

Lake County Illinois

*Central Permit Facility
500 W Winchester Road
Libertyville, IL*



Meeting Minutes - Final

Wednesday, June 13, 2018

8:30 AM

2nd Floor Conference Room

Regional 911 Operations Committee

1. **Call to Order**

Deputy County Administrator Amy McEwan, called the meeting to order at 8:32 a.m.

Present at meeting:

*Lisa Berger, CenCom
Ray Rose, Lake County
Norm Gann, Lake County Sheriff's 911
Paul Wegrzyn, Lake County Sheriff's 911
Clint Herdeggen, Libertyville PD and JETSB
Steven Winnecke, Lake County ETSB
Dave Dato, Lake County ETSB
Laz Perez, North Chicago PD
Joe Leonas, Lincolnshire PD
Phil Brunell, Gurnee PD
Pat Kreis, Vernon Hills PD
Wayne Walles, Waukegan PD
Kevin Woodside, Gurnee PD
Jim Arie, Barrington
Ed Dagdick, Wauconda Fire
Anne Marrin, Fox Lake
Lindsay Stroberg, Fox Lake
Mark Van Stedun, Fox Lake
Gilbert Rivera, Round Lake Beach PD
John Kavanagh, Village of Gurnee
Jimmy Lee, Fox Lake
Greg Formica, Round Lake Fire Dist
Pat Muetz, Village of Gurnee
Kent McKenzie, Lake County Sheriff's
Rich Carani, Libertyville Fire
Sheri Martinez, City of Waukegan
Don Hansen, Mundelein PD
Chuck Smith, Countryside Fire
Jeff Steingart, Countryside Fire Dist
Brandy Schroff, Village of Round Lake
Steve Shields, Village of Round Lake
Michael Gillette, Village of Round Lake
Dan MacGillis, Village of Round Lake
Matt Bickel, Wold Architects
Amy McEwan, County Administrator's Office
Jennie Vana, County Administrator's Office
Sonia Hernandez, County Administrator's Office*

2. Approval of Minutes

2.1 [18-0606](#)

Minutes from May 9, 2018.

A motion was made by Dave Dato, Lake County ETSB, seconded by Kent McKenzie, Lake County Sheriff's office, that the minutes from May 9, 2018 be approved. None opposed.

3. Public Comment

There were no public comments.

4. Chairman's Remarks

There were no Chairman remarks at this meeting, selection of Chairman to take place at this meeting.

5. Old Business

There was no old business to conduct.

6. New Business

6.1 [18-0673](#)

Nomination and selection for the Chairman and Vice Chairman of the Operations Committee.

Chief Clint Herdegen, Libertyville Police Department nominates Amy McEwan, Deputy County Administrator as Chair of the Operations Committee. None opposed. Chief Laz Perez, North Chicago Police Department nominates Dave Dato, Lake County ETSB as Vice Chair of the Operations Committee. None opposed.

6.2 [18-0674](#)

Recommendation for an Executive Committee, purpose, roles and responsibilities.

Members discussed the option of forming additional executive committees or subcommittees. Members came to the consensus that another committee for final decision making is not needed. All agreed that if they feel an additional committee is needed, they will add to the agenda for discussion. Deputy County Administrator, Amy McEwan noted that 17 public safety agencies have committed to the participation of the 911 Consolidation Committees. The group was reminded that payment from various municipalities has not been received.

6.3 [18-0676](#)

Approval of future meeting date, time, and location; frequency of meetings.

Deputy County Administrator, Amy McEwan recommends that the Operations Committee meet monthly, all agreed. Members also agreed that the second Wednesday at 8:30 is the best day and time for all. Members also agree that the Policy Committee meet one or two weeks after the Operations Committee to allow plenty of time to complete any projects as assigned. Members were reminded that Lake County's website will have all meeting

dates and materials from each meeting on the website.

6.4 [18-0677](#)

Review and make recommendation on the project manager job description and draft Request for Proposal (RFP) language.

Members reviewed the first draft 911 Project Manager Job Description. Discussion ensued. A final draft will be prepared by A. McEwan for posting. A motion was made by C. Herdegen and seconded by K. McKenzie to move forward with draft Project Manager job descriptions. One will focus on a project manager with subject matter expertise and the other will seek a more generic project manager. If the group is unsuccessful in finding someone with the subject matter expertise, then a general project manager is an option. All were in favor to present draft job description to Policy committee.

Members suggested that a subcommittee be created to review applications. Members also agreed to recommend that salary range be listed between \$100,000 \$140,000.

6.5 [18-0678](#)

Review of a first draft Intergovernmental Agreement.

Members reviewed Draft Intergovernmental Agreement. Deputy County Administrator Amy McEwan noted that the County has already created and approved a Regional 911 Consolidation Fund. Any edits or suggestions to the Intergovernmental Agreement can be emailed within the next two weeks. Members discussed deadline and cost to participate later. Part of this implementation process will be to set how much will be charged if a new member joins 1-5 years later. Intergovernmental Agreement will be reviewed again at the next meeting.

6.6 [18-0679](#)

Review sub-committees and make recommendation to the Policy Committee including including membership, dates and times of meetings, objectives, timeline; concurrent versus sequential.

The group discussed the need for subcommittees and project timelines. Members agreed that it was important to informally begin discussing Technology, Data Collection, and maybe in the future Facility/Properties. Members agreed to hold informal meetings now until project manager is hired and will report back to Operations Committee. Kent McKenzie will schedule technology meetings and Rich Carani will schedule data collections meetings. They will invite members to participate if they are interested. The goal will be to discuss issues and consider options to help the group and its members be better prepared to make progress once the project manager is hired.

7. Staff Report

There was no staff report.

8. Members' Remarks

There were no member's remarks.

9. Adjournment

Dave Dato adjourned the meeting at 9:57 a.m.

Next meeting, July 11, 2018 at 8:30 a.m. at Central Permit Facility.

Minutes prepared by Sonia Hernandez.