

Lake County Illinois

Public Safety Answering Point (PSAP) Consolidation Committee

**Regional
9-1-1
Consolidation**

Meeting Minutes - Final

Wednesday, August 9, 2023

10:00 AM

MEETING LOCATION: Central Permit Facility (2nd FL)
500 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 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

Vice Chair Muetz called the meeting to order at 10:00 a.m.

2. Roll Call of Members

Jim Hawkins, Executive Agent Representative (EA Rep.), did a roll call of members.

Members present:

Fox Lake - Jimmy Lee, Retired Chief of Police

Gurnee - Patrick Muetz, Village Administrator / Committee Vice Chair

Lake County - Jim Hawkins, Deputy County Administrator / EA Rep. (Ex-Officio / Non-Voting)

Lake County Sheriff's Office – Rob Richards, Chief

Lake Zurich - Ray Keller, Village Manager

Mundelein – Lynne Monroe, Assistant Village Administrator

Vernon Hills - Kevin Timony, Village Manager

Waukegan - Scott Chastain, Deputy Chief

Members not present:

CenCom E9-1-1

Others Present:

In Person:

Carl Kirar, Director of Facilities and Construction

Chas Buschick, Wauconda Fire Dist., Deputy Chief

Chuck Smith, Countryside Fire Protection Dist.

Don Hansen, Mundelein Support Services Dir.

Gabe Guzman, Waukegan Police. Dir. of Communications

Janna Philipp, County Administrator's Office

Jason Seeley, Mundelein, Interim Chief of Police

Jeff Giacinto, Wauconda Fire Dist.

Jon Joy, Lake County

Kevin Hunter, County Board Member

Kristy Eckles, Countryside Fire Protection Dist.

Linda Pedersen, County Board Member

Lindsay Szafran, FoxComm Manager

Marissa Nowakowski, LCETSB

Michael Pakosta, Libertyville Fire Dept., Chief

Nichol Whitfield, CenCom E9-1-1

Patrick L. Kreis, Vernon Hills Police, Chief

Rich Hill, Round Lake Beach

Steve Holtz, Libertyville Fire Dept., Asst. Fire Chief

Steve Husak, Lake Zurich Police, Chief

Electronically:

Sheryl Contois, Federal Engineering, Inc.

Scott Strom, Federal Engineering, Inc. PCC Project Manager

3. Approval of Minutes

3.1 [23-1127](#)

Committee action approving the PSAP Consolidation Committee minutes from July 12, 2023.

Attachments: [911 PSAP 7.12.23 Final Minutes](#)

A motion was made by Member Timony, seconded by Member Lee, that these minutes be approved. The motion carried unanimously by voice vote.

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 [23-1128](#)

Executive Agent Update.

Attachments: [PSAP Consolidation Committee Members 7.13.23](#)

[6.1 PSAP Consolidation Update 8.9.23](#)

Jim Hawkins, Executive Agent Representative (EA Rep.), provided a brief overview of consolidation efforts to date, the core requirements, the concept of operations 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 on the Federal Engineering (FE) Project Plan schedule, on upcoming task due dates and that the FE team would be on site during the week of August 14th. EA Rep. Hawkins also mentioned that discussions on the naming of the new organization will begin soon.

6.2 [23-1129](#)

Project Manager Update.

Scott Strom, Project Manager (PM), gave an overview of activities the Federal Engineering (FE) team are working on, including data analysis and attending various working group meetings remotely. PM Strom reported their focus is finalizing the Executive Director position requirements. PM Strom reported that they are also working on governance structure requirements, staffing analysis, scope of operations and implementation timeline.

PM Strom stated that the FE team would be on site the week of August 14th to meet with individual PSAPs, the Governance working group, the Finance working group, and possibly the HR and JETSB working groups, if time allows.

Sheryl Contois from the FE team reported they are compiling budget information and the team appreciates the participation from everyone and quick turn around of information requested from departments.

6.3 [23-1130](#)

Working Group Updates.

Attachments: [Working Group Organization and Collaboration 3.15.23](#)
[PSAP Consolidation Committee Working Groups 7.20.23](#)
[6.3 Working Group Updates 8.9.23](#)

-Continuity of Operations: Working Group Lead Pat Kreis (Vernon Hills Chief of Police) reported that the group continues to meet twice monthly, and meetings include the Federal Engineering (FE) team. Chief Kreis also mentioned that several members are now more actively engaged with the employee groups.

-Technology: Working Group Lead Lindsay Szafran (911 FoxComm Manager) reported they are working on the administrative phone system. The group is looking for an onsite system instead of cloud based and they are getting proposals for different systems. Manager Szafran mentioned that a survey was sent out to get an understanding of the types and number of phone lines that are coming into the PSAPs. Manager Szafran also reported that next week is a Tyler workflow week.

-ROC Facility: Working Group Lead Don Hansen (Mundelein Director of Supportive Services) mentioned a soil challenge that came up during the groundbreaking. Director Hansen reported that ETSB finalized the request for consoles. Working Group Lead 2, Jon Joy (Lake County Construction Project Manager) provided additional information on the soil challenge, stating that it has been resolved. He also reported that the PV Array was approved by the County Board. EA Rep, Jim Hawkins reported that several people, including LCETSB, meet every two weeks regarding ROC finances.

-(J) ETSB: Working Group Lead Don Hansen (Mundelein Dir. of Supportive Services) mentioned that the group is hoping to meet with the FE team and Cindy Barbera-Brelle from the state about Illinois State Statute requirements.

6.4 [23-1131](#)

Update on coordination, communication, and outreach to Lake County public safety entities and partners.

Jim Hawkins, Executive Agent Representative (EA Rep.) reminded everyone to use the Regional911@lakecountyil.gov email address.

Additionally, EA Rep. Hawkins reported that he is still looking into a good date to hold a meeting similar to the May 31st meeting.

7. Members' Remarks

There were no remarks from Members.

8. Adjournment

A motion was made by Member Keller, seconded by Member Chastain, to adjourn the meeting. The motion carried unanimously by voice vote. Vice Chair Muetz declared the meeting adjourned at 10:29 a.m.

**Next Meeting: September 13, 2023 at the Public Works Conference Room
648 W. Winchester Road Libertyville, IL**

Minutes prepared by Janna Philipp.