

# **Lake County Illinois**

## **Regional 9-1-1 Consolidation**

### **Meeting Minutes - Final**

**Wednesday, December 12, 2018**

**8:30 AM**

**Lake County Central Permit Facility  
500 W. Winchester Road**

**Regional 911 Operations Committee**

**1. Call to Order**

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

*Members:*

*Barrington, Asst. Chief Greg Keegan  
CenCom E9-1-1, Ms. Lisa Berger  
Countryside Fire Protection District, Fire Chief Jeff Steingart  
Fox Lake, Chief Jimmy Lee  
Grayslake Fire Protection District, Chief John Christian  
Greater Round Lake Fire Protection District, Chief Greg Formica  
Gurnee, Chief John Kavanagh  
Lake County, Ms. Amy McEwan  
Lake County ETSB, Mr. Steve Winnecke, alternate  
Lake County Sheriff's Office, Mr. Kent McKenzie  
Libertyville, Chief Richard Carani  
Lincolnshire, Chief Joseph Leonas  
Mundelein, Mr. Don Hansen  
North Chicago, not represented  
Northeast Lake County Consolidated JETSB, Mr. Chris Velkover  
Round Lake, Chief Michael Gillette  
Round Lake Beach, Chief Gilbert Rivera  
Vernon Hills, Mr. Ed Manke, alternate  
Vernon Hills JETSB, Chief Clint Herdeggen  
Wauconda Fire Protection District, Dep Chief Chas Buschick  
Waukegan, Commander, Ed Fitzgerald, alternate*

*Others Present:*

*Chuck Smith, Countryside Fire  
Mike Scott, Round Lake Beach  
Kiersten Anders, Lake County Sheriff's Office 9-1-1  
Paul Wegrzyn, Lake County Sheriff's Office 9-1-1  
Dan Pierre, Grayslake Fire Protection District  
Lindsay Stroberg, FoxComm 9-1-1  
Juan Garcia, Waukegan  
Jim Hawkins, Regional 9-1-1 Project Manager  
Sonia Hernandez, Lake County*

**2. Approval of Minutes**

**2.1 [18-1544](#)**

Minutes from November 14, 2018

**Attachments:** [11 14 18 Operations Minutes Final](#)

**A motion was made by Member Berger, seconded by Member McKenzie, that the**

minutes be approved. None opposed, motion carried.

**3. Public Comment**

*There were no public comments.*

**4. Chair's Remarks**

*There were no Chair's remarks.*

**5. Old Business**

**5.1 [18-1530](#)**

Partner Summary: Payment, IGA, Data Collection

**Attachments:** [911\\_Partner\\_Summary\(12-07-18\)](#)

*Mr. Hawkins noted that two additional columns have been added to the Partner Summary spreadsheet; a Data Survey column and a Proposed Facilities column. He reminded members to submit their PSAP Data Survey as soon as possible (were due December 10th). Any questions regarding the Data Survey can be directed to Chief Carani or Mr. Hawkins. Mr. Hawkins also noted that a few agencies have not submitted their signed Intergovernmental Agreement.*

**5.2 [18-1531](#)**

Validate Governance Committee Membership

**Attachments:** [Governance Committee Members\(12-07-18\)](#)

*Mr. Hawkins asked Committee to review and submit any changes to the Project Manager.*

**5.3 [18-1532](#)**

Discuss and approve contract for supporting consultant services

*Mr. Hawkins reported that the Contractor Proposal Review Team recommends approving and forwarding to the Policy Committee the Lake County Board Resolution and Lake County Agreement that would establish a contract with Mission Critical Partners (MCP) to support 9-1-1 consolidation planning. The Proposal Review Team determined that MCP possess the experience and expertise to support the development of a 9-1-1 consolidation plan. Lake County Purchasing's assessment is that the current quote (\$115,808) is comparable, reasonable, and fair. References are favorable for both MCP and the project manager, Maura Hickey.*

*The agreement / contract amount of \$115,808 will be paid from the 9-1-1 Consolidation Planning Fund. The resolution includes a \$30,000 contingency that the Governance Committees can use without requiring Lake County Board approval.*

*The final agreement will be presented to the Policy Committee for approval and then to the Lake County Board for final approval and signature. Chair McEwan may ask members to support when presenting to the Lake County Board.*

*A motion was made by Member Formica, second by Member McKenzie to approve the consulting services agreement and resolution. None opposed, motion carried. The agreement and resolution will be forwarded to the Policy Committee for approval.*

**6. New Business**

**6.1 [18-1533](#)**

2019 Operations Committee Meeting Schedule

**Attachments:** [911 Operations 2019 Schedule\(12-07-18\)](#)

*Due to new conflicts with the new 2019 Operations Committee meeting time, the Chair recommended keeping the meeting on the 4th Thursday of the month and changing the time of the meeting to 1:00 p.m. Committee agreed, change will take place with the January 24th meeting. New schedule will be shared with members.*

**7. Staff Reports**

**7.1 [18-1534](#)**

Financial Report

**Attachments:** [911-Budget Expense Memo\(12-10-18\)-Final](#)

*Mr. Hawkins presented the financial report.*

**7.2 [18-1535](#)**

Working Group Reports

*Chief Carani provided Data Working Group update. He reminded members that missing surveys are due by December 24. Submit surveys to Mr. Hawkins.*

*Mr. McKenzie, Technology Working Group – Nothing to report.*

*Mr. Velkover provided Facilities Working Group update. Facilities will begin reviewing the data collection surveys for potential sites.*

*Chief Formica provided Finance Working Group update. Finance is currently waiting on survey results, will review and categorize data once provided.*

*Ms. Berger reported that the Operational Procedures Working Group will hold their first meeting in January of 2019.*

**7.3 [18-1536](#)**

Project Manager Report

**Attachments:** [911 PM Ops Update\(181212\)](#)

*Mr. Hawkins presented an update to Committee. The Committee had no questions with the current project plan, upcoming milestones, or the next phase of the project (months 5-8 beginning in February.)*

*Chair McEwan recommended the Project Manager provide a Consolidation Project Presentation for members to share with their councils or boards.*

**8. Members' Remarks**

*There were no Member's Remarks.*

**9. Adjournment**

**A motion was made by Member Carani, seconded by Member Velkover, that the meeting be adjourned at 9:10 a.m. None opposed, motion carried.**

*Minutes prepared by Sonia Hernandez.*