

# Lake County Illinois

*Lake Consolidated Emergency Communications (LakeComm)*



**LakeComm**

## Meeting Minutes - Final

Wednesday, August 14, 2024

2:30 PM

MEETING LOCATION: Central Permit Facility (2nd FL)  
500 W. Winchester Road Libertyville, IL

**LakeComm Executive Committee**

**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 2:30 p.m. and led the Pledge of Allegiance.*

**2. Roll Call of LakeComm Executive Committee**

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

*Chair: Kevin Timony - Village Manager, Village of Vernon Hills*

*Vice Chair: Bill 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 District: Bill Hogan - President, Wauconda Fire Protection District*

*Chiefs of Police Association: Jason Seeley - Chief of Police, Mundelein*

*Fire Chiefs Association: Ed Lescher - Fire Chief, Fox Lake Fire Protection District*

*Others present:*

*Treasurer: Brandy Schroff - Village Administrator, Village of Round Lake*

*Secretary: Mike Strong - Village Administrator, Village of Lake Villa*

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

*Chuck Smith, Countryside FPD, Chief*

*Don Hansen, Mundelein*

*Janna Philipp, Lake County*

*Jim Hawkins, Deputy County Administrator / Transition Manager*

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

*Jon Joy, Lake County*

*Kristy Eckles, Countryside FPD*

*Lindsay Szafran, FoxComm*

*Michael Sheedy, Winthrop Harbor*

*Richard Hill, Round Lake Beach*

*Steven Winnecke, LCETSB*

*Taryn Sofie, Cencom*

**3. Approval of Minutes**

*There were no minutes to approve.*

**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 [24-1039](#)**

Transition Manager Update.

**Attachments:** [6.1 Transition Manager Update PPT 8.14.24](#)

*LakeComm Transition Manager, Jim Hawkins provided an update on the LakeComm Officers, the Executive Committee Members, and the responsibilities of the Executive Committee. He provided a background of 9-1-1 consolidation efforts in Lake County from 2013-current, including call transfer problems, the core requirements, the four lines of effort (Software, Facility, Agency and JETSB), and the implementing IGA.*

*Steve Winnecke (Lake County ETSB Executive Director) provided an update on the software line of effort. Executive Director Winnecke explained that the consolidated CAD, RMS, and JMS project began in 2019. He reported that the CAD, Mobile and RMS system has been up and running since April 2024 through Tyler Technologies. He reported that there are 43 agencies that share the same CAD system, which does include agencies that are not part of this consolidation.*

*Jon Joy (Lake County Construction Project Manager) provided an update on the Regional Operations and Communications (ROC) Facility and project highlights. He noted that LakeComm will begin bringing their resources into the facility between January and June of 2025.*

*Transition Manager Hawkins reported that there were 23 LakeComm Member agencies as of July 30, 2024 and it is expected there will be 24 as of August 20, 2024.*

*Transition Manager Hawkins reported that the PSAP Consolidation Committee (PCC) completed the tasks required by the Implementing / LakeComm IGA to help facilitate the establishment of LakeComm within 30 days after the signing deadline. As it fulfilled the criteria defined in the IGA, the PCC disestablished earlier in the day, August 14, 2024.*

*Transition Manager Hawkins provided an update on the Transition Team, including current dedicated team members and future team and working group needs. He presented the Transition Plan and Timeline that the Transition Team will be working on.*

**6.2 [24-1035](#)**

Resolution authorizing the use and transfer of the remaining funds in the Regional PSAP Consolidation Fund.

**Attachments:** [R-2024-004 Signed](#)

[R-2024-004](#)

[R-2024-004\(Exhbit A\)](#)

[6.2 Use and Transfer of Remaining Regional PSAP Consolidation Funds F](#)

*Chair Timony explained that the PSAP Consolidation Committee (PCC) passed a resolution at their last meeting to transfer remaining funds to LakeComm. LakeComm*

*Transition Manager Jim Hawkins provided an overview of the resolution authorizing the use and transfer of the funds remaining in the Regional PSAP Consolidation Fund. Transition Manager Hawkins explained that LakeComm may access the current funds before they are transferred to a LakeComm account.*

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

**6.3 [24-1036](#)**

Resolution authorizing the adoption and execution of an engagement letter for legal services with the law firm of Ottosen, Dinolfo, Hasenbalg, and Castaldo, Ltd.

**Attachments:** [R-2024-005 Signed](#)  
[R-2024-005](#)  
[R-2024-005\(Exhibit A\)](#)  
[6.3 Engagement Letter for Legal Servies PPT 8.14.24](#)

*LakeComm Transition Manager Jim Hawkins provided a history of the support that John Kelly of the law firm of Ottosen, Dinolfo, Hasenbalg, and Castaldo, Ltd. previously provided to the PSAP Consolidation Committee for consolidation efforts. Transition Manager Hawkins recommended the approval of the agreement.*

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

**6.4 [24-1037](#)**

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

**Attachments:** [R-2024-006](#)  
[R-2024-006\(Exhibit A\)](#)  
[6.4 IGA Regarding Loans for LakeComm Transition and Startup PPT 8.14.](#)

*LakeComm Transition Manager Jim Hawkins explained that there are three partners, the Village of Vernon Hills, the Village of Gurnee, and Lake County, that are willing to provide up to 2 million dollars each in loans to LakeComm for transition and startup expenses. Discussion ensued.*

**A motion was made by Member Hogan, seconded by Member Seeley, that this resolution be recommended to the LakeComm Member Board agenda. The motion carried unanimously by roll call vote.**

**6.5 [24-1038](#)**

Resolution adopting the LakeComm Transitional Budget.

**Attachments:** [R-2024-007](#)

[R-2024-007\(Exhibit A\)](#)

[6.5 Adopting the LakeComm Transitional Budget PPT 8.14.24](#)

*LakeComm Transition Manager Jim Hawkins provided a summary of the resolution to adopt the LakeComm Transitional Budget. Transition Manager Hawkins explained that there were numerous estimates and assumptions that went into the budget.*

*Treasurer Brandy Schroff reported that she reviewed the budget and she believes it encompasses the expenses for the anticipated start up expenses.*

*Discussion ensued regarding specific budget details and the amendment process.*

**A motion was made by Member Jackson, seconded by Vice Chair McKinney, that this resolution be recommended to the LakeComm Member Board agenda. The motion carried unanimously by roll call vote.**

**6.6 [24-1040](#)**

Discussion and Direction on Executive Director Recruitment.

*LakeComm Transition Manager Jim Hawkins explained that with the transfer of funds from the PSAP Consolidation Committee that was approved today, there are funds available for Executive Director recruitment. Transition Manager Hawkins recommended that the Executive Director position description created by Federal Engineering, Inc. be used for recruitment. Discussion ensued.*

*Consensus from the Committee was to provide the Transition Manager the authority to hire an outside recruitment firm, with the advice and consent of the Chair, Secretary, and Treasurer, using the Federal Engineering, Inc. information to start developing a plan to hire. Also, at the next LakeComm Executive meeting, an update will be provided and the plan for interviewing candidates will be discussed.*

**6.7 [24-1041](#)**

Discussion and Direction on a Shared Services Agreement with Lake County.

*LakeComm Transition Manager Jim Hawkins reported on the discussions he had with Lake County's Chief Financial Officer, Melissa Gallagher and Lake County's Administrator, Patrice Sutton about shared services.*

*Transition Manager Hawkins explained that during this transitional time, to ensure the proper controls are in place, there is an opportunity for shared services with Lake County for items like financial oversight, audit, purchasing support, payroll, benefits, Human Resources, and etc. He recommended creating an Intergovernmental Agreement that would go to the Board in October. He stated that additional options include other existing partners providing shared services and filling some of those roles.*

*Lake County Administrator Patrice Sutton mentioned that Lake County provides this*

service for SWALCO and Lake County ETSB. County Administrator Sutton mentioned it would require LakeComm to follow Lake County processes in order to keep compliance in place and the details would need to be worked out.

*Discussion ensued.*

**6.8 [24-1042](#)**

Discussion and Direction on the officers and agents authorized to sign checks, drafts, or other orders of payment or indebtedness.

*Chair Timony mentioned that if the intent moving forward is to have the County assist with some of the shared services, it would be good to have a more direct conversation on County policies and procedures. Chair Timony requested for himself, County Administrator Sutton, Treasurer Schroff, and the Transition Manager to meet separately and work out the details of the shared services before providing direction on this item.*

**6.9 [24-1044](#)**

Discussion and Direction on the officers and agents authorized to execute and deliver contracts or other instruments in LakeComm's name and on its behalf.

*LakeComm Transition Manager Jim Hawkins stated that there is guidance in the Bylaws. Attorney John Kelly stated that for this item and the previous item regarding signing authority, they are both authorities approved by the LakeComm Member Board.*

*Transition Manager Hawkins mentioned he was looking for names to bring to the Member Board for approval. Attorney John Kelly recommended bringing to the Member Board that members of the Executive Committee may fill those roles. Direction was given to Transition Manager Hawkins to bring forward a resolution providing for the authority of the Chair and Vice Chair for executing contracts, and the authority of the Treasurer for invoices and approving checks, if not already defined in the Bylaws.*

**7. Member's Remarks**

*Member Seeley emphasized the importance of the people who will be working for the organization. He noted that there is a lot of rumored misinformation out there. He suggested a formal document be sent to the current PSAP employees to help alleviate anxiety and let them know that LakeComm exists, its priorities and roadmap.*

*Member Sutton mentioned that there are still some agencies considering joining the organization and it would be good to have a communication strategy for answering inquires and press requests and Chief Seeley's suggested document.*

*Member Jackson voiced his agreement with Member Seeley and Member Sutton. Discussion ensued.*

*LakeComm Transition Manager Jim Hawkins stated he would work on drafting something to get more information out to the current employees over the next few weeks. Transition Manager Hawkins also asked that the members keep in mind that there are positions that the Board will need to fill on the JETSB of Lake County and he will be looking for nominations soon.*

**8. Adjournment**

**A motion was made by Vice Chair McKinney, seconded by Member Jackson, to adjourn the meeting. The motion carried unanimously by voice vote. Chair Timony adjourned the meeting at 3:52 p.m**

**Next Regular Meeting: September 11, 2024 at 2:30 pm (location TBD)**

*Meeting minutes prepared by Janna Philipp.*