

Lake County Illinois

Regional 9-1-1 Consolidation

Meeting Minutes - Final

Thursday, November 1, 2018

9:00 AM

**Libertyville Fire Department
1551 N. Milwaukee Avenue**

Regional 911 Policy Committee

1. Call to Order

Chair Herdegen called the meeting to order at 9:00 a.m.

Members In Attendance:

Barrington, Mayor Karen Darch

CenCom E9-1-1, Ms. Lisa Berger

Countryside Fire Protection District, Chief Jeff Steingart

Fox Lake, Ms. Anne Marrin

Grayslake Fire Protection District, Ms. Ellen Dimock

Greater Round Lake Fire Protection District, Chief Greg Formica

Gurnee, Mr. Patrick Muetz

Lake County, Ms. Amy McEwan

Lake County Sheriff's Office, Dep. Chief Scot Kurek

Lincolnshire, Mr. Brad Burke

North Chicago, Chief Laz Perez

Northeast Lake County Consolidated JETSB, Chief Kevin Woodside

Round Lake Beach, Mr. David Kilbane

Vernon Hills, Mr. Mark Fleischhauer

Vernon Hills JETSB, Chief Clint Herdegen

Wauconda Fire Protection District, Chief Dave Geary

Waukegan, Alderman Edith Newsome

Not Represented:

Lake County ETSB

Libertyville

Mundelein

Round Lake

Others present:

Barrington, Chief Jim Arie

CenCom, Ms. Nichol Whitfield

Countryside Fire Protection District, Deputy Chief Chuck Smith

Fox Lake, Ms. Lindsay Stroberg

Lake County, Ms. Shantel Franklin

Lake County, Mr. Ray Rose

Lake County Sheriff's Office, Mr. Kent McKenzie

Lake Zurich Police Department, Chief Steve Husak

Mundelein, Chief Eric Guenther

Vernon Hills, Chief Pat Kreis

Wauconda, Deputy Chief Chas Buschwick

Consolidation Project Manager, Mr. Jim Hawkins

2 Approval of Minutes**2.1 [18-1142](#)**

Minutes from September 6, 2018.

Motion was made by Member Perez, seconded by Member Steingart, that the minutes be approved. Motion carried (none opposed).

3. Public Comment

There were no public comments.

4. Chairman's Remarks

Chairman Herdegen welcomed the Committee and yielded his comments to the Project Manager, Mr. Jim Hawkins.

5. Old Business

5.1 [18-1166](#)

Partner/Governing Body Summary: Payment and IGA

Mr. Hawkins reviewed the 9-1-1 Consolidation Project Summary with the Committee. He noted all Public Safety Entities have paid for 2018 and that signed Intergovernmental Agreements are still coming in.

5.2 [18-1167](#)

Final Report on the September 19 and 20 NENA 911 Consolidation Training.

Mr. Hawkins provided the final report on the NENA 911 Consolidation Training. There were 33 attendees at the September 19th training and 26 attendees at the September 20th training. Question raised about access to the slide presentation. Mr. Hawkins will follow-up.

5.3 [18-1168](#)

Update on the Request for Proposal for Contract Support to Project.

Mr. Hawkins provided an update on the Request for Proposal to hire a contract consultant to support the project. Interviews by the Assessment Team took place on Tuesday, October 30. Recommendations will be provided to the Policy Committee by the Operations Committee. Mr. Hawkins will continue to provide Governance Committees updates on progress.

6. New Business

6.1 [18-1315](#)

Validate Governance Committee Membership

Mr. Hawkins verified the list of primary and alternate Policy and Operations Committee members. Updates or changes should be provided to Mr. Hawkins.

6.2 [18-1316](#)

Operations Committee approved New Working Groups

- Finance
- Personnel
- Facilities
- Operational Policy and Procedures

Mr. Hawkins provided updates on the new working groups approved by the Operations

Committee. New working groups include finance, facilities, and operational procedures. The first facilities and finance working group meetings will be the week of Nov. 5th to determine deliverables and timelines. Working Groups are led by a member of the Operations Committee but should be staffed by subject matter experts from participating partners.

7. Staff Report

7.1 [18-1169](#)

Financial Report

Mr. Hawkins provided a financial report updating members on the expenses for the project as of October 2018. Mr. Hawkins will continue to provide monthly finance updates.

7.2 [18-1170](#)

Project Manager Update

Mr. Hawkins continues to visit participating partners. If there is an entity that would like Mr. Hawkins to visit (re-visit), please contact Mr. Hawkins so he can arrange the day/time. Mr. Hawkins informed the Committee that in 2019, Policy Committee meetings will remain on the first Thursday of the month, but Operations Committee meetings will move to the fourth Thursday of the month. The purpose of the change is to streamline communication between the committees. He also notified the Committee of a State of IL 9-1-1 briefing on November 19th at 10 am at the Public Works Maintenance Conference Room (briefing coordinated by the Technology Working Group).

8. Members' Remarks

Committee Chairperson clarified that the December Policy Committee will occur as planned.

9. Adjournment

This meeting was adjourned.

Motion was made by Member Fleischhauer, seconded by Member Woodside, that the meeting be adjourned at 9:17 a.m. Motion carried (none opposed).

10. Next Meeting: December 6, 2018, Public Works Maintenance Conference Room, 648 W. Winchester Road, Libertyville

Minutes prepared by Shantel Franklin.