

# Lake County Illinois

*Lake Consolidated Emergency Communications (LakeComm)*



## Meeting Minutes - Final

Wednesday, October 9, 2024

2:30 PM

or 10 minutes after the conclusion of the JETSB of Lake County meeting, whichever is later.

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

**LakeComm Executive Committee**

**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**

*Chair Timony called the meeting to order at 2:30 p.m. and led the Pledge of Allegiance.*

**2. Roll Call of Members**

*LakeComm Treasurer Brandy Schroff did a roll call of members.*

*Members present:*

*Chair: Kevin Timony - Village Manager, Village of Vernon Hills*

*Vice Chair: Bill McKinney - Mayor, City of Zion*

*Lake County: Patrice Sutton - Lake County Administrator*

*Municipal Manager: Greg Jackson - Chief of Staff, City of North Chicago*

*Fire Protection District: Bill Hogan - President, Wauconda Fire Protection District*

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

*Fire Chiefs Association: Ed Lescher - Fire Chief, Fox Lake Fire Protection District:*

*Others Present:*

*Treasurer: Brandy Schroff - Village Administrator, Village of Round Lake*

*Secretary: Mike Strong - Village Administrator, Village of Lake Villa*

*Aaron Rendon, IBEW Local 150*

*Alicia Conradi, Gurnee*

*Carl Kirar, Lake County*

*Chuck Smith, Countryside FPD, Chief*

*Janna Philipp, Lake County*

*Jim Hawkins, Deputy County Administrator / Transition Manager*

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

*Jon Joy, Lake County*

*Lindsay Szafran, FoxComm*

*Matt Meyers, Lake County*

*Molly Jones, Gurnee*

*Nichol Whitfield, CenCom*

*Pat Muetz, Gurnee*

*Patricia Koesling, Gurnee*

*Steve Husak, Lake Zurich Police, Chief*

*Steve Winnecke, LCETSB*

*Taryn Sofie, CenCom*

**3. Approval of Minutes****3.1 [24-1330](#)**

Committee action approving the LakeComm Executive Committee minutes from September 11, 2024.

**Attachments:** [LakeComm Exec 9.11.24 Final Minutes](#)

**A motion was made by Member Jackson, seconded by Member Hogan, that these**

minutes be approved. The motion carried unanimously by voice vote.

#### 4. Public Comment

*There were no comments from the public.*

#### 5. Reports

##### 5.1 [24-1331](#)

Transition Manager Report.

**Attachments:** [5.1 Transition Manager Report PPT 10.9.24](#)

*Transition Manager, Jim Hawkins provided an update on the membership. He noted that there are currently 24 LakeComm Member agencies, but on the agenda today is a resolution to bring on the Village of Hawthorn Woods as a member. In addition, the Village of Kildeer is considering joining as well. With the addition of those two agencies, the total would be 30 member agencies, plus Lake County.*

*Transition Manager Hawkins presented the updated maps for the JETSB service area, law enforcement dispatching and Fire / EMS Dispatching, and provided a brief summary of the budget, transition plan and timeline, and LakeComm actions completed and in-progress.*

*Transition Manager Hawkins provided an update on the JETSB of Lake County progress and presented the member list.*

*Transition Manager Hawkins provided an update on the LakeComm Executive Director recruitment progress, the review and interview process, and hiring timeline. Discussion ensued. Consensus from the committee was to form a seven member applicant screening team to include the Chair, Vice Chair, Treasurer, Secretary, one police representative, one fire representative, and one telecommunicator representative, who will work to review and narrow down the applicant pool. Chair Timony stated the goal would be to bring one to three applicants to the Executive Committee to interview in closed session and then provide a recommendation to the Member Board for approval. Discussion ensued.*

*Working Group updates:*

*PSAP Directors: Nichol Whitfield (CenCom E9-1-1 Executive Director) reported that they've continued to meet regarding policies and procedures and have been working on the newsletter.*

*Technology: Steve Winnecke (Lake County ETSB Executive Director) reported they are continuing moving forward with the StarCom radio system and 9-1-1 system. He also reported that the talk groups are moving forward.*

*Facility (ROC & Backup): Jon Joy (Lake County Construction Project Manager) reported*

*that everything is moving along and is on budget and on time.*

*HR & Personnel: Transition Manager Hawkins explained that E9-1-1 Executive Director Whitfield has been working on some of the items, but the group has not been brought back together. He noted that it is time for them to start meeting again to discuss benefits and the hiring process previously discussed.*

*Finance & Budget: Transition Manager Hawkins explained that the group has been reviewing everything that was in the initial plan and they will be bringing forward estimates in the next few months for the FY26 budget.*

*Continuity of Operations: Transition Manager Hawkins reported that the group has not met recently.*

*JETSB of Lake County: Transition Manager Hawkins reported that now that the JETSB is set, this working group will stand down. He also reported that they assigned a 9-1-1 System Manager who will be working on submitting the plan to the state.*

*Transition Manager Hawkins reported that he will be stepping aside as the Transition Manager on October 18, 2024. Chair Timony mentioned that until the Executive Director is hired, they are trying to identify how to continue the work moving forward. He stated due to the short time frame, it is challenging to get someone for a few months, so they are reviewing existing resources to accomplish the milestones. Discussion ensued. Transition Manager Hawkins said he would provide a transition packet prior to his departure.*

## **6. Unfinished Business**

*There was no unfinished business to discuss.*

## **7. New Business**

### **7.1 [24-1332](#)**

Resolution adopting the LakeComm Procurement Policy.

**Attachments:** [R-2024-010](#)  
[R-2024-010 Exhibit A](#)  
[7.1 Procurement Policy PPT 10.9.24](#)

*Transition Manager Jim Hawkins provided a brief overview of the Purchasing Policy. Member Sutton mentioned that the Transition Manager had the authority to sign off on things, and suggested that the Board should clarify who can now sign. Attorney John Kelly stated that there should be a resolution that rescinds that authority and adopts the authority to fill that gap until the Executive Director is hired. Discussion ensued.*

*Vice Chair McKinney left meeting at 3:12 p.m.*

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

**McKinney was absent for the vote.**

**7.2 [24-1333](#)**

Resolution approving LakeComm Participation in the Illinois Municipal Retirement Fund.

**Attachments:** [R-2024-011 Signed](#)

[R-2024-011](#)

[7.1 IMRF PPT 10.16.24](#)

*Transition Manager Jim Hawkins provided information regarding IMRF. He highlighted that the rates were based on Tier 2 employees, so the rates could be different once positions are filled.*

**A motion was made by Member Sutton, seconded by Member Hogan, that this resolution be recommended to the LakeComm Member Board agenda. The motion carried unanimously by roll call vote.**

**7.3 [24-1334](#)**

Resolution authorizing the appointment of Brandy Schroff, LakeComm Treasurer, as LakeComm's Illinois Municipal Retirement Fund (IMRF) Authorized Agent.

**Attachments:** [R-2024-012 Signed](#)

[R-2024-012](#)

[7.2 IMRF Authorized Representative PPT 10.16.24](#)

*Transition Manager Jim Hawkins mentioned that Treasurer Schroff agreed to be the IMRF Authorized Agent.*

**A motion was made by Member Sutton, seconded by Member Lescher, that this resolution be recommended to the LakeComm Member Board agenda. The motion carried unanimously by roll call vote.**

**7.4 [24-1335](#)**

Resolution authorizing the adoption and execution of an addendum to the Intergovernmental Agreement establishing Lake Consolidated Emergency Communications (LakeComm) approving and admitting the Village of Hawthorn Woods as a LakeComm member agency.

**Attachments:** [R-2024-013 Signed](#)

[R-2024-013](#)

[R-2024-013 Exhibit-A](#)

[R-2024-013 Exhibit-B](#)

[7.3 Village of Hawthorn Woods PPT 10.16.24](#)

*Transition Manager Jim Hawkins explained that the Village of Hawthorn Woods will be bringing the Intergovernmental Agreement to join LakeComm to their Board for approval on October 28, 2024.*

**A motion was made by Member Jackson, seconded by Member Seeley, that this resolution be recommended to the LakeComm Member Board agenda. The motion**

carried unanimously by roll call vote.

**7.5 [24-1336](#)**

FY26 Budget discussion.

*Transition Manager Jim Hawkins reported that the Finance Group is meeting again and looking at the FY26 budget. Transition Manager Hawkins explained that there could be some changes as the talk groups are narrowed down and contracts are reassigned. Attorney John Kelly explained the difference between LakeComm and the JETSB regarding the restrictions on spending surcharge funds and mentioned that coordination between the two will be important. Discussion ensued.*

**8. Member Remarks and Requests**

*Member Seeley requested to go back to the discussion during item 5.1, and suggested rather than reaching out to all HR Directors, that it may make more sense to approach the current PSAP HR Directors to work on the policies. Consensus was to move forward with that.*

*Chair Timony thanked Jim Hawkins for all of his hard work over the last several years to get them where they are today and wished him well.*

**9. Adjournment**

**A motion was made by Member Lescher seconded by Member Sutton, to adjourn the meeting. The motion carried unanimously by voice vote. Chair Timony adjourned the meeting at 3:40 p.m.**

**Next Regular Meeting: November 13, 2024 at 2:30 pm at the Public Works Training Conference Room 648 W. Winchester Road Libertyville, IL**

*Meeting minutes prepared by Janna Philipp.*