

LakeComm

Lake Consolidated
Emergency Communications

5.2 Transition Manager Update

September 18, 2024

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)

**24 LakeComm
Member Agencies
as of August 20th**

LakeComm Prospective Agencies

By Public Safety Department



Current as of 08.20.2024



- 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	● Antioch Fire Protection District
CenCom	● Greater Round Lake Fire Protection District
FoxCom	● Fox Lake Fire Protection District
FoxCom	● Lake Villa Fire Protection District
LZ	● Lake Zurich Fire/Rescue Department
LZ	● Wauconda Fire Protection District
Mundelein	● Mundelein Fire Department
Mundelein	● North Chicago Fire Department
Mundelein	● Winthrop Harbor Fire Department
NLCC-ETSB	● Beach Park Fire Protection District
NLCC-ETSB	● Gurnee/WWFPD Fire Department
NLCC-ETSB	● Newport Fire Protection District*
NLCC-ETSB	● Zion Fire/Rescue Department
VH	● Countryside Fire Protection District
VH	● Libertyville Fire Department

Approved LakeComm IGAs represent 28 individual public safety departments as well as Lake County

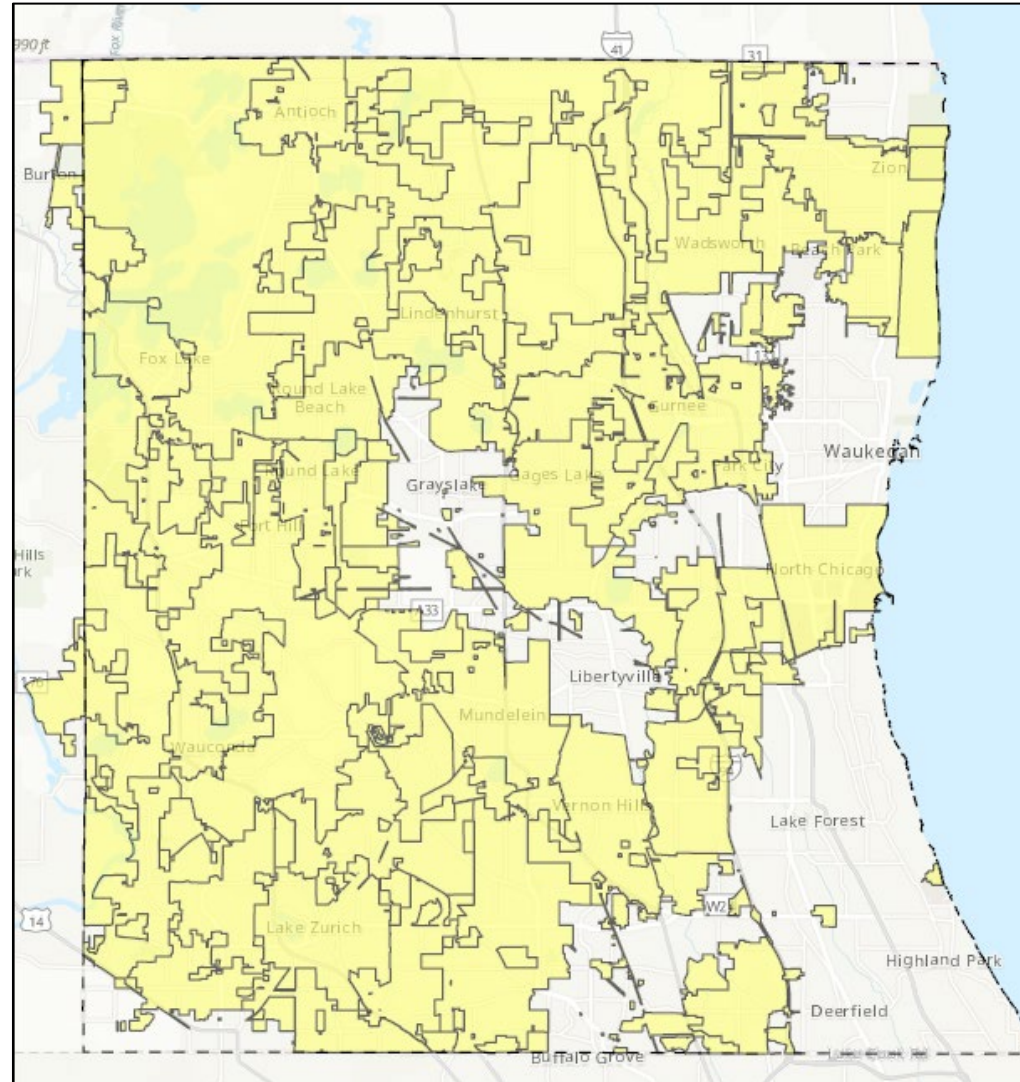
15 of 22 Law Enforcement Agencies

PSAP	Police Agency
CenCom	● Antioch Police
CenCom	● Round Lake Police
CenCom	● Round Lake Beach Police
CenCom	● Round Lake Heights Police
CenCom	● Round Lake Park Police
FoxCom	● Fox Lake Police
FoxCom	● Lake Villa Police
FoxCom	● Lakemoor Police
FoxCom	● Park City Police
LZ	● Hawthorn Woods Police
LZ	● Island Lake Police
LZ	● Kildeer Police
LZ	● Lake Zurich Police
LZ	● Tower Lakes Police
LZ	● Wauconda Police
Mundelein	● Mundelein Police
Mundelein	● North Chicago Police
Mundelein	● Winthrop Harbor Police
NLCC-ETSB	● Gurnee Police
NLCC-ETSB	● Zion Police
VH	● Libertyville Police
VH	● Vernon Hills Police

LakeComm 9-1-1

JETSB of Lake County Service Area

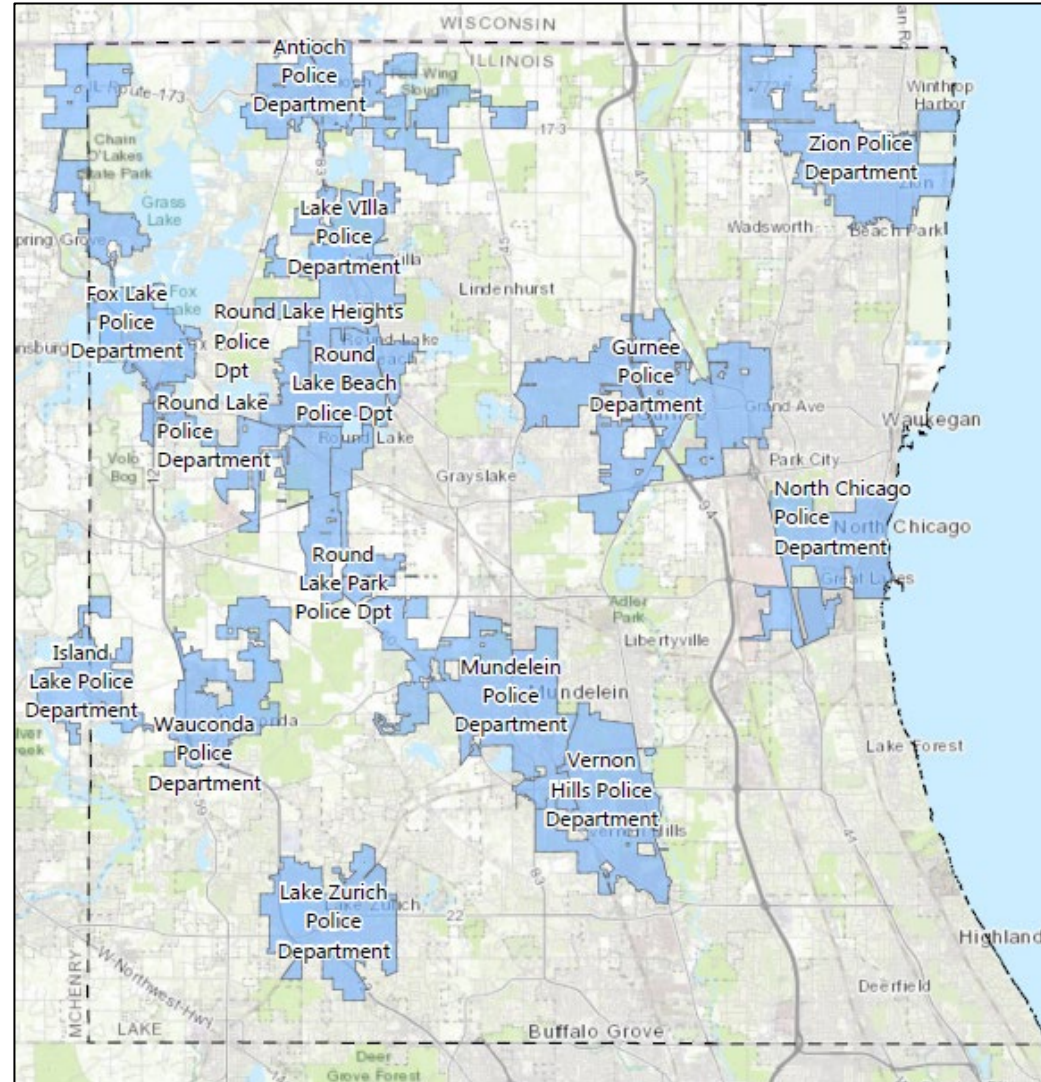
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Law Enforcement Dispatching

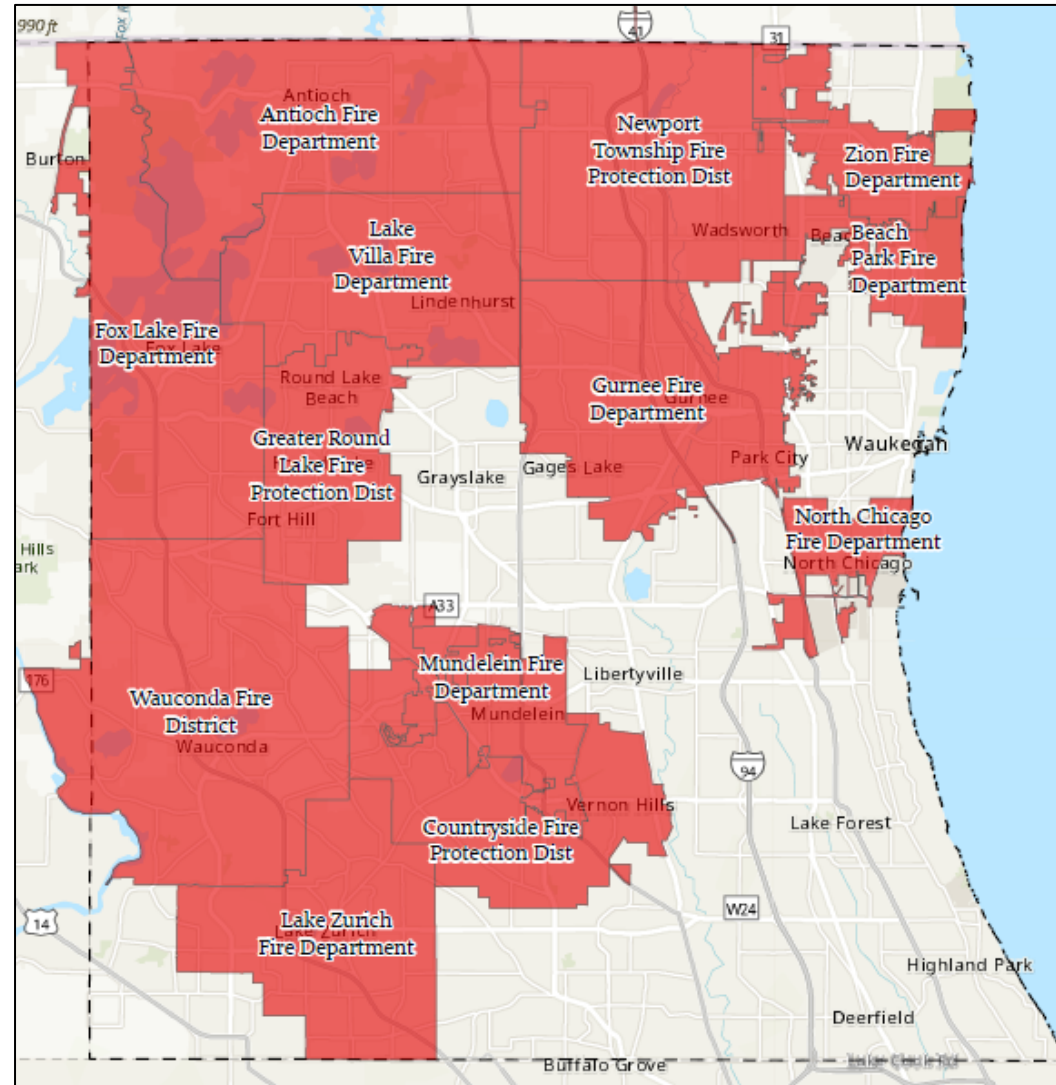
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Fire / EMS Dispatching

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Transition Budget Summary

- **FY25 Revenue: \$3,050,000**
 - **\$3,000,000 from Loans**
 - **In \$1,000,000 increments approved by the Exec. Committee**
 - **\$50,000 Transfer from PCC**

- **FY25 Expenses: \$2,760,000**
 - **\$1,450,000 for Personnel**
 - **\$567,000 for Benefits**
 - **\$56,000 for Commodities**
 - **\$597,000 for Contractuals**
 - **\$90,000 for Capital**

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



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 finalized~~

PHASE 2

Q3/Q4 2024

TO SUBSTANTIAL BUILDING COMPLETION

- ~~Execute IGA #2 JETSB IGA~~
- ~~Review & Decide Recommendations~~
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LakeComm Actions

Completed

- ✓ Bylaws
- ✓ Officers
- ✓ Establish Executive Committee
- ✓ Transition Manager
- ✓ Regular meeting schedule
- ✓ Legal
- ✓ Transition funding / IGA for loans
- ✓ Transition (FY25) budget
- ✓ Website contract (*LakeComm911* domain)
- ✓ EIN received
- ✓ IMRF application
- ✓ Executive Director recruitment contract
- ✓ Insurance (basic)

In work

- **Shared Services IGA**
- **LakeComm JETSB members**
- Hire Executive Director
- Website (by end of September)
- ROC lease agreement
- FY26 budget
- 457 plan
- Hiring plan
 - Personnel policies
 - Innovative hiring pathways

Executive Director Recruitment

- **MGT (formerly GovHR) hired for recruitment**
 - Experience with this type of recruitment
 - Regional / national reach
 - Provide analysis of salary range
 - Recommended review and interview processes

- **Future: Determine review team and process**
 - **Executive Board**
 - *“Recommend the hiring or termination of the LakeComm Executive Director to the Member Board.” (Bylaws)*
 - **Member Board**
 - *“Approve the hiring or removal of the Executive Director as recommended by the Executive Committee.” (Bylaws)*

Executive Director Recruitment

Tentative Timeline

Date	Task
September 12, 2024	Input on recruitment expectations, background, organizational challenges, opportunities.
Week of September 16, 2024	Position Announcement to the Transition Manager for review and approval. Developing Recruitment Profile. Add source list is reviewed and approved.
Week of September 23, 2024	Position announcement adds placed. Consultant submits draft Recruitment Profile to Transition Manager for review and approval (content only).
Week of September 30, 2024	Consultant and Transition Manager finalize profile; Recruitment Profile is placed on MGT Website and sent to potential candidates.
Week of October 21, 2024	Deadline for resumes.
October 21 through December 2024	Resume review, due diligence, interviews, hiring
NLT January 6 th , 2025	Executive Director begins employment

Transitioning Staff Policy

- **Proposed transitioning personnel policies:**
 - **Transfer of years of service at a consolidating center**
 - **Higher vacation accrual based on years of service at a consolidating center**
 - **Deferred compensation option (employee funded 457 plan)**

Standing Chief's Advisory Committees

From LakeComm Bylaws

The Standing Chief's Advisory Committees include a Law Enforcement (LE) Chiefs Advisory Committee and a separate Fire/EMS Chiefs Advisory Committee. Each Chief's Advisory Committee shall consist of:

- a. The respective Chief of Department, or designee, for each Member Agency.
- b. The LE Chief and the Fire Chief appointed to the Executive Committee shall Chair the respective LE Chiefs Advisory Committee and Fire/EMS Chiefs Advisory Committee.

The LE and Fire/EMS Advisory Committees shall;

- a. Meet on, or during the week of, the first Wednesday of the month at the standard time agreed to by the Fire/EMS Advisory Committee and at the standard time agreed to by the LE Advisory Committee.
- b. Review written directives of the Executive Director regarding standard operating procedures concerning Law Enforcement dispatching, Fire/EMS dispatching, and equipment utilization regarding the computer systems and the communications systems. Any concerns raised by Committee members that are not addressed by the Executive Director may be submitted to the Executive Committee for review.
- c. In concert with the Executive Director, provide oversight and direction regarding short- and long-range planning issues, future needs relative to computer systems and communications systems, statistical reporting documents, additional service needs and agency and inter-agency relationships.
- d. To form subcommittee(s) as needed from time to time to assist in the oversight and monitoring of operations and/or to deal with special issues or needs. Upon creation, a Chairman shall be named for a two-year term. The membership of a project-based subcommittee shall serve for the duration of the project. The membership of all other subcommittees shall be limited to serve a term of four years, or until a replacement is found.
- e. To assist LakeComm from time to time in lobbying legislators (State and Federal) and/or State or Federal Agencies on issues affecting public safety, in particular emergency dispatching and communications systems and airwaves (Federal Communications Commission).

Fire / EMS Advisory Committee: Wednesday, October 2, 1:00 p.m.

Law Enforcement Advisory Committee: Wednesday, October 2, 2:30 p.m.

Location: Lake County Public Works Maintenance Conference Room

For Consideration

Temporary Staff or Contract Support

- **HR lead / specialist**
 - **Establish framework**
 - **Draft position descriptions**
 - **Draft policies**
 - **Establish processes**

- **Financial services**

Working Group Updates

- **PSAP Directors**
 - **Operations, Procedures, & Policy Standards**
 - **HR & Personnel**
- **Technology**
- **Facility (ROC & Backup)**
- **Finance & Budget**
 - **Contracts & Purchasing**
- **COOP (Reduced Scope)**
- **JETSB**

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