

# Lake County Illinois

*Public Safety Answering Point (PSAP) Consolidation Committee*

**Regional  
9-1-1  
Consolidation**

## **Meeting Minutes - Draft**

**Wednesday, February 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](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 10:00 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, 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 - Peter Vadopalas, Assistant Village Administrator*

*Vernon Hills - Kevin Timony, Village Manager*

*Waukegan - Scott Chastain, Commander*

*Members not present:*

*Lake County Sheriff's Office*

*Others Present:*

*Chas Buschick, Wauconda Fire District, Dep. Chief*

*Chuck Smith, Countryside Fire Protection, Chief*

*Don Hansen, Mundelein Support Services Dir.*

*Ed Roncone, Libertyville, Dep. Chief*

*Gabe Guzman, Waukegan Police. Dir. of Communications*

*Gary Lunn, North Chicago Police Dept., Assist. Police Chief*

*Janna Philipp, County Administrator's Office*

*John Kavanaugh, Gurnee Fire, Chief*

*John Monahan, Mundelein Police, Chief*

*Jon Joy, Lake County*

*Kevin Hunter, County Board Member*

*Laz Perez, North Chicago Police, Chief*

*Lindsay Szafran, FoxComm*

*Michael Pakosta, Libertyville Fire, Chief*

*Nichol Whitfield, CenCom E9-1-1*

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

*Rich Hill, Round Lake Beach Assistant to the Village Administrator*

*Steve Husak, Lake Zurich Police, Chief*

*Steven Winnecke, Lake County ETSB*

**3. Approval of Minutes****3.1 [23-0258](#)**

Committee action approving the PSAP Consolidation Committee minutes from January

11, 2023.

**Attachments:** [911 PSAP 1.11.23 Final Minutes](#)

*A motion was made by Vice Chair Muetz seconded by Member Keller, 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 [23-0259](#)

Executive Agent Update.

**Attachments:** [PSAP Consolidation Committee Members 11.04.22](#)  
[PSAP Consolidation Committee Working Groups 2.3.23](#)  
[6.1 PSAP Consolidation Update \(02.08.23\)](#)

*Jim Hawkins, Executive Agent Representative (EA Rep.), provided a brief overview 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 reported that \$400,000 has been received from the partnering agencies and that the first expense out of those funds would be for the PSAP Project Manager which the members will be voting on later in the meeting.*

##### 6.2 [23-0260](#)

Working Group Updates.

**Attachments:** [Working Group Organization and Collaboration 11.09.22](#)  
[6.2 Working Group Updates \(02.08.23\)](#)

*-Continuity of Operations: Working Group Lead Pat Kreis (Vernon Hills Chief of Police) provided an update, including meeting frequency of biweekly. Chief Kreis reported that the group is staying engaged, sharing employee engagement information and getting updates on the CAD and RMS deployment.*

*-Planner / Project Manager Hiring: Working Group Lead Steve Husak (Lake Zurich Chief of Police) provided an update on the Project Manager RFP. Chief Husak explained that three vendors were interviewed by the interview/evaluation team, who scored them and came to a unanimous decision on the vendor to move forward with.*

*-Technology: Working Group Lead Lindsay Szafran (911 FoxComm Manager) reported that the working group had not met since the last PSAP meeting. Steve Winnecke (ETSB Executive Director) provided an update on CAD, RMS and data conversion. Executive*

Director Winnecke reported that there is a second group of agencies for data conversion and their go-live date would be a year after the original agencies, as they haven't started yet. The original agencies (5 data sets) proposed go live date is April 2024. Discussion ensued.

-ROC Facility: Working Group Lead 2 Jon Joy (Lake County Construction Project Manager) and Carl Kirar (Lake County Director of Facilities and Construction) provided an update on the bid documents and permit process with Libertyville. Director Kirar reported that the building is currently out for bid, with a pre-bid meeting scheduled for the upcoming Monday.

-(J) ETSB: Working Group Lead Don Hansen (Mundelein Dir. of Supportive Services) reported that information was gathered from each of the ETSBs and there have been discussions with the state about grant opportunities.

### 6.3 [23-0251](#)

Resolution authorizing Lake County, as the Public Safety Answering Point (PSAP) Consolidation Committee Executive Agent, to enter into an agreement with Federal Engineering of Fairfax, Virginia to provide PSAP Consolidation Lead Planner / Project Manager consulting services that includes development of a project plan and deliverables, providing options and recommendations by functional area, an implementing IGA and supporting documents and plans, a final report and transition plan, and development of a library of standard operating procedures in the fixed price amount of \$303,012.

**Attachments:** [22155 Agreement- Federal Engineering with Exhibits - FINAL 2-3-23](#)  
[RFP 22155 PSAP Planner Project Manager](#)  
[Vendor Disclosure-Federal Engineering](#)  
[Federal Engineering-Lake Co IL PSAP Consolidation 20221208 Redacted](#)

Planner / Project Manager Hiring Working Group Lead Steve Husak (Lake Zurich Chief of Police) provided an update on the Project Manager RFP. Chief Husak explained that three vendors were interviewed by the interview/evaluation team, who scored them and came to a unanimous decision to move forward with Federal Engineering, Inc. Chief Husak provided detailed information about the selected vendor's experience and proposal and the reasons why the team selected them. Discussion ensued.

A motion was made by Member Lee seconded by Member Chastain, that this resolution be approved. The motion carried unanimously by the following roll call vote.

Aye: 7 - Chair Formica, Member Lee, Vice Chair Muetz, Member Keller, Member Vadopalas, Member Timony and Member Chastain

Absent: 1 - Lake County Sheriff's Office

*Jim Hawkins, Executive Agent Representative, explained that Federal Engineering, Inc. already signed the agreement and with this approval, the Purchasing Agent, which they just approved, will sign the contract.*

**6.4 [23-0261](#)**

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

*Jim Hawkins, Executive Agent Representative (EA Rep.) provided an update on coordination and communication. EA Rep. Hawkins mentioned the agendas are posted on the County website. EA Rep. Hawkins also encouraged everyone to let his team know about any gaps in reaching out to people and offered his assistance with reaching out to any groups to provide information or welcome feedback.*

**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 10:41 a.m.*

**Next Meeting: March 8, 2023**