

# Lake County Illinois

*Public Safety Answering Point (PSAP) Consolidation Committee*

**Regional  
9-1-1  
Consolidation**

## **Meeting Minutes - Final**

**Wednesday, August 14, 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](mailto: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 10:32 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 - Greg Formica, CenCom Board / Committee Chair*

*Fox Lake - Jimmy Lee, Retired Chief of Police*

*Gurnee - Patrick Muetz, Village Administrator / Committee Vice Chair*

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

*Lake Zurich - Ray Keller, Village Manager*

*Mundelein - Jason Seeley, Chief of Police*

*Vernon Hills - Kevin Timony, Village Manager*

*Others Present:*

*Brandon Dunn, Cotter*

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

*Colin Gafney, Lake Zurich Police, Deputy Chief*

*Don Hansen, Mundelein Support Services Dir.*

*Janna Philipp, Lake County*

*Jim Hawkins, Deputy County Administrator / EA Rep.*

*Jon Joy, Lake County*

*Lindsay Szafran, FoxComm Manager*

*Michael Pakosta, Libertyville Fire Dept., Chief*

*Patrick L. Kreis, Vernon Hills Police, Chief*

*Patrice Sutton, Lake County Administrator*

*Richard Hill, Round Lake Beach*

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

*Steve Winnecke, LC ETSB*

*Taryn Sofie, CenCom E9-1-1*

**3. Approval of Minutes****3.1 [24-1024](#)**

Committee action approving the PSAP Consolidation Committee minutes from July 10, 2024.

**Attachments:** [911 PSAP 7.10.24 Final Minutes](#)

**A motion was made by Vice Chair Muetz, seconded by Member Hunter, 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 [24-1025](#)

Executive Agent Update.

**Attachments:** [6.1 Executive Agent Update 8.14.24](#)

*Jim Hawkins, Executive Agent Representative (EA Rep.), provided an overview and update of consolidation efforts to date, including the 9-1-1 Consolidation Report (2013 - 2017), the purpose, the four Lines of Effort (LOE) - 1: Software, 2: Facility, 3: Agency, 4: JETSB consolidation, and PSAP Consolidation Committee (2022 - Present) focus.*

*EA Rep Hawkins reported that the Regional Operations and Communications (ROC) Facility is moving forward and is on time and on budget.*

*EA Rep. Hawkins reported that there will be 24 LakeComm member agencies, as of August 20th, 28 departments that will be represented.*

*EA Rep. Hawkins provided information about the PSAP Consolidation fund account balance.*

*EA Rep. Hawkins explained that LakeComm approved the PCC Transition Manager to be the LakeComm Transition Manager as well.*

### 6.2 [24-1026](#)

Resolution authorizing the final disposition of the remaining funds in the Regional PSAP Consolidation Fund.

**Attachments:** [Resolution 24-1026 Signed](#)  
[24-1026.Disposition.of.Funds\(Final\)](#)  
[6.2 Disposition of Funds 8.14.24](#)

*Jim Hawkins, Executive Agent Representative (EA Rep.) explained that in the Planning IGA, section 4.4 states that once the PSAP Planning Committee (PCC) work was complete, the PCC would determine the final disposition of any remaining funds. EA Rep Hawkins explained that previous PCC consensus was for the funds to go to LakeComm, which is the purpose of the resolution presented, along with the use of the funds.*

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

### 6.3 [24-1027](#)

Resolution Disestablishing the Public Safety Answering Point (PSAP) Consolidation Committee.

**Attachments:** [Resolution 24-1027 Signed](#)  
[24-1027.Disestablishment\(Final\)](#)  
[6.3 Disestablishing the PCC Committee 8.14.24](#)

*Jim Hawkins, Executive Agent Representative (EA Rep.), explained that in accordance with the Planning IGA, upon LakeComm Member Board establishment, the PSAP Consolidation Committee (PCC) may disestablish the PCC, which is the main purpose of the resolution. EA Rep. Hawkins explained the resolution also provides guidance on the disposition of the remaining PCC funds, records retention and destruction, the transferring of documents to LakeComm, and FOIA. The resolution also provides that the Chair may approve the final minutes,*

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

#### **7. Members' Remarks**

*Member Hunter expressed how proud he was of the committee and the work that has been done.*

*Member Lee shared that he was very happy with the progress.*

*Member Keller thanked Chair Formica for leading the group, Jim Hawkins for his support, and all of the committees for their hard work.*

*Vice Chair Muetz thanked the County for the Regional Operations and Communications (ROC) facility, and everyone on the board, or who has participated, for all of the hard work and progress that has been done.*

*Chair Formica thanked everyone who participated.*

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

#### **8. Adjournment**

**A motion was made by Member Keller, seconded by Member Hunter, to adjourn the meeting. The motion carried unanimously by voice vote. Chair Formica declared the meeting adjourned at 10:43 a.m.**

*Minutes prepared by Janna Philipp.*

*Respectfully submitted, \_\_\_\_\_ Chair Formica \_\_\_\_\_  
PSAP Consolidation Committee Chair, Greg Formica  
\*Approved in accordance with agenda item # 6.3, 24-1027.*