

Lake County Illinois

Public Safety Answering Point (PSAP) Consolidation Committee

**Regional
9-1-1
Consolidation**

Meeting Minutes - Final

Wednesday, September 13, 2023

10:00 AM

MEETING LOCATION: Public Works Conference Room
648 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

Chair Formica 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:

CenCom E9-1-1 - Greg Formica, CenCom Board / Committee Chair

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

Others Present:

In Person:

Brandon Dunn, Cotter

Brendhan Sears, LCSO 911

Carl Kirar, Director of Facilities and Construction

Cassandra Hiller, Assistant County Administrator

Don Hansen, Mundelein Support Services Dir.

Eddie Heinz, Countryside Fire Protection Dist.

Gabe Guzman, Waukegan Police. Dir. of Communications

Janna Philipp, County Administrator's Office

Jason Seeley, Mundelein, Interim Chief of Police

Joe Willems, Vernon Hills

John Kavanagh, Gurnee Fire Chief

Jon Joy, Lake County

Kevin Hunter, County Board Member

Kristy Eckles, Countryside Fire Protection Dist.

Linda Pedersen, County Board Member

Lindsay Szafran, FoxComm Manager

Norm Gann, Lake County 911

Patrick L. Kreis, Vernon Hills Police, Chief

Steve Winnecke, LC ETSB

Taryn Sofie, CenCom E9-1-1

Electronically:

Cheryl Contois, Federal Engineering, Inc

Scott Strom, Federal Engineering, Inc. PCC Project Manager

3. Approval of Minutes**3.1 [23-1264](#)**

Committee action approving the PSAP Consolidation Committee minutes from August 9, 2023.

Attachments: [911 PSAP 8.9.23 Final Minutes](#)

A motion was made by Vice Chair Muetz, seconded by Member Timony, 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 [23-1265](#)

Executive Agent Update.

Attachments: [PSAP Consolidation Committee Members 8.4.23](#)

[6.1 PSAP Consolidation Update 9.13.23](#)

Jim Hawkins, Executive Agent Representative (EA Rep.), provided a brief overview and update 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 stated the main focus of this group is tier 3 of the concept of operations - physical consolidation.

EA Rep. Hawkins reported on the Federal Engineering (FE) Project Plan timeline, including the options and recommendations for the IGA that are due on Sept 26, 2023. EA Rep. Hawkins shared the current proposed names for the new organization and encouraged everyone to send any name suggestions to the Regional 911 email address.

6.2 [23-1266](#)

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 stated that the FE team was on site the week of August 14th, met with individual PSAPs and conducted a Governance Working Group workshop, a JETSB Working Group session and HR Working group.

PM Strom reported that they are working on the draft of the options and recommendation report which is the next deliverable.

Sheryl Contois reported on the development of the IGA #2.

EA Rep Hawkins provided an overview of the general governance structure being

considered / discussed, including the following:

-Membership - Defining membership for partners.

-Executive Group - Would work directly with the Exec. Director.

-Operations Law Enforcement Groups - Police Chiefs, Fire Chiefs ensuring operations are covered.

6.3 [23-1267](#)

Working Group Updates.

Attachments: [Working Group Organization and Collaboration 3.15.23](#)

[PSAP Consolidation Committee Working Groups 8.10.23](#)

[6.3 Working Group Updates 9.15.23](#)

-Continuity of Operations: Working Group Lead Pat Kreis (Vernon Hills Chief of Police) reported on the engagement with the employee groups and efforts to educate the employees on the transition to the new joint governance employer.

-(J) ETSB: Working Group Lead Don Hansen (Mundelein Dir. of Supportive Services) reported that the group met with the FE team on August 14, 2023 to discuss the structure formation of the (J) ETSB and working with the state to submit the application.

-Technology: Working Group Lead Lindsay Szafran (911 FoxComm Manager) reported that a coverage study was completed for radio resources and some items were discussed to find alternatives for resources that had limited coverage. Manager Szafran stated it was identified that those resources were being used as secondary and monitoring channels and she is working with the agencies to clarify what monitoring of the channels means. Manager Szafran reported that the CAD and RMS work flow was done last month to see what the system looks like from the start of a 911 call, through arrest calls to RMS.

Bernard Malkov, IT Manager, Sheriff's Office, reported that the first Tyler go-live is next week, for Civil Process. Manager Malkov mentioned that they also have training for jail subject matter experts next week. He stated that RMS is going very well and everyone is working collaboratively. He also stated that for Mobile, there is discussion about going to one common ticket.

Steve Winnecke, Director, LC ETSB, reported that at the end of September, they are scheduled to go to the 23.2 release of the CAD, which incorporates some enhancements and features including the fire mutual aid limiter, and this will most likely be what they will go live with next April.

-ROC Facility: Working Group Lead Don Hansen(Mundelein Director of Supportive Services) reported that they've met about the dispatch furniture and workstations. Working Group Lead 2, Jon Joy (Lake County Construction Project Manager) provided a status update of the radio towers, solar array, furniture, storm sewer system, and plumbing.

EA Hawkins reported on the collaboration and coordination between the groups.

6.4 [23-1268](#)

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

Jim Hawkins, Executive Agent Representative (EA Rep.) reported on the communications strategy and asked the group to provide any suggestions or needs.

7. Members' Remarks

Jim Hawkins, Executive Agent Representative (EA Rep.) mentioned that additional conversations regarding transition costs should be happening soon.

8. Adjournment

A motion was made by Vice Chair Muetz, seconded by Member Keller, to adjourn the meeting. The motion carried unanimously by voice vote. Vice Chair Muetz declared the meeting adjourned at 10:31 a.m.

**Next Meeting: October 11, 2023 at the Central Permit Facility (2nd FL)
500 W. Winchester Road Libertyville, IL**

Minutes prepared by Janna Philipp.

Minutes were approved on October 11, 2023, by the PSAP Consolidation Committee.