

Lake County Illinois

Lake Consolidated Emergency Communications (LakeComm)



LakeComm

Meeting Minutes - Final

Wednesday, September 11, 2024

2:30 PM

MEETING LOCATION: Division of Transportation Conf. Room A
600 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)

Minutes were approved on October 9, 2024 by the LakeComm Executive Committee.

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

LakeComm Treasurer Brandy Schroff did a roll call of members.

Members present:

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

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:

Members absent:

Vice Chair: Bill McKinney - Mayor, City of Zion

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

Brian Gosnell, Gurnee

Carl Kirar, Lake County

Chas Buschick, Wauconda Fire Dist., Deputy Chief

Dan Eder, Lake County EMA

Don Hansen, Mundelein

Janna Philipp, Lake County

Jim Hawkins, Deputy County Administrator / Transition Manager

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

Jon Joy, Lake County

Joe States, Lake County News Sun

Lindsay Szafran, FoxComm

Michael Sheedy, Winthrop Harbor

Nichol Whitfield, CenCom

Patrick Kane, Wauconda FPD, Fire Chief

Patrick Kreis, Vernon Hills Police, Chief

Steve Husak, Lake Zurich Police, Chief

Steve Winnecke, LCETSB

Taryn Sofie, CenCom

3. Approval of Minutes

3.1 [24-1203](#)

Committee action approving the LakeComm Executive Committee minutes from August 14, 2024.

Attachments: [LakeComm Exec 8.14.24 Final Minutes](#)

A motion was made by Member Seeley, seconded by Member Jackson, 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 [24-1204](#)

Transition Manager Update.

Attachments: [6.1 Transition Manager Update PPT 9.11.24](#)

Transition Manager Jim Hawkins reported that there were currently 24 LakeComm Member agencies that represent 28 individual public safety departments plus Lake County. He mentioned that LakeComm presented information at a Libertyville Police and Fire Committee meeting, and they have not made a decision yet about joining.

He reported that the budget was approved by the LakeComm Member Board and provided a brief summary of the transition budget, transition plan and timeline, and LakeComm actions completed and in-progress.

Transition Manager Hawkins went over the Standing Chief's Advisory Committees information and duties, per the LakeComm Bylaws, and provided meeting dates and times for both the Fire/EMS and Law Enforcement Advisory Committees.

Working Group Updates:

PSAP Directors: Nichol Whitfield (CenCom E9-1-1 Executive Director) reported that they've been meeting every two weeks and they are working on a seniority list, talk groups, policies and procedures, call taking and dispatching, newsletter, and defining the scope of services. Transition Manager Hawkins mentioned the group is also working on a simple application for those who currently work with one of the partners.

Technology: Steve Winnecke (Lake County ETSB Executive Director) reported on the Tyler system and that they are working on two patches and they continue to work on getting additional releases installed. He mentioned the reporting was up and running for the CAD, through a third party application. He also reported on Motorola, Solacom, the backup

center and the new LakeComm911 website.

Facility (ROC & Backup): Jon Joy (Lake County Construction Project Manager) provided a status update on the project activities, including the power and solar array to be complete by the end of the month, site work wrapping up soon, and that it is still on time and on budget. Transition Manager Hawkins reported that after an analysis of Gurnee and Lake Zurich as options for a physical backup, Lake Zurich is a better fit due to the current infrastructure. They are looking at what is still needed to bring it up to speed and will work on a lease. He stated there will be costs to get those centers up to speed. ETSB Director Winnecke noted they are monitoring the state statute as to what ETSB money could be used for this.

HR & Personnel: Transition Manager Hawkins explained that the whole group has not yet been brought back together, but CenComm E9-1-1 Executive Director Whitfield has been working on basic HR items, like IMRF and EIN, etc. For the hiring plan, additional members will be brought in.

Finance & Budget: Transition Manager Hawkins explained that the group will be brought back together soon to work on the FY2026 budget. He explained they are going to go through current contracts and line them up correctly, based on intent of the contracts and the guidance from the committee.

Continuity of Operations: Pat Kreis (Vernon Hills Chief of Police) shared that they haven't met in a few weeks, but the conversations continue about personnel and partner PSAPs assisting each other until LakeComm is operational. He mentioned that they continue to hire.

JETSB of Lake County: Don Hansen (Mundelein Dir. of Supportive Services) mentioned that the JETSB of Lake County still needs to be formally seated to take any action, but they are working on a draft application to send to the state.

6.2 [24-1205](#)

Discussion and Guidance on LakeComm Policies.

Attachments: [6.2 Discussion on LakeComm Policies PPT 9.11.24](#)

Transition Manager Jim Hawkins provided information on proposed transitioning personnel policies, including the transfer of years of service, higher vacation accrual based on years of service and offering a deferred compensation option. Discussion ensued.

Consensus of the committee was to direct the Transition Manager to move forward with drafting these policies, based on the discussion.

6.3 [24-1206](#)

Discussion and Guidance on Shared Services.

Attachments: [6.3 Discussion on Shared Services PPT 9.11.24](#)

Transition Manager Jim Hawkins provided information about a proposed Shared Services Intergovernmental Agreement (IGA) with Lake County that would be through the end of the LakeComm fiscal year, with an option to extend. Discussion ensued. Consensus of the committee was to direct the Transition Manager and attorney to move forward with drafting the IGA and bringing it to the next LakeComm Member Board meeting for approval.

6.4 [24-1209](#)

Update and Guidance on Hiring.

Attachments: [6.4 Update and Guidance on Hiring PPT 9.11.24](#)

Transition Manager Jim Hawkins provided an update on the Executive Director recruitment. He noted that he was moving forward with a contract that Lake County had with MGT (formally GovHR), and shared the tentative timeline. Discussion ensued.

Transition Manager Hawkins provided information regarding hiring a temporary HR Lead/Specialist to assist with drafting policies and position descriptions and establishing framework and processes. Transition Manager Hawkins noted that this would be for future consideration. Discussion ensued.

6.5 [24-1207](#)

Joint ETSB Update.

Attachments: [6.5 JETSB of Lake County Update PPT 9.11.24](#)

Transition Manager Jim Hawkins provided an update on the JETSB of Lake County. He presented a recap of the powers and duties of the JETSB of Lake County and the Board composition, as defined in the establishing IGA and Board Bylaws. Discussion ensued.

Chair Timony noted that they've had one person come forward to serve so far, and to keep things moving the intent is to have identified individuals by next Wednesday's Member Board meeting. Discussion ensued.

7. Members' Remarks

There were no remarks from members.

8. Adjournment

A motion was made by Member Hogan, seconded by Member Sutton, to adjourn the meeting. The motion carried unanimously by voice vote. Chair Timony adjourned the meeting at 3:39 p.m

Next Regular Meeting: October 9, 2024 at 2:30 pm at the Central Permit Facility (2nd FL) 500 W. Winchester Road Libertyville, IL

Minutes prepared by Janna Philipp.