

# Lake County Illinois

*Joint Emergency Telephone System Board (JETS) of Lake County*



## Meeting Minutes - Final

Wednesday, October 9, 2024

1:00 PM

MEETING LOCATION: Central Permit Facility (2nd FL)  
500 W. Winchester Road Libertyville, IL

**JETS of Lake County**

**PUBLIC COMMENT:** The public will be afforded time to comment on matters related to the business of the Board.

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.

Individuals providing Public Comment will be recorded and will provide the following Information:

- \* 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****• Pledge of Allegiance**

*LakeComm Transition Manager Jim Hawkins called the meeting to order at 1:05 p.m. and led the Pledge of Allegiance.*

**2. Roll Call of Members**

*LakeComm Transition Manager Jim Hawkins did a roll call of members.*

**Members Present:**

*Lake County - Kevin Hunter, Lake County Board Member*

*Lake County - Matt Meyers, Assistant County Administrator*

*LakeComm Administrator or Mayor - Scott Nickles, Mayor, Round Lake Beach*

*LakeComm Administrator or Mayor - Mike Strong, Administrator, Lake Villa*

*Citizen at Large - Kevin Woodside*

*Chiefs of Police Association - Jason Seeley, Chief, Mundelein*

*Fire Chiefs Association - Chuck Smith, Chief, Countryside Fire Protection District*

*LakeComm Fire Protection District - William Hogan, Wauconda Fire Protection District*

**Others Present:**

*Bernard Malkov, Lake County Sheriff's Office*

*Chas Buschick, Wauconda Fire Dist., Deputy Chief*

*Don Hansen, Mundelein*

*Ed Lescher, Fox Lake FPD, Fire Chief*

*Janna Philipp, Lake County*

*Jim Hawkins, Deputy County Administrator / LakeComm Transition Manager*

*John Kelly, Ottosen, DiNolfo, Hasenbalg & Castaldo Ltd.*

*Kevin Timony, Vernon Hills*

*Lindsay Szafran, FoxComm*

*Nichol Whitfield, CenCom*

*Pat Muetz, Gurnee*

*Steve Husak, Lake Zurich Police, Chief*

*Steve Winnecke, LCETSB*

**3. [24-1340](#)**

Election of Chair Pro Tem.

**LakeComm Transition Manager Jim Hawkins requested nominations for a Chair Pro Tem. A motion was made by Member Smith, seconded by Member Hunter, to appoint Matt Meyers, Lake County Assistant County Administrator, as the Chair Pro Tem. Nominations were requested three times. The motion carried unanimously by voice vote.**

**4. [24-1341](#)**

Approve Joint ETSB of Lake County membership.

**Attachments:** [JETSB of Lake County Membership PPT 10.9.24](#)

A motion was made by Member Hogan, seconded by Member Nickles, to recognize the members of the Joint Emergency Telephone System Board of Lake County. The motion carried unanimously by roll call vote.

5. **Public Comment**

*There were no comments from the public.*

6. **New Business**

6.1 [24-1343](#)

Election of the JETSBS of Lake County Officers.

Chair Pro Tem Meyers requested nominations for the Chair of the Joint ETSB of Lake County. A motion was made by Chair Pro Tem Meyers, seconded by Member Hogan, to nominate Kevin Hunter, Lake County Board Member, as the Chair. Nominations were requested three times.

Chair Pro Tem Meyers requested nominations for the Vice Chair of the Joint ETSB of Lake County. A motion was made by Member Hunter, seconded by Member Seeley to nominate Chuck Smith, Countryside Fire Protection District Fire Chief, as the Vice Chair. Nominations were requested three times.

Chair Pro Tem Meyers requested nominations for the Secretary of the Joint ETSB of Lake County. A motion was made by Member Hunter, seconded by Member Strong to nominate Matt Meyers, Lake County Assistant County Administrator, as the Secretary. Nominations were requested three times.

Chair Pro Tem Meyers closed the nominations. A motion was made by Member Woodside, seconded by Member Smith, to ratify the slate of nominations. The motion carried unanimously by roll call vote.

6.2 [24-1342](#)

Resolution authorizing the adoption of the Joint Emergency Telephone System Board (JETSBS) of Lake County Bylaws.

**Attachments:**    [JETSBS R-2024-001 Signed](#)  
                          [JETSBS-R-2024-001](#)  
                          [Exhibit-A-JETSBS-Bylaws\(PROPOSED\)](#)

*LakeComm Transition Manager Jim Hawkins provided background on the bylaws, and explained that they were worked on in parallel with the JESTB of Lake County Intergovernmental Agreement by the same working group and legal counsel. Attorney John Kelly provided additional information.*

A motion was made by Secretary Meyers, seconded by Member Seeley, that this resolution be approved. The motion carried unanimously by roll call vote.

**6.3** [24-1344](#)

Presentation and discussion on JETSBS duties, responsibilities, and requirements.

**Attachments:** [6.3 JETSBS Duties PPT 10.9.24](#)

*LakeComm Transition Manager Jim Hawkins provided a brief overview of the parallel paths of the Consolidating PSAPs and the Joint ETSB of Lake County over the last five years and a general overview of the Joint ETSB of Lake County duties, responsibilities and requirements. Attorney John Kelly provided additional information regarding the Emergency System Telephone Act and elaborated on the two main responsibilities which are to support the operation of a 9-1-1 system and to receive and spend surcharge funds on allowable items as defined by the statute and approved by the JETSBS of Lake County. Discussion ensued.*

**6.4** [24-1348](#)

Resolution appointing Don Hansen as the Interim Joint Emergency System Board (JETSBS) of Lake County 9-1-1 System Manager.

**Attachments:** [JETSBS R-2024-002 Signed](#)  
[JETSBS-R-2024-002](#)

*LakeComm Transition Manager Jim Hawkins noted that Don Hansen had been involved with the drafting of the JETSBS of Lake County IGA, Bylaws and Plan and has also consolidated ETSBs previously. Attorney John Kelly provided additional information. Discussion ensued.*

**A motion was made by Member Smith, seconded by Member Seeley, that this resolution be approved. The motion carried unanimously by roll call vote.**

**6.5** [24-1350](#)

Direction and guidance from the Chair.

*Chair Hunter mentioned the importance of reaching out to the existing ETSBs for their financial information, and asked Secretary Meyers to draft and mail a letter to send to each of them.*

*Chair Hunter asked the Board about setting a meeting schedule. Discussion ensued.*

*A motion was made by Chair Hunter, seconded by Member Smith, to schedule the next JETSBS of Lake County meeting on November 13, 2024 at 1:00 p.m. at the Public Works conference room in Libertyville. The motion carried unanimously by voice vote.*

**7. Member Remarks and Requests**

*A member asked if there would be a Special meeting to accommodate the JETSBS plan filing timeline. Discussion ensued and it was noted that a Special meeting could be held as long as it followed the Open Meetings Act posting requirement of 48 hours.*

*Chair Hunter asked Don Hansen if he needed anything from the members. Discussion ensued.*

**8. Adjournment**

**A motion was made by Chair Hunter, seconded by Member Hogan, to adjourn the meeting. The motion carried unanimously by voice vote. Chair Hunter adjourned the meeting at 1:46 p.m**

**Next Regular Meeting: TBD**

*Minutes prepared by Janna Philipp.*

*Minutes were approved on November 13, 2024 by the JETSB of Lake County.*