

Lake County Illinois



Meeting Minutes - Final

Wednesday, October 10, 2018

8:30 AM

**Lake County Public Works
Maintenance Conference Room
Regional 911 Operations Committee**

1. Call to Order

Chair McEwan called the meeting to order at 8:32 a.m.

Members present:

*Chas Buschick, Wauconda
Chris Velkover, NELCC JETSB
John Kavanagh, Gurnee
Patrick Zimmerman, Vernon Hills
Michael Gillette, Round Lake
Brandy Schroff, Round Lake
Gilbert Rivera, Round Lake Beach
Lisa Berger, CenCom
James Arie, Barrington
Greg Formica, Greater Round Lake Fire
Kent McKenzie, Sheriff's
John Christian, Grayslake
Anne Marrin, Fox Lake
Richard Carani, Libertyville
Clint Herdegen, Libertyville PD/VH JETSB
Jeff Steingart, Countryside Fire
Dave Dato, LC ETSB
Amy McEwan, Lake County*

Others present:

*Jim Hawkins, 9-1-1 Project Manager
Ray Rose, Lake County
Nora Rubel, Sheriff's
Paul Wegrzyn, Sheriff's
Lindsay Stroberg, Fox Lake
Steven Winnecke, LC ETSB
Pat Muetz, Gurnee
Matt Bickel, Wold A & E
Michael Pakosta, Libertyville Fire
Dell Urban, North Chicago
Chuck Smith, Countryside Fire
Juan Garcia, Waukegan
Norm Gann, Sheriff's
Shantel Franklin, Lake County
Sonia Hernandez, Lake County*

2. Approval of Minutes

2.1 [18-1275](#)

Minutes from August 27, 2018.

A motion was made by Member Velkover, seconded by Member McKenzie, that the minutes be approved. None opposed, motion carried

2.2 [18-1141](#)

Minutes from September 12, 2018.

A motion was made by Member Velkover, seconded by Member McKenzie, that the minutes be approved. None opposed, motion carried

3. Public Comment

There were no public comments.

4. Chairman's Remarks

Chair McEwan welcomed the group and moved on to the remainder of the agenda.

5. Old Business

5.1 [18-1265](#)

Partner/Governing Body Summary: Payment and IGA

Mr. Jim Hawkins reviewed the 9-1-1 Consolidation Project Summary with committee. He noted that all Public Safety Entities have paid and that signed Intergovernmental Agreements have started to come in.

5.2 [18-1266](#)

Final report: September 19 and 20 NENA 911 Consolidation Training

Mr. Steve Winnecke (Lake County JETSB) provided an update on the NENA 9-1-1 Training. There were 33 attendees at the September 19 training and 26 attendees at the September 20 training. There was participation from PSAP, Telecommunicators Supervisors, Police Chiefs, Fire Chiefs, Elected Officials, and Village Administrators. Overwhelmingly positive feedback received.

5.3 [18-1267](#)

Update on the Request for Proposal (RFP) process

Mr. Hawkins provided an update on the Request for Proposal. In the following week, review of RFP's will commence. Mr. Hawkins requested at least 3 members from the Policy Committee and additional Operations Committee members participate. Interested members should contact Mr. Hawkins.

6. New Business

6.1 [18-1268](#)

Validate Governance Committee Membership

Mr. Hawkins shared a spreadsheet with primary and alternate contact information for both Policy and Operations Committee. Please send updates to Mr. Hawkins.

6.2 [18-1269](#)

New Working Groups/Sub-Committees

Discussion and approval of required working groups/sub-committees. Proposed new working groups:

- Finance
- Personnel
- Governance
- Facilities
- Operational Policy and Procedures.

Mr. Hawkins reported that Chief Rich Carani is leading the Data Collection working group and Mr. Kent McKenzie the Technology working group. A recommendation was made to form the following working groups: Finance, Personnel, Facilities, Public Safety, and Operational Policy and Procedures working group. The following members have shared interest in their agencies participating in working groups. A recommendation was made to setup collaborative tools and regular times for working groups to meet. Mr. Hawkins has this item for action.

Proposed agencies to supporting working groups:

FINANCE

Fox Lake
Round Lake
Grayslake Fire
Gurnee
Greater Round Lake Fire Protection District
Sheriff's Office
CenCom

PERSONNEL

CenCom
Sheriff's Office
Lake County
Fox Lake

FACILITY

Gurnee
CenCom
Sheriff's Office
Libertyville Fire
Fox Lake

OPERATIONAL ISSUES & CONSTRUCT

Greater Round Lake Fire Protection District
Wauconda

Round Lake
Fox Lake
Sheriff's Office
CenCom

7. Staff Report

7.1 [18-1270](#)

Financial/Budget Report

Mr. Hawkins provided the budget report update. A report will be given at each meeting.

7.2 [18-1271](#)

Project Manager Update

Mr. Hawkins will continue to maintain communication with committee members between meetings. Discussion on 2019 committee meeting dates ensued. Mr. Hawkins will draft the 2019 meeting schedule.

7.3 [18-1272](#)

Technology Working Group Update

Mr. Kent McKenzie updated the group on the Technology working group. Discussion on the Geographic Information System (GIS) took place at the last Technology meeting. The GIS professionals have created a sub group that includes all GIS people from municipalities and the County. Discussion on consistent data with no gaps and no overlaps in any of the boundaries across over all of lake County took place. Two technical problems working group would like to address is dual addressing and duplicate addressing.

7.4 [18-1273](#)

Data Collection Working Group Update

Chief Carani reported that a Data working group has been formed with members including Chief Steingart, Chief Kreis, Mr. McKenzie, and Ms. Berger, others are welcomed to participate. Group discussion included the determination of data fields including workload information.

8. Members' Remarks

Member Herdegen recommended having a primary point of contact for media interest in the Regional 9-1-1 Consolidation Planning Project. Mr. Hawkins has this item for action.

9. Adjournment

Meeting adjourned at 9:15 a.m.

10. Next Meeting: November 14, 2018, Central Permit Facility, Libertyville

Minutes prepared by Sonia Hernandez.