

# **Lake County Illinois**

**Regional  
9-1-1  
Consolidation**

## **Meeting Minutes - Final**

**Thursday, January 20, 2022**

**3:00 PM**

**Meeting held by video conference. Register to attend the meeting  
virtually at: <https://bit.ly/3qpRvBZ>**

**The public can also view the meeting remotely at 18 N County  
Street (10th FL), Waukegan, IL 60085.**

**Regional 911 Operations Committee**

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the current Gubernatorial Disaster Proclamation, and the Determination of the 9-1-1 Consolidation Operations Committee Chair, this meeting will be held via audio and video conference.

**PUBLIC LISTENING / VIEWING:** The public wishing to attend this meeting remotely / virtually may: (1) register at the link on the front page of this agenda to attend by audio or video conference or (2) attend remotely on the 10th Floor (9th Floor, if required) of the County Administrative Tower, 18 N. County Street, Waukegan, Illinois. This meeting will be recorded.

**PUBLIC COMMENT:** The public will be afforded time to comment on matters related to the business of the Committee. Individuals attending remotely virtually 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](mailto: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 (on the 10th Floor and those via the registration link) then (2) written comments in the order they are received.

Individuals providing Public Comment will be recorded and will provide the following

Information:

- \* Meeting: 9-1-1 Operations 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 Kreis called the Regional 911 Operations Committee Meeting to order at 3:00 p.m*

**2. Roll Call of Members**

*Jim Hawkins, Deputy Administrator / 911 Project Management Coordinator read the opening statement and did a roll call of members.*

*Members present:*

*Vernon Hills - Pat Kreis, Chief of Police Vernon Hills and Committee Chair*

*Barrington - Not present*

*CenCom E9-1-1 – Nichol Whitfield, Acting Director*

*Countryside Fire Protection District - Ed Heinz, Dep. Fire Chief*

*Fox Lake – Jimmy Lee, Chief of Police*

*Grayslake Fire Protection District - Joris Lillge, Deputy Fire Chief*

*Greater Round Lake Fire Protection District - Greg Formica, Fire Chief*

*Gurnee - John Kavanagh, Fire Chief*

*Lake County - Jim Hawkins, Deputy Administrator / 911 Project Management Coordinator*

*Lake County ETSB - Dave Dato, Board Member*

*Lake County Sheriff's Office - Kent McKenzie, Director of Communications*

*Libertyville – Richard Carani, Fire Chief*

*Lincolnshire - Joseph Leonas, Chief of Police*

*Mundelein – John Monahan, Chief of Police*

*NELCC JETSB – Chris Velkover, JETSB Chairman*

*Round Lake – David Prus, Chief of Police*

*Round Lake Beach – Gilbert Rivera, Chief of Police*

*Vernon Hills - Jim Levicki, Deputy Chief of Police*

*Wauconda Fire Protection District - Not present*

*Waukegan – Robert Beach, Commander Admin. Svcs*

*VHL JETSB – Chuck Smith, Countryside Fire Chief, joined meeting at 3:02 p.m.*

*North Chicago - John Umek, Fire Chief, joined meeting at 3:03 p.m.*

*Others present:*

*Abby Scalf, Communications*

*Alex Carr, Communications*

*Bernard Malkov, Sheriff's Office*

*Carl Kirar, Facilities and Construction*

*Cassandra Hiller, County Administrator's Office*

*Chris Anderson-Sell, Communications*

*Irshad Khan, Finance*

*Jamie Helton, State's Attorney's Office*

*Janna Philipp, County Administrator's Office*

*Jim Chamernik, Sheriff's Office*  
*Jon Joy, Facilities and Construction*  
*Linda Pedersen, Board Member*  
*RuthAnne Hall, Purchasing*  
*Sonia Hernandez, County Administrator's Office*  
*Steve Rice, State's Attorney's Office*  
*Chris Fry, Deerfield Deputy Chief of Police*  
*David Anderson, Lake Zurich Deputy Chief of Police*  
*Don Hansen, PSAP Support Services Director*  
*Ed Roncone, Libertyville Deputy Chief*  
*Edward Manke, Vernon Hills Consolidated Dispatch Center, 9-1-1 Director*  
*Jill Willis, Crowe*  
*Jon Cokefair, First Fire Protection District of Antioch/ Antioch Fire Department Chief*  
*Kevin Timony, Vernon Hills, Village Manager*  
*Lindsay Szafran, FoxComm 911 Center, 911 Manager*  
*Marissa Nowakowski, Lake County ETSB*  
*Matt Bickel, Wold Architects and Engineers*  
*Matthew Weiss, Village of Deerfield*  
*Chas Buschick - Wauconda Fire Dist.*  
*Steve Haberman, Mission Critical Partners*  
*Steve Shields, Round Lake Village Administrator*  
*Steven Winnecke, Lake County ETSB Director*  
*Susannah Heitger, Crowe*  
*William Balling, CENCOM*  
*Adam Zawislak, Daily Herald*  
*Mary Anne Glowacz, public*

### **3. Approval of Minutes**

#### **3.1 [21-1204](#)**

Minutes from May 3, 2021.

**Attachments:** [5 3 21 Operations Minutes Final](#)

*A motion was made by Vice Chair Dato, seconded by Member Velkover, to approve the May 3, 2021 and July 27, 2021 meeting minutes. On a roll call vote, the motion was unanimously approved.*

*Voted "Aye":*

*CenCom E9-1-1 – Nichol Whitfield, Acting Director*  
*Countryside Fire Protection District - Ed Heinz, Dep. Fire Chief*  
*Fox Lake – Jimmy Lee, Chief of Police*  
*Grayslake Fire Protection District - Joris Lillge, Deputy Fire Chief*  
*Greater Round Lake Fire Protection District - Greg Formica, Fire Chief*  
*Gurnee - John Kavanagh, Fire Chief*

Lake County - Jim Hawkins, Deputy Administrator / 911 Project Management Coordinator  
Lake County ETSB - Dave Dato, Board Member  
Lake County Sheriff's Office - Kent McKenzie, Director of Communications  
Libertyville – Richard Carani, Fire Chief  
Lincolnshire - Joseph Leonas, Chief of Police  
Mundelein – John Monahan, Chief of Police  
North Chicago - John Umek, Fire Chief  
NELCC JETSB – Chris Velkover, JETSB Chairman  
Round Lake – David Prus, Chief of Police  
Round Lake Beach – Gilbert Rivera, Chief of Police  
Vernon Hills - Jim Levicki, Deputy Chief of Police  
VHL JETSB – Chuck Smith, Countryside Fire Chief  
Waukegan – Robert Beach, Commander Admin. Svcs

Not Present:

Barrington

Wauconda Fire Protection District

3.2 [21-1209](#)

Minutes from July 27, 2021.

**Attachments:** [7 27 21 Operations Minutes Final](#)

A motion was made by Vice Chair Dato, seconded by Member Velkover, to approve the May 3, 2021 and July 27, 2021 meeting minutes. On a roll call vote, the motion was unanimously approved.

Voted "Aye":

CenCom E9-1-1 – Nichol Whitfield, Acting Director

Countryside Fire Protection District - Ed Heinz, Dep. Fire Chief

Fox Lake – Jimmy Lee, Chief of Police

Grayslake Fire Protection District - Joris Lillge, Deputy Fire Chief

Greater Round Lake Fire Protection District - Greg Formica, Fire Chief

Gurnee - John Kavanagh, Fire Chief

Lake County - Jim Hawkins, Deputy Administrator / 911 Project Management Coordinator

Lake County ETSB - Dave Dato, Board Member

Lake County Sheriff's Office - Kent McKenzie, Director of Communications

Libertyville – Richard Carani, Fire Chief

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Mundelein – John Monahan, Chief of Police

North Chicago - John Umek, Fire Chief

NELCC JETSB – Chris Velkover, JETSB Chairman

Round Lake – David Prus, Chief of Police

Round Lake Beach – Gilbert Rivera, Chief of Police

*Vernon Hills - Jim Levicki, Deputy Chief of Police  
VHL JETSB – Chuck Smith, Countryside Fire Chief  
Waukegan – Robert Beach, Commander Admin. Svcs*

*Not present:  
Barrington  
Wauconda Fire Protection District*

**4. Public Comment**

*There were no comments from the public.*

**5. Unfinished Business**

*There was no unfinished business.*

**6. New Business**

**6.1 [22-0092](#)**

Update Operations and Policy Committee Membership.

**Attachments:** [911 Partner Membership\(V2\)](#)

*Jim Hawkins, 911 Project Coordinator, requested that the members review their designated appointees to the Operations and the Policy Committees and notify him if there needs to be an update to the membership list.*

**6.2 [22-0093](#)**

Project Coordinator's Update.

**Attachments:** [6.2-911\\_PM\\_UPDATE\(01.20.22\)](#)

*Jim Hawkins, 911 Project Coordinator, provided an update and presentation on the history of the project, the financials, the three-tiered concept, the Intergovernmental Agreements (IGAs), and the three Lines of Effort (LOE) - 1: Technology, 2: Facility and 3: Organization. For LOE #1, the RFP was completed, the contracts were negotiated and partners are in the procurement, implementation and drafting partner agreements phase. For LOE #2, analysis was previously completed and the Consolidated 911, ETSB and EOC Facility is currently in the final planning to get it "shovel-ready". For LOE #3, the focus over the next few months will be the Entity/Agency Intergovernmental Cooperative Agreement. He explained the next steps:*

*LOE #1-Technology: Bring partners on board, sign IGAs and complete implementation.*

*LOE #2-Facility: Complete "shovel-ready" plan, receive County approval and review funding options.*

*LOE #3-Organization: Form working group, bring partners on board, sign IGAs and hire dedicated project coordinator.*

*ETSB discussions - Build efficiencies.*

6.3 [22-0094](#)

Update on Consortium CAD, Mobile, RMS, JMS, E-Citation, and E-Crash Software Implementation.

- Municipalities and agencies will have the opportunity to become a partner in the coming months.
- Draft RMS Intergovernmental Agreements is attached.

**Attachments:** [DRAFT RMS IGA\(01.14.2022\)](#)  
[8.7-911\\_UPDATE-RMS\\_IGA\(01.25.22\)](#)  
[6.3-Public Safety Software UPDATE\(01.20.22\)\(V2\)](#)

*Jim Hawkins, 911 Project Coordinator, explained the Consortium agreed early on to expand their mission to include coordinating the procurement of a shared, scalable, integrated, enterprise family of public safety systems. Through the Request for Proposal (RFP) process Tyler Technologies was the selected vendor. There are two contracts with Tyler Technologies. One contract is for the Lake County Emergency Telephone Service Board (ETSB) CAD and Mobile Messaging software and the other is with the Lake County Sheriff's Office for RMS, JMS, E-Citation, and E-Crash software.*

*Susannah Heitger, Crowe LLP Consultant, provide a Consortium System Implementation update, including accomplishments to date and upcoming key tasks with the Tyler Technologies team. She explained that things are moving quickly and encouraged any partner who is interested in joining to do so as soon as possible.*

*Bernard Malkov, Lake County Sheriff's Office Information Technology Manager, provided an update on the RMS Intergovernmental Agreement (IGA). A template was received from Tyler Technologies and he worked with Lake County Assistant State's Attorneys (ASAs), Steve Rice and Jamie Helton, to tailor it for the Consortium. It was sent to several municipalities for feedback and the revision is the DRAFT RMS IGA that was attached to the agenda. ASA Steve Rice explained the IGAs are a uniform concept premised on the Lake County ETSB business model.*

*Discussion ensued.*

*Jim Hawkins, 911 Project Coordinator, explained there is opportunity for feedback from partners on the IGA drafts.*

*Additional discussion ensued.*

*Bernard Malkov, Lake County Sheriff's Office Information Technology Manager, clarified that this RMS IGA will be executed separately from the Lake County ETSB IGA. ASA Steve Rice explained that the IGAs are only meant to be the basic framework. They govern payment obligation and set forth working groups that will address the details.*

*Additional discussion ensued regarding implementation.*

**6.4** [22-0095](#)

Update and Discussion on a Regional Consolidated Facility.

**Attachments:** [6.4-911-EOC-ETSB Design 911 Ops Cmte UPDATE\(01.20.22\)](#)

*Jim Hawkins, 911 Project Coordinator, introduced Carl Kirar, Lake County Facility and Construction Director and explained that the #1 project on the County Board Facilities Capital Improvement Plan is to build a new Consolidated 911, County Emergency Operating Center (EOC) and Lake County ETSB facility. The Board has given direction to design a larger facility to support 911 consolidation and are investing in planning to have a "shovel-ready" plan.*

*Director Kirar provided an overview of the 911/EOC/ETSB Building project. He explained the design principles, the space requirements, the structural hardening design trends, the design considerations and the next steps.*

*Discussion ensued.*

**6.5** [22-0096](#)

Update and Discussion on Establishing a Consolidated PSAP and Dispatching Entity.

- Establish a working group to define partners, structure, governance, and cost.

**Attachments:** [IGA Sample from Implementation Plan](#)

*Chair Kreis talked about the upcoming meetings to build the next Intergovernmental Agreement (IGA). He explained that they need to look at the governance issues and the functional and practical consolidations. Tier 1 of the plan is going well, but we need to continue working on Tier 2 and Tier 3. Chair Kreis suggested that representatives from this group will be included to move forward.*

**6.6** [22-0097](#)

Update and Discussion on Emergency Telephone System Board (ETSB) Consolidation Efforts.

*Vice Chair Dato explained that he recently asked ETSB staff to reach out to similar organizations and entities for their original development documents, operating documents and IGAs for the development team to reference.*

*Chair Kreis shared that the Lake County ETSB and the Vernon Hills and Libertyville JETSB have designated members to explore building a model for a consolidation of ETSBs. He will report back to the group as they make progress.*

**7. Members' Remarks**

*Jim Hawkins, 911 Project Coordinator, went over tasks/takeaways from the meeting:*



- Asked members to bring forward feedback on IGAs for technology.*
- Recommended re-energizing of the governance working group, or a new working group, to move forward on establishing the partners who are interested in a Tier 3 structure.*
- Suggested getting back to regular meetings of this group.*
- Recommended taking the opportunity to bring new partners to the table to be part of the team moving forward.*

*Chair Kreis suggested February 17th for the next meeting, with more information to come on that.*

**8. Adjournment**

*Chair Kreis declared the meeting adjourned at 4:38 p.m.*

**Next Meeting: To Be Determined**

*Minutes prepared by Janna Philipp.*