

Lake County Illinois



Meeting Minutes - Final

Thursday, September 6, 2018

9:00 AM

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

Regional 911 Policy Committee

1. Call to Order

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

Present:

Clint Herdegen, Vernon Hills JETSB

Anne Marrin, Fox Lake

Lisa Berger, CenCom

Steven Winnecke, LC ETSB

Patrick Muetz, Gurnee

Brad Burke, Lincolnshire

Patrick Kreis, Vernon Hills

Karen Darch, Barrington

Greg Formica, Round Lake Fire Dist

Jeff Steingart, Countryside Fire

Chuck Smith, Countryside Fire

Laz Perez, North Chicago

Linda Pedersen, Lake County

Edith Newsome, Waukegan

Dan MacGillis, Round Lake

Dave Dato, LC ETSB

Amy McEwan, Lake County

John Lewis, Zion Fire

Kevin Woodside, Gurnee

Ray Rose, Lake County

David Geary, Wauconda Fire

Steve Husak, Lake Zurich PD

Eric Guenther, Mundelein

Sheri Martinez, Waukegan

Beth McAndrews, Village of Deer Park

Jim Hawkins, Prospective 9-1-1 Manager

Steve Rice, State's Attorney Office

Matt Fronk, State's Attorney Office

Sonia Hernandez, Lake County

2. Approval of Minutes**2.1 [18-0955](#)**

Minutes from June 13, 2018.

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

2.2 [18-1026](#)

Minutes from August 2, 2018.

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

3. Public Comment

There were no public comments.

4. Chairman's Remarks

There were no Chairman's remarks.

5. Old Business

There was no old business to conduct.

6. New Business**6.1 [18-1027](#)**

Update on hiring process for Regional 911 Consolidation Project Manager.

Member McEwan updated the committee on the hiring process. Mrs. McEwan reported that the Resume Review Committee met to review approximate 70 resumes and narrow the list to the top 7 most qualified. Video interviews were scheduled with the 7 final candidates, group agreed to hold face to face interviews with the final 2 candidates. Mrs. McEwan introduced the new project manager, James Hawkins.

6.2 [18-1028](#)

Presentation of the Project Manager's 3 month, 6 month, and 12 month plan.

Mr. Hawkins presented his 3, 6, 12 month plan to committee.

6.3 [18-1029](#)

Motion to approve the conditional offer of employment for the Regional 911 Consolidation Project Manager.

Member MacGillis requested more information on the hiring of the project manager before a vote can be taken. Discussion ensued. Member MacGillis asked that a link with the Zoom interviews be shared. Member MacGillis also asked that information requiring a vote be provided in advance.

A motion was made by Member Dato, seconded by Member Perez, to approve conditional offer of employment for the Regional 911 Consolidation Project Manager, Mr. Jim Hawkins. The motion carried by the following roll call vote, none opposed. The motion carries.

Anne Marrin, FoxLake

Lisa Berger, CenCom

Steven Winnecke, LC ETSB

Pat Muetz, Gurnee

Brad Burke, Lincolnshire

Patrick Kreis, Vernon Hills

Karen Darch, Barrington

Greg Formica, Round Lake Fire

Jeff Steingart, Countryside Fire

Laz Perez, North Chicago

Linda Pedersen, Lake County
David Geary, Wauconda Fire
Edith Newsome, Waukegan
Dan MacGillis, Round Lake
Dave Dato, LC ETSB
Amy McEwan, Lake County
Clint Herdegen Vernon Hills JETSB
Eric Guenther, Mundelein
John Lewis, Northeast Lake County Consolidated Joint ETSB

6.4 [18-1030](#)

Update on the Response to the Request for Proposals.

Member McEwan gave update on RFP responses, she foresees the need for support from a consulting firm. The Operations Committee recommends that Mr. Hawkins review RFPs and report back to committee with his recommendations. Members all agree to hold off and allow Mr. Hawkins to review RFP's and report back to committee at next meeting.

6.5 [18-1031](#)

Motion to approve the draft Intergovernmental Agreement and approval to deliver the IGA to each partner for approval by the governing body.

Member McEwan presented the Draft Intergovernmental Agreement and explained the implementation process. As suggested at the last meeting, a cover memo was drafted and presented to members. The cover memo will be part of the packet that will be distributed to all participants for their approval. Steve Rice and Matt Fronk from the State's Attorney office were present to answer any questions. Discussion ensued. Committee agrees to add minor edits to item 2.1.1 and 3.1.2.

Steve Rice, State's Attorney office addressed to committee the number of members needed for a quorum. He recommends to keep the quorum number of 11 members to conduct business and add the following: "votes approving anything be made by majority of those present". Motion carried with amendment as presented by State's Attorney.

A motion was made by Member Dato, seconded by Member MacGillis, to approve the Intergovernmental Agreement with amendments as agreed and discussed by committee in section 2.1.1 and section 3.1.2 and to deliver the Intergovernmental Agreement to each partner for approval by their governing body. The motion carried by voice vote, none opposed, the motion carries.

Anne Marrin, FoxLake
Lisa Berger, CenCom
Pat Muetz, Gurnee
Brad Burke, Lincolnshire
Patrick Kreis, Vernon Hills
Karen Darch, Barrington
Greg Formica, Round Lake Fire

Jeff Steingart, Countryside Fire

Laz Perez, North Chicago, not present

Linda Pedersen, Lake County

David Geary, Wauconda Fire

Edith Newsome, Waukegan

Dan MacGillis, Round Lake

Dave Dato, LC ETSB

Amy McEwan, Lake County

Clint Herdegen Vernon Hills JETSB

Eric Guenther, Mundelein

John Lewis, Northeast Lake County Consolidated Joint ETSB, abstain

6.6 [18-1032](#)

Update on the September 19 and 20 NENA 911 Consolidation Training.

Steve Winnecke reported that 55 people have signed up for both NENA training. There are currently 25 spots available for the training.

7. Staff Report

There was no staff report.

Mrs. McEwan reported that going forward staff reports will be given by Mr. Jim Hawkins.

Chair Herdegen reported that a number of municipalities have already agreed to host Mr. Hawkins. Ray Rose reported that 9 municipalities have agreed to host Mr. Hawkins at their facility.

8. Members' Remarks

There were no Member's remarks.

9. Adjournment

A motion was made by Member Dato, seconded by Member MacGillis, that the meeting be adjourned at 10:00 a.m.

Minutes prepared by Sonia Hernandez.

10. Next Meeting: October 4, 2018, Public Works, Maintenance Conf Room, 648 W. Winchester Road