

**LakeComm**

Lake Consolidated  
Emergency Communications

# 5.1 Transition Manager Report

# LakeComm Members

## 2024

<b>Approved IGA: Member Agencies</b>
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 20<sup>th</sup>**

# LakeComm Prospective Agencies

## By Public Safety Department



Current as of 10.09.2024



- 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	<span style="color: green;">●</span> Antioch Fire Protection District
CenCom	<span style="color: green;">●</span> Greater Round Lake Fire Protection District
FoxCom	<span style="color: green;">●</span> Fox Lake Fire Protection District
FoxCom	<span style="color: green;">●</span> Lake Villa Fire Protection District
LZ	<span style="color: green;">●</span> Lake Zurich Fire/Rescue Department
LZ	<span style="color: green;">●</span> Wauconda Fire Protection District
Mundelein	<span style="color: green;">●</span> Mundelein Fire Department
Mundelein	<span style="color: green;">●</span> North Chicago Fire Department
Mundelein	<span style="color: black;">●</span> Winthrop Harbor Fire Department
NLCC-ETSB	<span style="color: green;">●</span> Beach Park Fire Protection District
NLCC-ETSB	<span style="color: green;">●</span> Gurnee/WWFPD Fire Department
NLCC-ETSB	<span style="color: green;">●</span> Newport Fire Protection District*
NLCC-ETSB	<span style="color: green;">●</span> Zion Fire/Rescue Department
VH	<span style="color: green;">●</span> Countryside Fire Protection District
VH	<span style="color: black;">●</span> Libertyville Fire Department

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

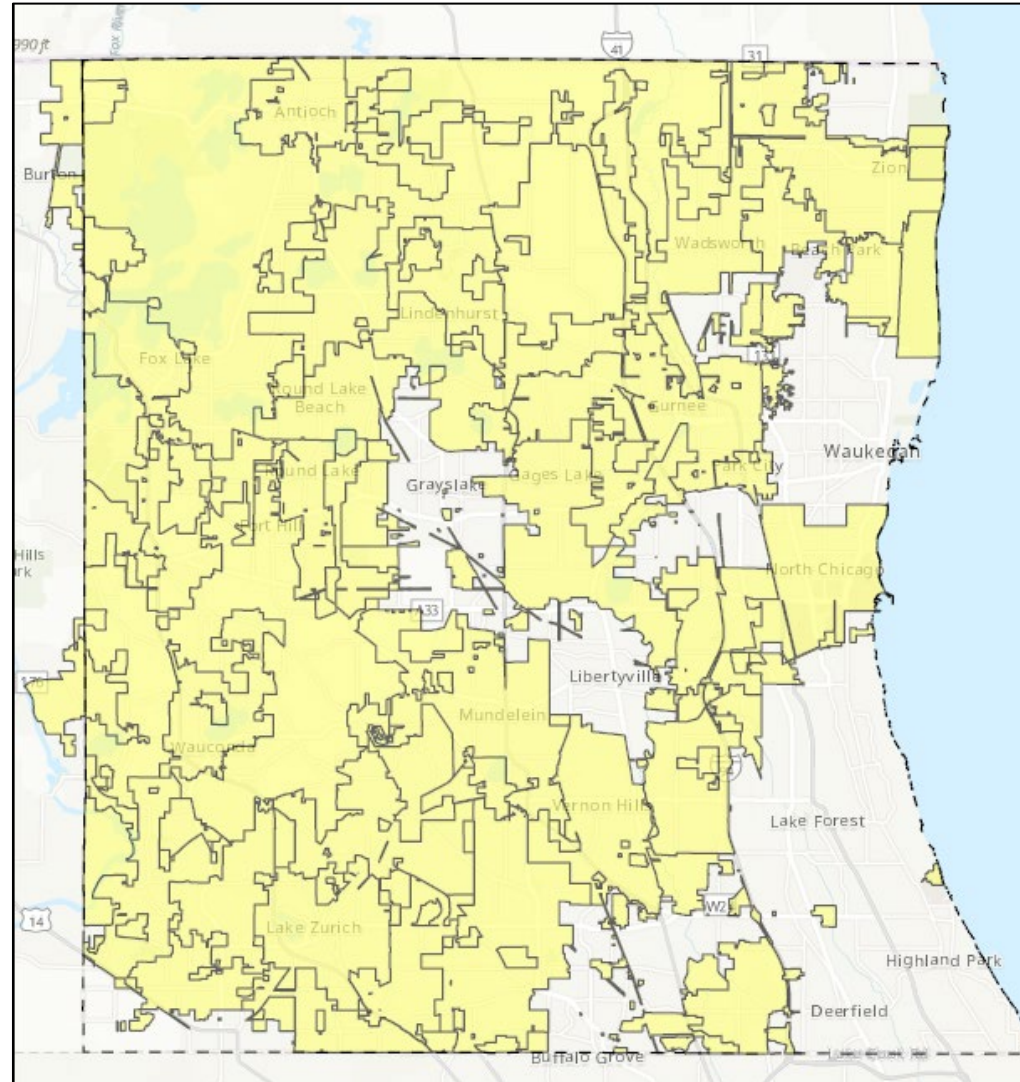
### 15 of 22 Law Enforcement Agencies

PSAP	Police Agency
CenCom	<span style="color: green;">●</span> Antioch Police
CenCom	<span style="color: green;">●</span> Round Lake Police
CenCom	<span style="color: green;">●</span> Round Lake Beach Police
CenCom	<span style="color: green;">●</span> Round Lake Heights Police
CenCom	<span style="color: green;">●</span> Round Lake Park Police
FoxCom	<span style="color: green;">●</span> Fox Lake Police
FoxCom	<span style="color: green;">●</span> Lake Villa Police
FoxCom	<span style="color: red;">●</span> Lakemoor Police
FoxCom	<span style="color: black;">●</span> Park City Police
LZ	<span style="color: yellow;">●</span> Hawthorn Woods Police
LZ	<span style="color: green;">●</span> Island Lake Police
LZ	<span style="color: yellow;">●</span> Kildeer Police
LZ	<span style="color: green;">●</span> Lake Zurich Police
LZ	<span style="color: black;">●</span> Tower Lakes Police
LZ	<span style="color: green;">●</span> Wauconda Police
Mundelein	<span style="color: green;">●</span> Mundelein Police
Mundelein	<span style="color: green;">●</span> North Chicago Police
Mundelein	<span style="color: black;">●</span> Winthrop Harbor Police
NLCC-ETSB	<span style="color: green;">●</span> Gurnee Police
NLCC-ETSB	<span style="color: green;">●</span> Zion Police
VH	<span style="color: black;">●</span> Libertyville Police
VH	<span style="color: green;">●</span> Vernon Hills Police

# LakeComm 9-1-1

## JETSB of Lake County Service Area

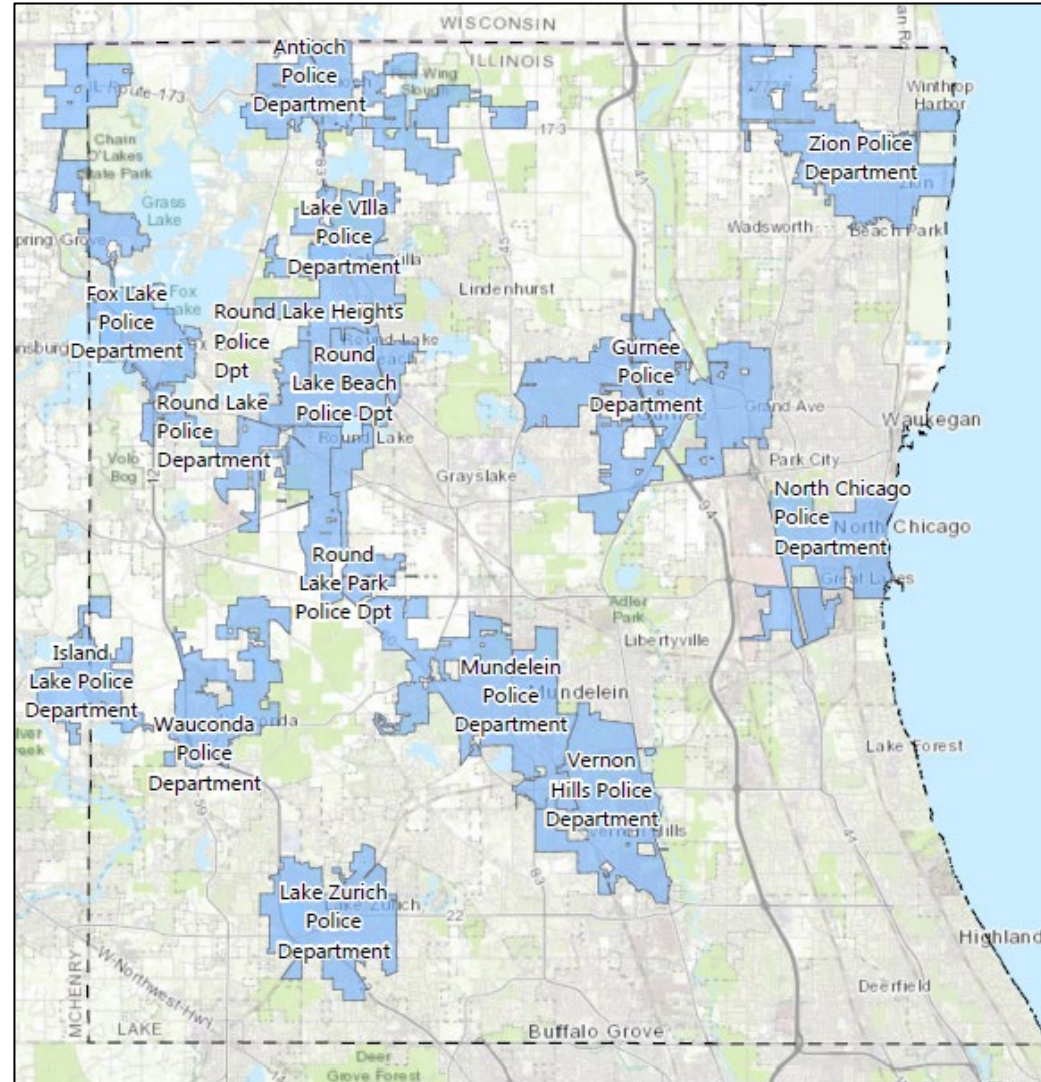
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## Law Enforcement Dispatching

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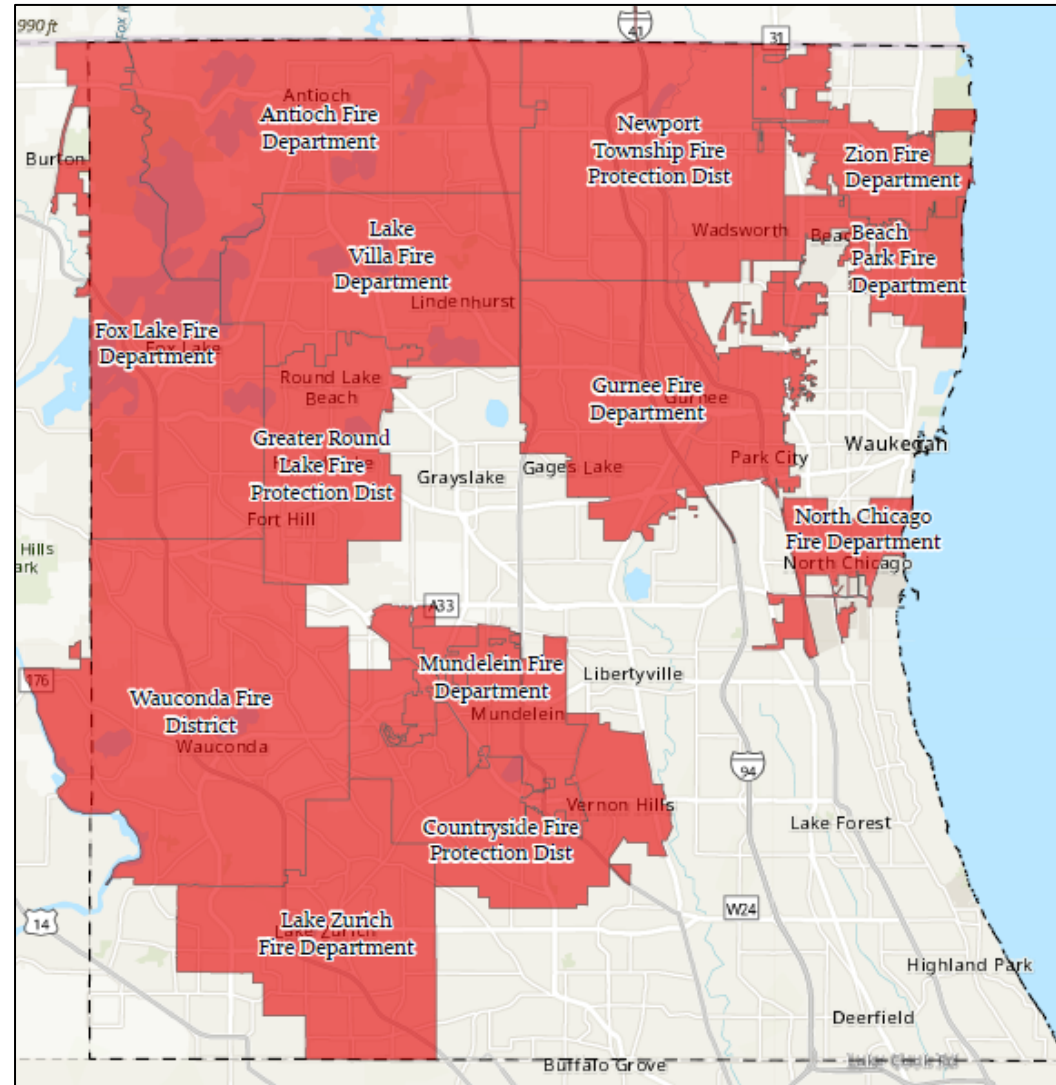




# LakeComm

## Fire / EMS Dispatching

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# Transition Budget Summary

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- **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

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## 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~~
- ~~Establish Governance Boards~~
- Transition Plan Developed & Approved
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# LakeComm Actions

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## Completed

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

## In work

- Hire Executive Director
- ROC lease agreement
- FY26 budget
- Hiring plan / structure
  - Personnel policies
  - Innovative hiring pathways
  - Final approval by IMRF
  - Benefits review
  - 457 plan
- Transition manager

# **JETSB of Lake County**

## **From IGA Establishing JETSB**

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**BOARD COMPOSITION.** The Board shall consist of nine (9) Members. The appointment process for Board Members shall be further defined in the Board Bylaws. Members:

- **Two (2) Members appointed by the Lake County Board, with one appointment occurring in odd numbered years and the other in even numbered years.**
- **Two (2) Municipal Members (Administrator or Mayor) appointed by the LakeComm Member Board in even numbered years.**
- **One (1) Citizen who resides in the 9-1-1 Service Area of the JETSB of Lake County who is appointed by the LakeComm Member Board in even numbered years.**
- **One (1) PSAP Representative (Executive Director or PSAP staff) of LakeComm who is appointed by the LakeComm Member Board in odd numbered years.**
- **One (1) Municipal Chief of Police appointed by the Lake County Chiefs of Police Association (LCCPA) in odd numbered years.**
- **One (1) Fire Chief appointed by the Lake County Fire Chiefs Association (LCFCA) in odd numbered years.**
- **One (1) Fire Protection District Trustee appointed by the LakeComm Member Board in even numbered years.**

**No public safety agency or municipality shall have more than one representative on the Board, with the exception of the County of Lake.**

# JETSB of Lake County Members

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1. Lake County (Expires 2025) Kevin Hunter (Lake County Board Member)
2. Lake County (Expires 2026) Matt Meyers (Assistant County Administrator)
3. LakeComm Administrator or Mayor (Expires 2026) Scott Nickles (Mayor, Round Lake Beach)
4. LakeComm Administrator or Mayor (Expires 2026) Mike Strong (Administrator, Lake Villa)
5. Citizen at Large (Expires 2026) Kevin Woodside
6. LakeComm Exec. Director or Staff (Expires 2025) *(Vacant)*
7. Chiefs of Police Association (Expires 2025) Jason Seeley (Chief, Mundelein)
8. Fire Chiefs Association (Expires 2025) Chuck Smith (Chief, Countryside FPD)
9. LakeComm FPD Trustee (Expires 2026) William Hogan (Wauconda FPD)

# Executive Director

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# Executive Director Recruitment

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- **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 <sup>th</sup> , 2025	Executive Director begins employment

# Working Group Updates

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

# Transition Manager

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