

# Lake County Illinois



## Meeting Minutes - Final

Wednesday, July 11, 2018

8:30 AM

Central Permit Facility  
2nd Floor Conference Room

**Regional 911 Operations Committee**

**1. Call to Order**

*Chair McEwan called the meeting to order at 8:33 a.m.*

*Present:*

*Michael Gillette, Round Lake*

*RuthAnne Hall, Finance and Administrative Services*

*Steven Winnecke, Lake County ETSB*

*Lisa Berger, CenCom*

*Anne Marrin, Fox Lake*

*Ray Rose, Lake County*

*Chief Clint Herdegen, Libertyville*

*Kent McKenzie, Lake County Sheriff's 911*

*Patrick Kreis, Vernon Hills*

*Joe Leonas, Lincolnshire*

*David Geary, Wauconda Fire District*

*Ed Dagdick, Wauconda Fire District*

*Greg Formica, Round Lake FPD*

*Lindsay Stroberg, Fox Lake*

*Sheri Martinez, Waukegan*

*Paul Wegrzyn, Lake County Sheriff's 911*

*Brendhan Sears, Lake County Sheriff's 911*

*Dakisha Wesley, County Administrator's Office*

*Gilbert Rivera, Round Lake Beach PD*

*Laz Perez, North Chicago*

*Shantel Franklin, County Administrator's/Finance and Administrative Services*

*Ed Manke, Vernon Hills PD 911*

*Chuck Smith, Countryside*

*Jeff Steingart, Countryside*

*Jane Reynolds Arts, Lake County Sheriff's Office 911*

*Pat Muetz, Gurnee*

*Rich Carani, Libertyville*

*John Kavanagh, Gurnee*

*Amy McEwan, County Administrator's Office*

*Jennie Vana, County Administrator's Office*

*Sonia Hernandez, County Administrator's Office*

**2. Approval of Minutes**

**2.1 [18-0780](#)**

Minutes from June 13, 2018.

*A motion was made by member Kreis, Vernon Hills PD, seconded by member McKenzie, Lake County Sheriff's office, that the minutes from June 13, 2018 be approved. None opposed.*

**3. Public Comment**

*There were no public comments.*

**4. Chairman's Remarks**

*There were no chairman's remarks.*

**5. Old Business**

*There was no old business to conduct.*

**6. New Business**

**6.1**

Update on the job descriptions and posting for the project manager.

*Deputy County Administrator, Amy McEwan, informed members that both job descriptions have been posted. Members of the Operations committee agreed that a separate Resume Review committee be formed to review resumes of interested candidates. It was also agreed by members that an Interview Panel be created. Interested members signed up for both Resume Review committee and Interview Panel committee. Operations members suggested that the positions also be posted on the NENA website, all agreed.*

**6.2 [18-0782](#)**

Review draft Request for Proposal (RFP) scope of services language.

*Deputy County Administrator, Amy McEwan, asked that members review second draft of the Request for Proposal. RuthAnne Hall, Purchasing Manager was at the meeting to answer any questions regarding the Request for Proposal. RuthAnne Hall gave brief overview on how a Request for Proposal works. Members agreed to post Request for Proposal as is and wait for responses from vendors. Members were asked to volunteer to review RFP's; a review group was formed. A list of recommended vendors was also compiled by the Operations members.*

**6.3 [18-0783](#)**

Review a draft Intergovernmental Agreement.

*Members reviewed First Draft of Intergovernmental Agreement, minor edits were discussed. Amy asked that any additional edits be emailed to her. All edits will be submitted to State's Attorney's Office for review. Second Draft will be provided to committee for their review at our next meeting.*

**6.4 [18-0784](#)**

Discuss by-laws which will outline how the group will operate during the development of the implementation and migration plans.

*Deputy County Administrator, Amy McEwan asked for volunteers to form a by laws sub committee. The by laws sub committee will meet to review language collected from Du Comm, Tri Com and Northwest Central to help develop a policy and procedures manual. By laws sample will be posted on our website for all to view.*

**6.5 [18-0785](#)**

Recommendation for members from the operations committee to review resumes and sit on an interview panel.

*An interview group will be formed from both Policy and Operations committee to review Project Manager resumes. Suggested dates to review Project Manager resumes will be sent out to the Resume Review group.*

**6.6 [18-0786](#)**

Member update on technology and data collection discussions.

*Kent McKenzie, Sheriff's Office, gave update on the Technology working group meeting. The Technology Group meeting has been scheduled for Wednesday July 18 at 8:30 a.m. This Technology Group will discuss telephone systems, radios, video system etc. Input is welcomed from the group.*

*Chief Rich Carani, Libertyville Fire, gave update on the Data Collection meeting. Chief Carani will establish contact information first and then will set a meeting to discuss ideas. Chief Patrick Kreis, Vernon Hills Police will assist Chief Carani with the data collection.*

**6.7 [18-0787](#)**

Regional 911 Operations Committee Meeting Schedule.

*Members discussed the 2018 Operations Committee scheduled. All members agreed to cancel August 8 and move the Operations meeting to August 15.*

**7. Staff Report**

*Amy McEwan gave an update on NENA Training scheduled for September 19 and September 20. The class will educate people on 911 consolidation. Invitation will be extended to both Policy and Operations Committee including City Managers and Mayors. Chief Herdegen and Chief Carani will organize the NENA Training and will also hold the class at their Station 1 location in Libertyville.*

**8. Members' Remarks**

*There were no member's remarks.*

**9. Adjournment**

*A motion was made by member Berger, seconded by member Steingart, that this meeting be adjourned at 9:20 a.m. The motion carried by voice vote.*

**10. Next Meeting: August 8, 2018**

*Members agreed to cancel the August 8, 2018 meeting. All members agreed to move the meeting to August 15, 2018.*

*Minutes prepared by Sonia Hernandez.*