

Lake County Illinois

Public Safety Answering Point (PSAP) Consolidation Committee

**Regional
9-1-1
Consolidation**

Meeting Minutes - Final

Wednesday, May 10, 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, Deputy Chief

Members not present:

Fox Lake

Lake County Sheriff's Office

Others Present:

In Person:

Carl Kirar, Director of Facilities and Construction

Cassandra Hiller, Lake County Assistant County Administrator

Chas Buschick, Wauconda Fire Dist.

Chuck Smith, Countryside Fire Protection Dist.

Don Hansen, Mundelein Support Services Dir.

Ed Roncone, Libertyville Police, Chief

Gabe Guzman, Waukegan Police. Dir. of Communications

Janna Philipp, County Administrator's Office

John Monahan, Mundelein Police, Chief

Jon Joy, Lake County

Kent Mckenzie, Sheriff's Office

Kevin Hunter, County Board Member

Larry Oliver, Undersheriff

Lindsay Szafran, FoxComm Manager

Mike Pakosta, Libertyville Fire Dept., Chief

Nichol Whitfield, CenCom E9-1-1

Patrick L. Kreis, Vernon Hills Police, Chief

Steve Holtz, Libertyville Fire Dept., Asst. Fire Chief

Steve Husak, Lake Zurich Police, Chief

Taryn Sofie, CenCom E9-1-1

Electronically:

Scott Strom, Federal Engineering, Inc. PCC Project Manager

3. Approval of Minutes

3.1 [23-0488](#)

Committee action approving the PSAP Consolidation Committee minutes from March 15, 2023.

Attachments: [911 PSAP 3.15.23 Final Minutes](#)

A motion was made by Vice Chair Muetz seconded by Member Timony, 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 [23-0489](#)

Executive Agent Update.

Attachments: [PSAP Consolidation Committee Members 5.3.23](#)
[PSAP Consolidation Committee Working Groups 2.3.23](#)
[6.1 PSAP Consolidation Update \(5.10.23\)](#)

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 for LOE 1: Technology, JMS has been decoupled from CAD, Mobile and RMS. For LOE 2: Facility, he reported that there will be a groundbreaking for the ROC Facility, tentatively on July 7, 2023. EA Rep. Hawkins went over the Federal Engineering Project Plan schedule and reported that the Task A - Project Work Plan has been completed and the invoice has been paid. He also mentioned that in addition to the groundbreaking, there will be a Progress Update and IGA #2 Planning Kickoff meeting for partners and potential partners on May 31, 2023 at the Round Lake Beach Civic Center at 1:00 p.m.

6.2 [23-0724](#)

Project Manager Update.

Scott Strom, Project Manager (PM), gave a high level overview of activities the Federal Engineering team are working on. PM Strom reported that his team has been coordinating with the various working groups, including the Continuity of Operations (COOP) which meets twice monthly and the ROC and Technology working groups. He is also working to get each agency's Standard Operating Procedures and Guidelines. PM Strom stated that one of the outcomes of the May 31st Progress Update and Planning Kickoff meeting is to

establish a working group for the IGA. He encouraged anyone who wants to be involved to join.

6.3 [23-0490](#)

Working Group Updates.

Attachments: [Working Group Organization and Collaboration 3.15.23](#)
[6.3 PSAP Working Group Updates \(05.10.23\)](#)

-Continuity of Operations: Working Group Lead Pat Kreis (Vernon Hills Chief of Police) reported that the group has been meeting regularly, and there are some things that the group will need to start making decisions on, like technology. He emphasized the importance of the May 31st meeting for partner involvement. He also reported on the stay agreement progress and employee engagement.

-Planner / Project Manager Hiring: Jim Hawkins, Executive Agent Representative (EA Rep.) stated that this working group is on hold, as the main objective has already been met.

-Technology: Working Group Lead Lindsay Szafran (911 FoxComm Manager) reported there are ongoing discussions about ROC technology and future ownership of the networking and technologies, and some decisions need to be made in the near future. Lead Szafran reported on RMS and CAD and the go live date of April of 2024.

-ROC Facility: Working Group Lead Don Hansen (Mundelein Dir. of Supportive Services) reported that the group continues to meet about various items, like network diagrams and consoles and that some decisions will need to be made soon.

Carl Kirar, Director of Facilities and Construction provided an update on ROC facility funding, including additional ARPA funding and a grant for energy initiatives. He stated that they now have all the funds needed to move the project forward. Director Kirar also mentioned the tentative ROC facility groundbreaking date of July 7, 2023.

Jon Joy, Construction Project Manager provided an update on procurement, including Path Construction being awarded the general contractor contract and the radio tower being resolicited. He also provided an update on the solar array progress and permitting status.

-(J) ETSB: Working Group Lead Don Hansen (Mundelein Dir. of Supportive Services) reported he has been working with PM Strom about future JETSB design and that Federal Engineering will bring in some subject matter experts who have done consolidations previously for guidance and options.

-Consolidated PSAP Plan / IGA #2: Jim Hawkins, Executive Agent Representative (EA Rep.) stated that this is a new working group that will be starting soon. PM Strom encouraged participants to sign up and that is one goal for the May 31st meeting.

6.4 [23-0722](#)

Update on coordination, communication, and outreach to Lake County public safety entities and partners.

Jim Hawkins, Executive Agent Representative (EA Rep.) provided the general construct of the May 31, 2023 Progress Update and IGA #2 Planning Kickoff meeting. EA Rep. Hawkins said the meeting will provide an update on progress over the years, goals, ESTB, Federal Engineering activities, IGA #2, and then there will be time for questions and opportunities for partners to sign up for the working groups.

7. Members' Remarks

There were no remarks from Members.

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 10:28 a.m.

Next Meeting: June 14, 2023

Minutes prepared by Janna Philipp.

Minutes were approved on June 14, 2023, by the PSAP Consolidation Committee.