

**LakeComm**

Lake Consolidated  
Emergency Communications

# 5.2 Transition Manager Update

**August 20, 2024**

# **PCC Disestablishment - Aug. 14, 2024**

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**Based on achieving the purpose of Planning IGA and fulfilling the criteria defined in the Implementing / LakeComm IGA, the PSAP Consolidation Committee was disestablished**

# 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)*

**Expect 24 LakeComm  
Member Agencies  
as of August 20<sup>th</sup>**

# LakeComm Prospective Agencies

## By Public Safety Department



Current as of 08.13.2024



- 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	<span style="color: green;">●</span> Antioch Fire Protection District
CenCom	<span style="color: green;">●</span> Greater Round Lake Fire Protection District
FoxCom	<span style="color: green;">●</span> Fox Lake Fire Protection District
FoxCom	<span style="color: green;">●</span> Lake Villa Fire Protection District
LZ	<span style="color: green;">●</span> Lake Zurich Fire/Rescue Department
LZ	<span style="color: green;">●</span> Wauconda Fire Protection District
Mundelein	<span style="color: green;">●</span> Mundelein Fire Department
Mundelein	<span style="color: green;">●</span> North Chicago Fire Department
Mundelein	<span style="color: black;">●</span> Winthrop Harbor Fire Department
NLCC-ETSB	<span style="color: green;">●</span> Beach Park Fire Protection District
NLCC-ETSB	<span style="color: green;">●</span> Gurnee/WWFPD Fire Department
NLCC-ETSB	<span style="color: yellow;">●</span> Newport Fire Protection District*
NLCC-ETSB	<span style="color: green;">●</span> Zion Fire/Rescue Department
VH	<span style="color: green;">●</span> Countryside Fire Protection District
VH	<span style="color: black;">●</span> 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	<span style="color: green;">●</span> Antioch Police
CenCom	<span style="color: green;">●</span> Round Lake Police
CenCom	<span style="color: green;">●</span> Round Lake Beach Police
CenCom	<span style="color: green;">●</span> Round Lake Heights Police
CenCom	<span style="color: green;">●</span> Round Lake Park Police
FoxCom	<span style="color: green;">●</span> Fox Lake Police
FoxCom	<span style="color: green;">●</span> Lake Villa Police
FoxCom	<span style="color: red;">●</span> Lakemoor Police
FoxCom	<span style="color: black;">●</span> Park City Police
LZ	<span style="color: black;">●</span> Hawthorn Woods Police
LZ	<span style="color: green;">●</span> Island Lake Police
LZ	<span style="color: black;">●</span> Kildeer Police
LZ	<span style="color: green;">●</span> Lake Zurich Police
LZ	<span style="color: black;">●</span> Tower Lakes Police
LZ	<span style="color: green;">●</span> Wauconda Police
Mundelein	<span style="color: green;">●</span> Mundelein Police
Mundelein	<span style="color: green;">●</span> North Chicago Police
Mundelein	<span style="color: black;">●</span> Winthrop Harbor Police
NLCC-ETSB	<span style="color: green;">●</span> Gurnee Police
NLCC-ETSB	<span style="color: green;">●</span> Zion Police
VH	<span style="color: black;">●</span> Libertyville Police
VH	<span style="color: green;">●</span> Vernon Hills Police

# Lines of Effort (LOE)

## 9-1-1 Consolidation

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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

# Transition Team

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- **Transition Manager**
- **Dedicated Deputy Transition Managers**
- **Transition Teams – PSAP Leadership, SMEs, and Coordinators**
- **Legal support**
- **Working Groups (continue what is working with some “tweaks”)**
  - **PSAP Directors\***
  - **COOP (Reduced Scope)**
  - **LE and Fire/EMS Advisory**
  - **Technology**
  - **Facility (ROC & Backup)**
  - **Operations, Procedures, & Policy Standards**
  - **HR & Personnel**
  - **Finance & Budget**
  - **Contracts & Purchasing**
  - **JETSB**

# 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

# LakeComm Actions

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- ✓ Bylaws
- ✓ Officers
- ✓ Establish Executive Committee
- ✓ Transition Manager
- ✓ Regular meeting schedule
- ✓ Legal
- ✓ Transition funding / IGA for loans
- ✓ Transition (FY25) budget
- Hire the Executive Director
  - Hire recruitment firm
- Website (*LakeComm911* domain)
- Insurance
- Shared services IGA
- Fiduciary requirements
- ROC lease agreement
- JETSB members
  - Citizen at large
- FY26 budget
- Personnel policies

# Expenditures

## Summary from Bylaws Approved on July 30, 2024

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- **Fiscal Year, Budget, and Audit**

- **X.5 Expenditures.** After adoption of the LakeComm Annual Budget, the Executive Committee and the Executive Director shall make only those expenditures which are authorized by the approved budget and shall not contravene the provisions of the budget without approval by the LakeComm Member Board or Amendment of the budget. Authority levels for budget approvals shall be determined and defined in these Bylaws or in LakeComm policy.

- **Executive Committee**

- **VI.3.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.

- **Executive Director (Transition Manager)**

- **VIII.1.e** Contract for any expenditure or revenue stream that is less than \$50,000 annually.
- **VIII.1.f** Approve any budgeted expenditure under \$50,000.

# Signature Authority

## Summary from Bylaws Approved on July 30, 2024

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- **Member Board of Directors**

- IV.2.k Designate the officer(s) and agents authorized to sign checks, drafts, or other orders of payment of money and notes or other evidences of indebtedness of LakeComm and shall execute all documents required to evidence the authority of the officer(s) or agents.
- IV.2.l Designate the officer(s) and agents authorized to execute and deliver contracts or any other instrument in LakeComm's name and on its behalf in the furtherance of its purpose. This authority may be general or limited to specific transactions or types of transactions and shall execute all documents required to evidence the authority to sign checks, drafts, or other orders of payment of money, and notes or other evidences of indebtedness of LakeComm and shall execute all documents required to evidence the authority of the officer(s) or agents.
- *Should include approval of invoices*

- **Chair (or Vice-Chair)**

- V.a.i Execute any documents as authorized by the Member Board or Executive Committee or in accordance with the Agreement and Bylaws

- **Executive Director (Transition Manager)**

- VIII.1.e Contract for any expenditure or revenue stream that is less than \$50,000 annually
- VIII.1.f Approve any budgeted expenditure under \$50,000

# Transition Manager

## Planned Actions

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- Hire executive recruitment firm for Executive Director Recruitment (PCC funds)
- Purchase insurance (PCC funds)
- Purchase / contract for website design and hosting (PCC funds)
- Apply for EIN and IMRF (PCC funds)
- Establish a LakeComm bank account through the County
- Draft a Shared Services Agreement
- Establish ROC lease review working group
  - Recommended members: Treasurer, Transition Team, Legal

# LakeComm

Lake Consolidated  
Emergency Communications