

Lake County Illinois

Public Safety Answering Point (PSAP) Consolidation Committee

**Regional
9-1-1
Consolidation**

Meeting Minutes - Final

Wednesday, July 10, 2024

10:30 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

Due to the absence of the Chair and Vice Chair, Jim Hawkins, Executive Agent Representative / Transition Manager, called the meeting to order at 10:32 a.m.

2. Roll Call of Members

Jim Hawkins, Executive Agent Representative / Transition Manager, did a roll call of members.

Members Present:

*CenCom E9-1-1 - Brandy Schroff, Village Administrator - Village of Round Lake Beach
Fox Lake - Jimmy Lee, Retired Chief of Police (Entered meeting at 10:35 a.m.)
Gurnee - David Zeigler, Community Development Director
Lake County - Linda Pedersen, Lake County Board Member
Lake Zurich - Ray Keller, Village Manager (Entered meeting at 10:34 a.m.)
Mundelein - Lynne Monroe, Assistant Village Administrator
Vernon Hills - Kevin Timony, Village Manager*

Others Present:

*Anne Harpe, Lake Zurich
Brandon Dunn, Cotter
Carl Kirar, Director of Facilities and Construction
Chas Buschick, Wauconda Fire Dist., Deputy Chief
Dave Prus - Round Lake Police, Chief
David Zeigler, Gurnee
Don Hansen, Mundelein Support Services Dir.
Geoff Guttschow, Antioch Police, Chief
Janna Philipp, Lake County
Jason Seeley, Mundelein Police, Chief
Jeff Giacinto, Wauconda Fire Dist.
Jim Hawkins, Deputy County Administrator / EA Rep.
John Kavanagh, Gurnee Fire Chief
Jon Joy, Lake County
Kristy Eckles, Countryside Fire Protection Dist.
Lindsay Szafran, FoxComm Manager
Michael Pakosta, Libertyville Fire Dept., Chief
Michael Sheedy, Winthrop Harbor
Molly Jones, Gurnee Police
Nichol Whitfield, CenCom E9-1-1
Nick Garcia, Antioch Police
Patrick L. Kreis, Vernon Hills Police, Chief
Patricia Koesling, Gurnee
Patrice Sutton, Lake County Administrator
Richard Hill, Round Lake Beach
Ryan Borchardt, CenCom
Steve Holtz, Libertyville Fire Dept., Asst. Fire Chief
Steve Winnecke, LC ETSB
Steve Husak - Lake Zurich Police, Chief*

Taryn Sofie, CenCom E9-1-1

2.1 [24-0894](#)

Election of a Chair Pro Tem.

Jim Hawkins, Executive Agent Representative / Transition Manager, requested nominations for the Chair Pro Tem. Member Monroe nominated Member Kevin Timony, Vernon Hills. Nominations were requested three times. Transition Manager Hawkins did a roll call vote for Kevin Timony to be the Chair Pro Tem. The nomination carried unanimously by roll call vote. Member Lee and Member Keller were not present for the vote.

3. **Approval of Minutes**

3.1 [24-0890](#)

Committee action approving the PSAP Consolidation Committee minutes from June 12, 2024.

Attachments: [911 PSAP 6.12.24 Final Minutes](#)

Member Keller entered the meeting at 10:34 a.m.

Member Lee entered the meeting at 10:35 a.m.

A motion was made by Member Schroff, seconded by Member Monroe, that these minutes be approved. The motion carried unanimously by voice vote. Member Lee and Member Keller were not present for the 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 [24-0891](#)

Transition Manager Update.

Attachments: [6.1 Transition Manager Update 7.10.24](#)

Jim Hawkins, Executive Agent Representative / Transition Manager provided a brief history of 9-1-1 Consolidation efforts in Lake County from 2013-current, including call transfer problems, the four lines of effort (Software, Facility, Agency and JETSB), and the implementing IGA. He reported that the agencies that signed the IGA by July 1, 2024 were "founding members" of LakeComm and there were 22 founding members.

Transition Manager Hawkins reported on the unencumbered PSAP Consolidation Committee (PCC) funds and provided options for the funding once the PCC disestablishes.

Transition Manager Hawkins provided information on the Transition Team, including current dedicated team members from partner agencies and future working group needs. He presented the Transition Plan, Timeline, and Phases as developed by consultant

Federal Engineering, Inc., that the Transition Team will be working on.

6.2 [24-0892](#)

Discussion on LakeComm establishment.

Attachments: [6.2 LakeComm Establishment 7.10.24](#)

Jim Hawkins, Executive Agent Representative / Transition Manager explained that the LakeComm IGA specifies that the PSAP Consolidation Committee is tasked with the facilitation of the transition to LakeComm and outlined the steps they will need to take. He provided a draft agenda and a tentative date for the first LakeComm meeting. Discussion ensued. Consensus from the Committee was to tentatively hold the first LakeComm Member Board meeting on July 30, 2024 at 2:00 p.m.

Transition Manager Hawkins noted future actions of the LakeComm Member Board of Directors, including tentative ongoing meeting schedules. Discussion ensued.

6.3 [24-0893](#)

Discussion on future PSAP Consolidation Committee disestablishment.

Attachments: [6.3 Future PSAP Consolidation Committee Disestablishment 07.10.24](#)

Jim Hawkins, Executive Agent Representative / Transition Manager presented disestablishment actions of the PSAP Consolidation Committee. Discussion ensued.

7. Members' Remarks

There were no member remarks.

Note: ROC Facility construction site walkthrough available at the conclusion of this committee meeting (weather permitting).

8. Adjournment

A motion was made by Member Lee, seconded by Member Keller, to adjourn the meeting. The motion carried unanimously by voice vote. Chair Pro Tem Timony adjourned the meeting at 11:16 a.m.

Next Meeting: August 14, 2024 at the Central Permit Facility (2nd FL) 500 W. Winchester Road Libertyville, IL

Meeting minutes prepared by Janna Philipp.

Minutes were approved on August 14, 2024 by the PSAP Consolidation Committee.