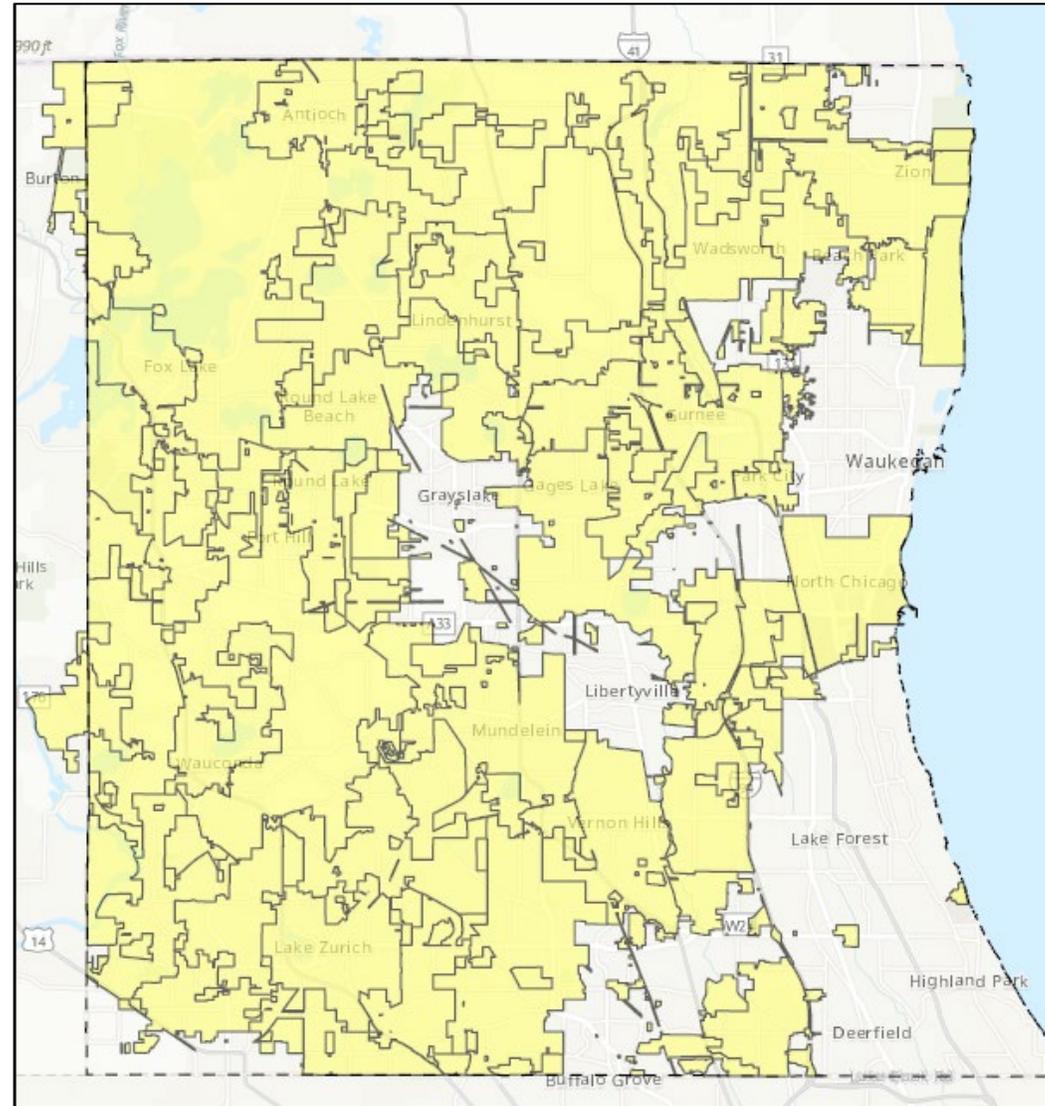
- More than 12 PSAPs serving Lake County
- Wireline 9-1-1 calls follow these boundaries
- Cellular (voice or text message) and VoIP 9-1-1 calls may not follow established boundaries



LakeComm 9-1-1

JETSB of Lake County Service Area

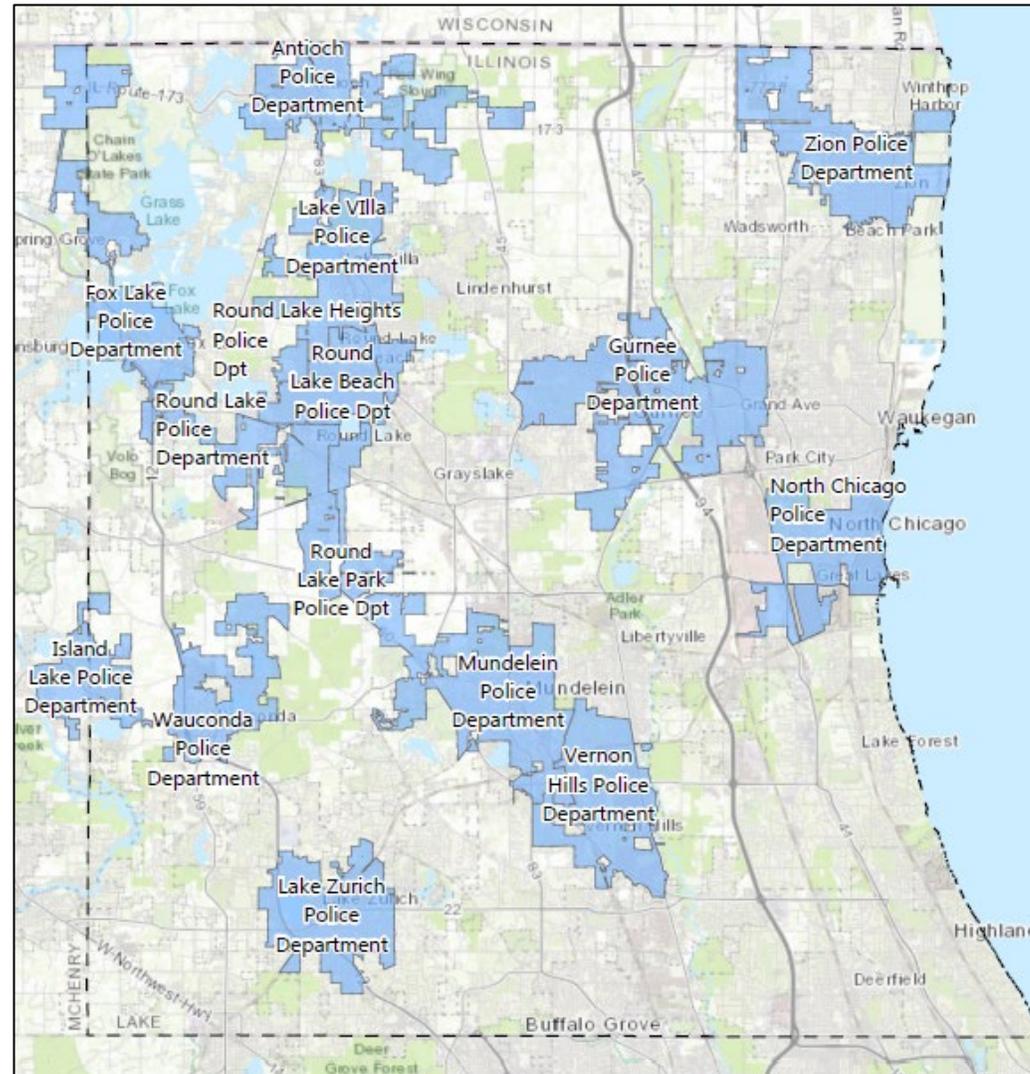
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Law Enforcement Dispatching (Current)

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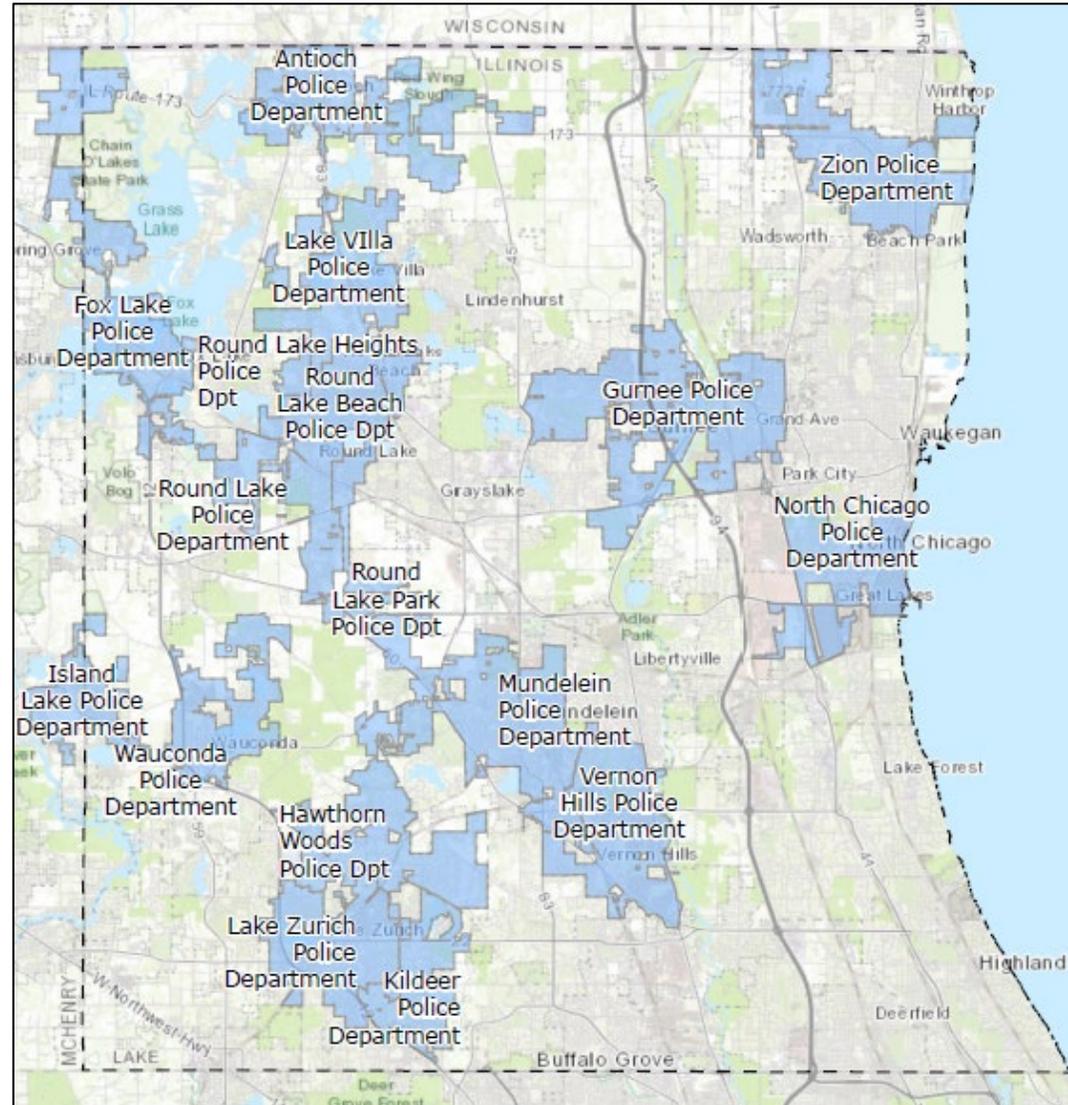


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Law Enforcement Dispatching (w/Hawthorn Woods & Kildeer)

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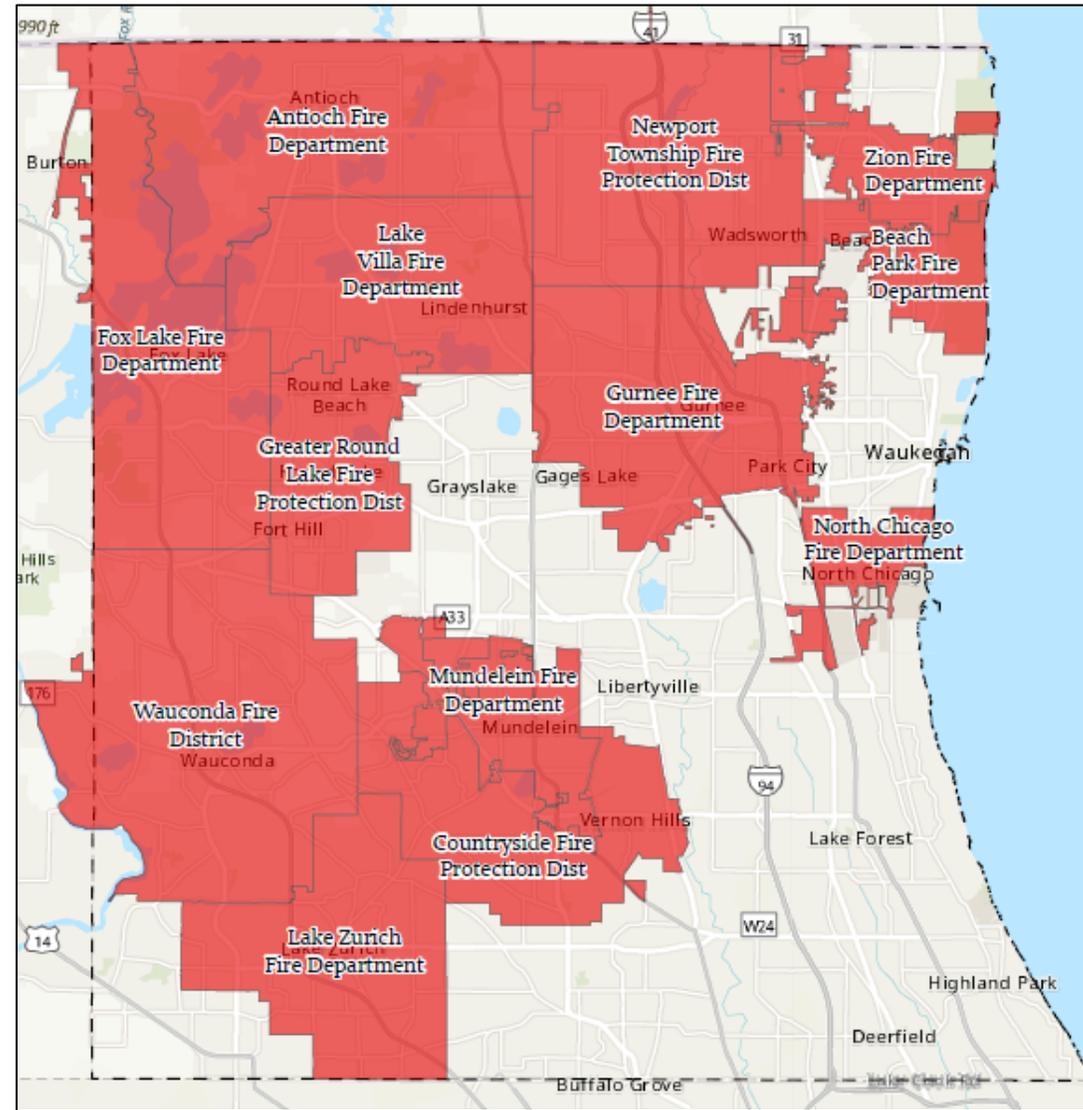
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Fire / EMS Dispatching

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Transition Budget Summary

- **FY25 Revenue: \$3,050,000**
 - **\$3,000,000 from Loans**
 - **In \$1,000,000 increments approved by the Exec. Committee**
 - **\$50,000 Transfer from PCC**

- **FY25 Expenses: \$2,760,000**
 - **\$1,450,000 for Personnel**
 - **\$567,000 for Benefits**
 - **\$56,000 for Commodities**
 - **\$597,000 for Contractuals**
 - **\$90,000 for Capital**

Transition Funding & Spending

- Shared Services IGA approved and in effect
 - Details being finalized
- LakeComm Purchasing Policy approved
- LakeComm funds
 - PCC funds continue to be being used
 - First \$1.0M loan transferred on October 11th

JETSB of Lake County

Lines of Effort (LOE)

9-1-1 Consolidation

1. Software - Public Safety Software Modernization Project - Lake County
2. Facility - Regional Operations and Communications (ROC) Facility
3. Agency - Lake Consolidated Emergency Communications (LakeComm)
4. JETSB - New Joint Emergency Telephone System Board

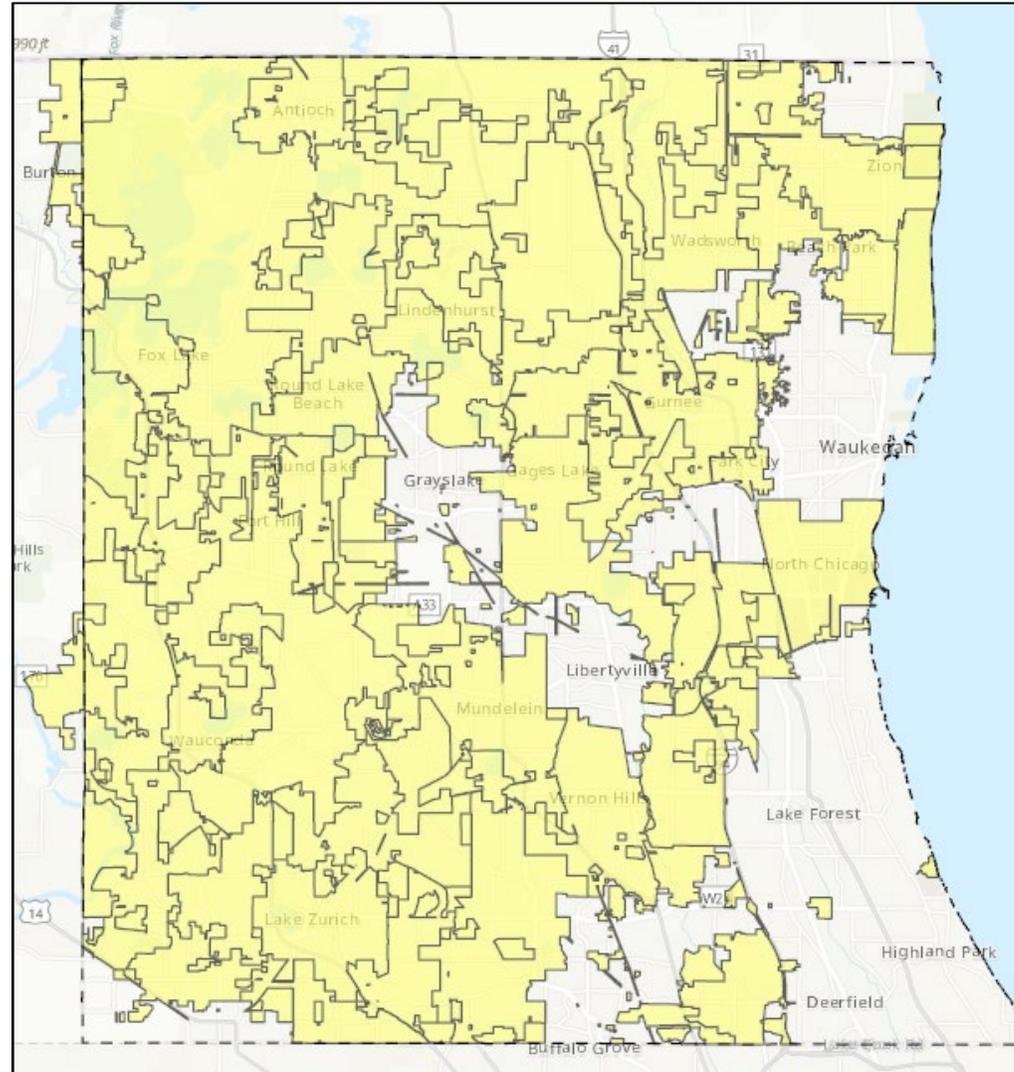
JETSB of Lake County Members

1. Lake County (Expires 2025) Kevin Hunter (Lake County Board Member)
2. Lake County (Expires 2026) Matt Meyers (Assistant County Administrator)
3. LakeComm Administrator or Mayor (Expires 2026) Scott Nickles (Mayor, Round Lake Beach)
4. LakeComm Administrator or Mayor (Expires 2026) Mike Strong (Administrator, Lake Villa)
5. Citizen at Large (Expires 2026) Kevin Woodside
6. LakeComm Exec. Director or Staff (Expires 2025) *(Vacant)*
7. Chiefs of Police Association (Expires 2025) Jason Seeley (Chief, Mundelein)
8. Fire Chiefs Association (Expires 2025) Chuck Smith (Chief, Countryside FPD)
9. LakeComm FPD Trustee (Expires 2026) William Hogan (Wauconda FPD)

LakeComm 9-1-1

JETSB of Lake County Service Area

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JETSB of Lake County

From IGA Establishing JETSB

POWERS OF THE BOARD. The powers and duties of the Board created by this Agreement shall include all powers defined in the Emergency Telephone Systems Act, 50 ILCS 750/0.01, et seq., but not be limited to the following:

- A. Planning and supporting the operations of an Enhanced 9-1-1 and Next Generation 9-1-1 emergency telephone system for the 9-1-1 Service Area defined in Appendix A of this Agreement (to include any addendum).**
- B. Incurring debts, liabilities, or obligations necessary for the accomplishment of its purposes.**
- C. Receiving all monies from the surcharge imposed under Section 15.3 (50 ILCS 750/15.3) or disbursed to it under Section 30 (50 ILCS 750/30), and from any other source for deposit into the Emergency Telephone System Fund and authorizing all disbursements from the Fund.**
- D. Hiring, discipline, and termination of staff as may be necessary, whenever in its judgment the best interests would be served thereby.**
- E. Making and entering into contracts with consultants, auditors, and attorneys.**
- F. Acquiring, holding, and disposing of property.**
- G. Purchasing equipment or public works pursuant to the public bidding provisions of the Illinois Counties or Municipal Codes including any future amendments to said statutes. Public notice and competitive bids shall not be required for any contract which any one party to this Agreement could by law enter into without public notice and competitive bidding.**
- H. As the 9-1-1 authority, determining and approving 9-1-1 call routing and processing standards for 9-1-1 calls originating in the JETSB of Lake County's jurisdiction.**

JETSB 9-1-1 Surcharge Revenue Funding

- **Planning assumptions**
 - **Estimated \$8.0M in 9-1-1 surcharge revenue each year**
 - **\$7.5M approved for authorized LakeComm expenses**
 - **\$2.1M for PSAP technology and 9-1-1 systems (MDCs not included)**
 - **\$5.4M for staff and operations**
- **Will not receive 9-1-1 surcharge funds until State 9-1-1 Administrator approves the consolidation plan and provides the authority to operate**
- **Request estimates of funds brought forward from existing ETSBs**

Possible JETSB Direct Expenses

- Administrative

- Insurance
- Legal
- Fiduciary / financial
- Audit

- Operational

- CAD
- 9-1-1 phone systems
- Back-up center investments

JETSB of Lake County

From IGA Establishing JETSB

- **EFFECTIVE DATE. This Agreement shall become effective upon:**

(1) Adoption by the individual corporate authorities of the Parties of the Joint Emergency Telephone System Board of Lake County

and

(2) Approval by the State 9-1-1 Administrator

Primary focus of JETSB is drafting the 9-1-1 Consolidation Plan and getting it approved by the 9-1-1 Administrator

Transition Plan & Timeline



PHASE 1
Q1/Q2 2024
EXEC DIRECTOR NOT
HIRED YET

- **Hiring Exec Director (or Interim) is priority**
- Socialize IGA #2 & JETSB IGA
- Review & Decide Recommendations
- Establish HR for LakeComm
- Establish Transition Team
- Technology Transition & Implementation
- ROC Facility Outfitting
- **LakeComm cost sharing model socialized / finalized.**



PHASE 2
Q3/Q4 2024 TO
SUBSTANTIAL BUILDING
COMPLETION

- **Execute IGA #2 JETSB IGA**
- Review & Decide Recommendations
- **Establish Governance Boards**
- **Transition Plan** Developed & Approved
- Talk Group Consolidation Planning
- **LakeComm Transition Team Implemented**
- 5 Year Strategic Plan
- Prepare / Submit Consolidation Plan
- Staffing Plan/ Recruiting
- SOP Drafts
- Finalize Technology Transition



PHASE 3
Q1/Q2 2025
PRE-CUTOVER

- **Building Occupancy**
- **LakeComm set up**
- **Testing & Training**
- Cutover Activities
- Member Board & Exec Committee Actions
- **PSAP Consolidation Plan Approval**
- Staff recruiting, hiring & training
- ROC Facility Testing & Acceptance
- Each **PSAP Cutover Plan** developed
- **Go/No Go Decision** for LakeComm Cutover - Operations & Technology
- ROC Facility Occupancy



PHASE 4
CUTOVER

- Board Member & Exec Committee Actions
- **First PSAPs Go Live**
- **System Review & Issues Reporting**
- Prep for Go Live #2



POST CUT OVER

- Continued issue reporting, review and resolution
- Shared learning from findings



Transition Plan & Timeline

PHASE 1

Q1/Q2 2024

EXEC DIRECTOR NOT HIRED YET

- Hiring Exec Director (or Interim) is priority
- ~~Socialize IGA #2 & JETSB IGA~~
- ~~Review & Decide Recommendations~~
- Establish HR for LakeComm
- ~~Establish Transition Team~~
- ~~Technology Transition & Implementation~~
- ~~ROC Facility Outfitting~~
- ~~LakeComm cost sharing model finalized~~

PHASE 2

Q3/Q4 2024

TO SUBSTANTIAL BUILDING COMPLETION

- ~~Execute IGA #2 JETSB IGA~~
- ~~Review & Decide Recommendations~~
- ~~Establish Governance Boards~~
- Talk Group Consolidation Planning
- Transition Plan Developed & Approved
- LakeComm Transition Team Implemented
- 5 Year Strategic Plan
- Prepare / Submit Consolidation Plan
- Staffing Plan/ Recruiting
- SOP Drafts
- Finalize Technology Transition

LakeComm Actions

Completed

- ✓ Bylaws
- ✓ Officers
- ✓ Establish Executive Committee
- ✓ Transition Manager
- ✓ Regular meeting schedule
- ✓ Legal
- ✓ Transition funding / IGA for loans
- ✓ Transition (FY25) budget
- ✓ Website contract (*LakeComm911* domain)
- ✓ Insurance (basic)
- ✓ EIN received
- ✓ IMRF application
- ✓ Executive Director recruitment
- ✓ Website
- ✓ LakeComm JETSB members
- ✓ Shared Services IGA
- ✓ Chiefs Advisory Committees

In work

- Hire Executive Director
- ROC lease agreement
- FY26 budget
- Hiring plan / structure
 - Personnel policies
 - Innovative hiring pathways
 - Final approval by IMRF
 - Benefits review
 - 457 plan
- Transition manager responsibilities

General Items

- **LakeComm can hire staff now!**
 - Shared Services IGA
 - Loan IGA
- **Transition employee information**
 - Simplified application for current employees
 - Newsletter
 - Initial “Logo” in work
- **Actively addressing the “hows” for the Scope of Services**
- **Focus on upgrading the back-up center at Lake Zurich (Gurnee on hold)**
 - Lease agreement
 - Funding
- **LakeComm funding for JETSB of Lake County items**

Working Groups

- **HR & Personnel (Treasurer)**
 - Personnel Manual and policies
 - Long-term hiring structure and plan
- **Finance & Budget (Treasurer)**
 - Policies and FY26 Budget
- **Records Management (Secretary)**
 - Website materials
- **Facility and Technology (Steven Winnecke)**
 - ROC (w/Lake County and JETSB)
 - Software applications
 - Lake Zurich back-up (w/JETSB)
- **PSAP Directors (Nichol Whitfield)**
 - Standard Operating Procedures (SOP)
- **JETSB (Interim 9-1-1 System Manager appointed)**
- **COOP**

Policies

(Exec. Committee Leads / Approves)

- Finance & Budget
- HR & Personnel

SOPs

(PSAP Directors Draft /
Chiefs Advise / Exec. Dir. Approves)

- TC Standards
- Meeting Scope of Services

LakeComm CY24 Meeting Schedule

- November 6 – 1:00 pm – Fire /EMS Chiefs Advisory Committee (Location TBD)
- November 6 – 2:30 pm – Law Enforcement Chiefs Advisory Committee (Location TBD)
- November 13 – 2:30 pm – Executive Committee (Location TBD)
- *(Tentative) November 20 – 2:30 pm – Member Board of Directors (Location TBD)*

- December 4 – 1:00 pm – Fire /EMS Chiefs Advisory Committee (Location TBD)
- December 4 – 2:30 pm – Law Enforcement Chiefs Advisory Committee (Location TBD)
- December 11 – 2:30 pm – Executive Committee (Location TBD)
- *(Tentative) December 18 – 2:30 pm – Member Board of Directors (Location TBD)*

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Questions