

Lake County Illinois

Public Safety Answering Point (PSAP) Consolidation Committee

**Regional
9-1-1
Consolidation**

Meeting Minutes - Final

Wednesday, November 8, 2023

10:00 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

Chair Formica called the meeting to order at 10:03 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 Zurich - Ray Keller, Village Manager

Mundelein – Lynne Monroe, Assistant Village Administrator

Vernon Hills - Kevin Timony, Village Manager

Waukegan - Scott Chastain, Deputy Chief

Members absent:

Lake County Sheriff's Office

Others Present:

Anne Harper, Lake Zurich Police

Brandon Dunn, Cotter

Brandy Schroff, Round Lake

Brian Smith, Gurnee Police, Chief

Brett Stickels, Waukegan Fire

Chas Buschick, Wauconda Fire Dist., Deputy Chief

Cheryl Contois, Federal Engineering, Inc

Chuck Smith, Countryside Fire Protection Dist.

Cindy Sparrow, Federal Engineering, Inc.

Don Hansen, Mundelein Support Services Dir.

Ed Lescher, Fox Lake Fire Dept.

Ed Roncone, Libertyville Police, Chief

Fred Ray, Waukegan Police/Fire

Gabe Guzman, Waukegan Police. Dir. of Communications

Janna Philipp, County Administrator's Office

Jason Seeley, Mundelein, Interim Chief of Police

John Kavanagh, Gurnee Fire Chief

Jon Joy, Lake County

Lindsay Szafran, FoxComm Manager

Mark Kirschhoffer, Newport Township Fire Protection Dist.

Mike Brown, Lincolnshire - Riverwoods Fire Protection Dist.

Nichol Whitfield, CenCom E9-1-1

Patrick L. Kreis, Vernon Hills Police, Chief

Rich Hill, Round Lake Beach

Scott Strom, Federal Engineering, Inc. PCC Project Manager

Steve Holtz, Libertyville Fire Dept., Asst. Fire Chief

Steve Husak, Lake Zurich Police, Chief
Steve Winnecke, LC ETSB
Taryn Sofie, CenCom E9-1-1
Tom Flader, Newport Fire Protection Dist.

3. Approval of Minutes

3.1 [23-1670](#)

Committee action approving the PSAP Consolidation Committee minutes from October 11, 2023.

Attachments: [911 PSAP 10.11.23 Final Minutes](#)

A motion was made by Member Chastain, seconded by Vice Chair Muetz, 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 [23-1671](#)

Executive Agent Update.

Attachments: [PSAP Consolidation Committee Members 9.28.23](#)

[PSAP Financial Report 10.29.23](#)

[6.1 Executive Agent Update 11.8.23](#)

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 provided an update on past, current and future partner and PSAP Consolidation Committee activities. EA Rep Hawkins explained the way ahead includes: Review, discussion, coordination, and collaboration to go from "options and recommendations" to partner decisions.

EA Rep Hawkins reported on the PCC funding and remaining available balance.

6.2 [23-1672](#)

Working Group Updates.

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

[PSAP Consolidation Committee Working Groups 10.12.23](#)

[6.2 Working Group Updates 11.8.23](#)

-Continuity of Operations: Working Group Lead Pat Kreis (Vernon Hills Chief of Police) reported on the engagement with current employees.

-(J) ETSB: Working Group Lead Don Hansen (Mundelein Dir. of Supportive Services) reported that they plan to bring on legal support to assist with the IGA and to be compliant with the state statute.

-Technology: Working Group Lead Lindsay Szafran (911 FoxComm Manager) reported that the working group met recently to go over the coverage study, the administrative phone system, and identifying additional systems and technology being used and whether those will need to be included in the new facility.

-ROC Facility: Working Group Lead 2, Jon Joy (Lake County Construction Project Manager) provided a status update on the project coordination and site infrastructure.

6.3 [23-1673](#)

Project Manager Update from Federal Engineering.

Attachments: [6.3 PCC Briefing Recommendations and Options Draft11.8.23](#)

Scott Strom, Project Manager (PM), provided a brief overview of the activities of the Federal Engineering (FE) team, working groups, and partners, and explained the tremendous amount of work and collaboration that has been done to put together the Options and Recommendations Report draft.

PM Strom introduced Sheryl Contois and Cindy Sparrow from the FE team to present on the Options and Recommendations Report. PM Contois reported that there were approximately 150 recommendations and options in the report, which were based on industry standards, best practices, FE experience, data gathered, and input from each participant in the various working group meetings.

PM Contois and PM Sparrow presented on the key recommendations from the report, including the ROC Facility and Backup Center, Technology, Governance, Staffing, Human Resources, Operations and Scope of Services, Transition Timeline, and Budget. They reminded everyone that the FE recommendations are for discussion and consideration to support decision making on the best path forward.

6.4 [23-1674](#)

Committee action approving the name for the New Consolidated PSAP.

Attachments: [Proposed PSAP Name\(11.08.23\)](#)
[6.4 New Consolidated PSAP Name 11.8.23](#)

Jim Hawkins, Executive Agent Representative (EA Rep.), reminded members that at the last meeting, there was discussion of using the short name, "LakeComm" but then to also have a longer descriptive name. EA Hawkins displayed the long name options, which were also included in the agenda. Discussion ensued.

A motion was made by Member Lee, seconded by Vice Chair Muetz, that "LakeComm" be selected as the short name. The motion carried unanimously by voice vote.

A motion was made by Member Lee, seconded by Member Chastain, that the long

name be "Lake Consolidated Emergency Communications". The motion carried unanimously by voice vote.

6.5 [23-1677](#)

Resolution authorizing Lake County, as the Public Safety Answering Point (PSAP) Consolidation Committee (PCC) Executive Agent, to enter into a professional services agreement with a lawyer or legal firm approved by the Chair of the PCC to support the development of the Implementing Intergovernmental Agreement (and related documents) and authorizing up to \$25,000 from the Regional PSAP Consolidation Fund for said legal support.

Jim Hawkins, Executive Agent Representative (EA Rep.), explained the resolution to hire an attorney or law firm.

A motion was made by Member Keller, seconded by Member Lee, that this resolution be approved. The motion carried unanimously by voice vote.

6.6 [23-1678](#)

Committee discussion and direction on an extension to the Intergovernmental Agreement Regarding Development of the Plan and Agreement to Consolidate Participating Lake County Public Safety Answering Points.

Attachments: [22-0832 PSAP Consolidation IGA - Fully Executed](#)

Jim Hawkins, Executive Agent Representative (EA Rep.), reported that the current InterGovernmental Agreement expires in February 2024. EA Hawkins recommended that the timeline be extended from 18 months to 30 months. Discussion ensued. Committee consensus was to move forward with the extension.

6.7 [23-1675](#)

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

Attachments: [PSAP Consolidation Flyer 10.24.23\(V2\)](#)

Jim Hawkins, Executive Agent Representative (EA Rep.) presented the final version of the PSAP Consolidation flyer that is being disseminated.

EA Rep Hawkins reported that there have been discussions about having a broader meeting and the recommendation is to wait until the final Options and Recommendations Report and final IGA are complete.

7. **Members' Remarks**

There were no remarks from members.

8. **Adjournment**

A motion was made by Member Keller, seconded by Member Lee, to adjourn the meeting. The motion carried unanimously by voice vote. Chair Formica declared the meeting adjourned at 12:01 p.m.

**Next Meeting: December 13, 2023 at the Central Permit Facility (2nd FL)
500 W. Winchester Road Libertyville, IL**

Minutes prepared by Janna Philipp.

Minutes were approved on December 13, 2023, by the PSAP Consolidation Committee.