

Lake County Illinois

Public Safety Answering Point (PSAP) Consolidation Committee

**Regional
9-1-1
Consolidation**

Meeting Minutes - Final

Wednesday, March 15, 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 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

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:

Fox Lake - Jimmy Lee, Chief of Police

Lake County Sheriff's Office

Others Present:

Adam Schlick, County Board Member

Bernard Malkov, Sheriff's Office

Carl Kirar, Director of Facilities and Construction

Don Hansen, Mundelein Support Services Dir.

Dylan Leonard, Vernon Hills Police

Gabe Guzman, Waukegan Police. Dir. of Communications

Janna Philipp, County Administrator's Office

John Monahan, Mundelein Police, Chief

Jon Joy, Lake County

Kevin Hunter, County Board Member

Linda Pedersen, County Board Member

Lindsay Szafran, FoxComm Manager

Matt Goze, Libertyville Police

Patrick L. Kreis, Vernon Hills Police, Chief

Scott Strom, Federal Engineering, Inc. PCC Project Manager

Steve Husak, Lake Zurich Police, Chief

Steven Winnecke, Lake County ETSB

Taryn Sofie, CenCom E9-1-1

3. Approval of Minutes**3.1 [23-0420](#)**

Committee action approving the PSAP Consolidation Committee minutes from February 8, 2023.

Attachments: [911 PSAP 2.8.23 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 [23-0421](#)

Executive Agent Update.

Attachments: [PSAP Consolidation Committee Members 11.04.22](#)
[PSAP Consolidation Committee Working Groups 2.3.23](#)
[6.1 PSAP Consolidation Update \(03.15.23\)](#)

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 the contract/project plan with Federal Engineering, Inc. (FE) lists the PSAP Consolidation Committee (PCC) as the executive sponsor with the PCC Chair as its representative. EA Rep. Hawkins stated unless there was opposition, he would be the project manager/contact for the PCC and Scott Strom from FE would be FE's Project Manager.

6.2 [23-0422](#)

Working Group Updates.

Attachments: [Working Group Organization and Collaboration 11.09.22](#)
[Working Group Organization and Collaboration 3.15.23](#)
[6.2 Working Group Updates \(3.15.23\)](#)

-Continuity of Operations: Working Group Lead Pat Kreis (Vernon Hills Chief of Police) provided an update that the group met twice with the new Project Manager (PM) Scott Strom and they provided him some project background and also feedback on the draft project plan.

-Planner / Project Manager Hiring: Working Group Lead Steve Husak (Lake Zurich Chief of Police) mentioned that with the Project Manager on board now, the group is taking a step back for the moment.

-Technology: Working Group Lead Lindsay Szafran (911 FoxComm Manager) reported they had a productive meeting to discuss networking for the ROC Facility. Manager Szafran provided reminders of the new go live dates, to include Q2 2024 for CAD, RMS

and Mobile, and Q4 2024 for JMS. Additionally, Manager Szafran reported that Crowe was creating a new collaboration tool for testing and users should receive an email about it.

-ROC Facility: Working Group Lead Don Hansen (Mundelein Dir. of Supportive Services) provided an update that the County was reviewing the results of the RFP for the building construction, with a target of June 2023 to be shovel ready. Director Hansen reported that the group continues to meet about various items.

-(J) ETSB: Working Group Lead Don Hansen (Mundelein Dir. of Supportive Services) reported he will look to start initial conversations with PM Strom about future JETSB design.

6.3 [23-0423](#)

Federal Engineering, Inc. Presentation on the Project Plan.

Attachments: [PCC Project Kick-off \(3.15.23\)](#)

Jim Hawkins, Executive Agent Representative (EA Rep.) introduced Scott Strom, the Project Manager (PM) from Federal Engineering, Inc. PM Strom provided a kickoff presentation that included a background of his project team members (including similar project involvement), an overview of the project objective and approach for each task, the project schedule and project communication. PM Strom mentioned the main initial focus after the project plan is approved will be getting the work groups set up.

EA Rep. Hawkins made a note regarding the presentation timeline slide and that there are some conversations about adding some additional time, taking into consideration of all the parallel projects that are happening.

EA Rep. Hawkins also mentioned that the PSAP Consolidation IGA allows for an approval of the project plan by the PCC or their designee. Chair Formica stated that the Continuity of Operations (COOP) working group went through the draft project plan and were comfortable with its contents, with only a few style changes and clarifications needing updates. The committee provided consensus that it was ok for the Chair and the COOP group to approve the plan and approve payment for the plan.

7. **Members' Remarks**

EA Rep. Hawkins thanked those who attended the meeting, including a number of Chiefs and County Board members (Pedersen, Hunter and Schlick), for their continued support of the project.

8. **Adjournment**

A motion was made by Member Vadopalas, seconded by Member Chastain, to adjourn the meeting. The motion carried unanimously by voice vote. Chair Formica declared the meeting adjourned at 10:40 a.m.

Next Meeting: April 12, 2023