

# Lake County Illinois

*Lake Consolidated Emergency Communications (LakeComm)*



**LakeComm**

## Meeting Minutes - Final

Tuesday, August 20, 2024

2:30 PM

MEETING LOCATION: Central Permit Facility (2nd FL)  
500 W. Winchester Road Libertyville, IL

**LakeComm Member Board of Directors**

**PUBLIC COMMENT:** The public will be afforded time to comment on matters related to the business of the Board.

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.

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

- \* 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**

• **Pledge of Allegiance**

**Chair Timony called the meeting to order at 2:30 p.m. and led the Pledge of Allegiance.**

**2. Roll Call of Member Board of Directors**

*LakeComm Secretary Mike Strong did a roll call of members.*

*Members Present:*

*County of Lake - Matthew Meyers, Assistant County Administrator*

*Village of Antioch - Geoff Guttschow, Village Administrator*

*First Fire Protection District of Antioch - Jon Cokefair, Fire Chief*

*Countryside Fire Protection District - Bruce Brown, Board President*

*Village of Fox Lake - Donny Schmidt, Mayor*

*Village of Gurnee - Patrick Muetz, Village Administrator*

*Greater Round Lake Fire Protection District - George Steinberg, Board President*

*Village of Island Lake - Jennifer Paulus, Chief of Police*

*Village of Lake Villa - Mike Strong, Village Administrator*

*Village of Lake Zurich - Thomas Poynton, Mayor*

*Village of Mundelein - Eric Guenther, Village Administrator*

*City of North Chicago - Greg Jackson, Chief of Staff*

*Village of Round Lake - Brandy Schroff, Village Administrator*

*Village of Round Lake Beach - Scott Nickles, Mayor*

*Village of Vernon Hills - Kevin Timony, Village Manager - LakeComm Chair*

*Village of Wauconda - Allison Matson, Village Administrator*

*Wauconda Fire Protection District - Bill Hogan, Board President*

*Members Absent:*

*Beach Park Fire Protection District*

*Fox Lake Fire Protection District*

*Lake Villa Fire Protection District*

*Newport Fire Protection District (Approved as a member during agenda item 7.1)*

*Village of Round Lake Heights*

*Village of Round Lake Park*

*City of Zion*

*Others present:*

*Alicia Conrodi, Gurnee Comms*

*Chas Buschick, Wauconda FPD, Deputy Chief*

*Chuck Smith, Countryside FPD, Chief*

*Don Hansen, Mundelein*

*Greg Formica, Round Lake FPD, Fire Chief*

*Janna Philipp, Lake County*

*Jason Seeley, Mundelein Police, Chief*  
*Jim Hawkins, Deputy County Administrator / Transition Manager*  
*Joe Miller, Ottosen, DiNolfo, Hasenbalg & Castaldo Ltd.*  
*Joe Willems, Vernon Hills*  
*Lynn Soderlund, Fox Lake FPD*  
*Michael Sheedy, Winthrop Harbor*  
*Molly Jones, Gurnee Police*  
*Nichol Whitfield, CenCom*  
*Patrick Kane, Wauconda FPD, Fire Chief*  
*Patrick Kreis, Vernon Hills Police, Chief*  
*Rob Meister, Greater Round Lake FPD*  
*Ryan Rodriguez, Round Lake Beach Police, Deputy Chief*  
*Scott Hilts, Round Lake Beach*  
*Steve Holtz, Libertyville Fire Dept., Deputy Chief*  
*Steve Husak, Lake Zurich Police, Chief*  
*Steve Pettorelli, Deerfield Police*  
*Steven Winnecke, LCETSB*  
*Taryn Sofie, Cencom*

**3. Public Comment**

*There were no comments from the public.*

**4. Approval of Minutes**

**4.1 [24-1053](#)**

Member Board action approving the minutes from the July 30, 2024 LakeComm Member Board of Directors meeting.

**Attachments:** [LakeComm 7.30.24 Final Minutes](#)

**A motion was made by Member Nickles, seconded by Member Hogan, that these minutes be approved. The motion carried unanimously by voice vote.**

**5. Reports**

**5.1 [24-1054](#)**

LakeComm Executive Committee Report.

**Attachments:** [5.1 Executive Committee Report PPT 8.20.24](#)

*Chair Timony provided a recap of the LakeComm Officers and Executive Committee members, and a summary of the Executive Committee responsibilities and authorities. Chair Timony reported on the actions taken by the LakeComm Executive Committee and discussions about a communication plan to reach telecommunicators.*

5.2 [24-1072](#)

LakeComm Transition Manager Report.

**Attachments:** [5.2 Transition Manager Update PPT 8.20.24](#)

*LakeComm Transition Manager, Jim Hawkins provided an update on the disestablishment of the PSAP Consolidation Committee and the transfer of funds to LakeComm.*

*Transition Manager Hawkins reported that there were currently 23 LakeComm Member agencies and there will be 24, after a vote later in the meeting to approve the addition of Newport Township Fire Protection District. He noted that the 24 members represent 28 individual public safety departments plus Lake County and according to the LakeComm Bylaws, additional agencies may still come to the LakeComm Member Board for approval to join.*

*Transition Manager Hawkins provided an update on the four lines of effort (Software, Facility, Agency and JETSB) and the Transition Team, including current dedicated team members and future team and working group needs. He presented the Transition Plan and Timeline that the Transition Team continues to work on and the actions that LakeComm has taken and will need take.*

*Transition Manager Hawkins provided a summary from the Bylaws to clarify responsibilities and authorities for expenditures and signatures and reported on Transition Manger planned actions moving forward. Discussion ensued.*

6. **Unfinished Business**

*There was no unfinished business to discuss.*

7. **New Business**

7.1 [24-1056](#)

Resolution authorizing the adoption and execution of an addendum to the Intergovernmental Agreement Establishing Lake Consolidated Emergency Communications (LakeComm) approving and admitting the Newport Fire Protection District as a LakeComm Member Agency.

**Attachments:** [R-2024-008 Signed](#)  
[R-2024-008 Exhibit A \(Fully Executed Addendum B\)](#)  
[R-2024-008](#)  
[R-2024-008 Exhibit A](#)

*LakeComm Transition Manager Jim Hawkins provided a background on the resolution and explained that the Newport Township Fire Protection District approved the Intergovernmental Agreement after the deadline requirement to be a founding member, which requires a 2/3 vote of the full Member Board to become a member.*

**A motion was made by Member Muetz, seconded by Member Cokefair, that this resolution be approved. The motion carried unanimously by roll call vote.**

**7.2 [24-1037](#)**

Resolution authorizing the adoption and execution of an Intergovernmental Agreement (IGA) regarding loans for LakeComm transition and startup expenses.

**Attachments:** [R-2024-006 Signed](#)  
[R-2024-006\(Exhibit A\) Fully Executed IGA](#)  
[R-2024-006](#)  
[R-2024-006\(Exhibit A\)](#)  
[7.2 Loans for LakeComm IGA PPT 8.20.24](#)

*LakeComm Transition Manager Jim Hawkins provided a summary of the resolution, the Intergovernmental Agreement (IGA), and the terms and sequencing of the loans. He reported that the IGA has already been approved by the Village of Gurnee, the Village of Vernon Hills and Lake County.*

**A motion was made by Member Jackson, seconded by Member Steinberg, that this resolution be approved. The motion carried unanimously by roll call vote.**

**7.3 [24-1038](#)**

Resolution adopting the LakeComm Transitional Budget.

**Attachments:** [R-2024-007 Signed](#)  
[R-2024-007](#)  
[R-2024-007\(Exhibit A\)](#)  
[7.3 LakeComm Transitional Budget PPT 8.20.24](#)

*LakeComm Transition Manager Jim Hawkins presented a summary of the LakeComm Transitional budget and highlights of specific line items.*

*Chair Timony reminded the Board that the budget is May 1 – April 30th.*

**A motion was made by Member Hogan, seconded by Treasurer Schroff, that this resolution be approved. The motion carried unanimously by roll call vote.**

**7.4 [24-1059](#)**

Discussion on Joint Emergency Telephone System Board of Lake County Members.

**Attachments:** [7.4 JETSB of Lake County Members Discussion PPT 8.20.24](#)

*LakeComm Transition Manager Jim Hawkins explained that there is a parallel Intergovernmental Agreement (IGA) to the LakeComm IGA that establishes the JETSB of Lake County. He provided a recap of the powers and duties of the JETSB of Lake County, member composition and the process for appointments.*

*Chair Timony noted to keep progress moving forward, members should anticipate a*

*Special Meeting of the Member Board to be scheduled in September. He also asked that members share with Transition Manager Hawkins any names or interest in serving on the JETSB of Lake County before then.*

**7.5 [24-1061](#)**

Discussion and Direction on a Shared Services Agreement with Lake County.

**Attachments:** [7.5 Shared Services with Lake County Discussion PPT 8.20.24](#)

*LakeComm Transition Manager Jim Hawkins reported that at the LakeComm Executive Committee meeting, Lake County Administrator Patrice Sutton offered the opportunity for other member agencies to bring forward shared resources. Transition Manager Hawkins noted that if no other entity is willing and able to commit, the County is willing to have a conversation to set up an agreement with LakeComm for shared services. He presented shared service areas for consideration.*

*Treasurer Schroff recommended that until LakeComm is established and up and running to continue using Lake County for some of the shared services.*

*Chair Timony explained that the County currently has a similar shared relationship with SWALCO.*

*Discussion ensued. Direction was provided to have Transition Manager Hawkins draft an Intergovernmental Agreement to present at the October LakeComm Member Board meeting.*

**7.6 [24-1064](#)**

Update and Direction on Executive Director Recruitment.

**Attachments:** [7.6 Executive Director Recruitment Discussion PPT 8.20.24](#)

*LakeComm Transition Manager Jim Hawkins reported that he was provided direction to hire an outside firm for the Executive Director recruitment. He presented the expectations/requirements of the firm and explained the future review team and process for hiring. Discussion ensued.*

**8. Member's Remarks**

*There were no Member remarks.*

**9. Adjournment**

**A motion was made by Treasurer Schroff, seconded by Member Meyers, to adjourn the meeting. The motion carried unanimously by voice vote. Chair Timony adjourned the meeting at 3:15 p.m**

**Next Regular Meeting: October 16, 2024 at 2:30 p.m. - Location TBD**

*Minutes prepared by Janna Philipp.*

*Minutes were approved on September 18, 2024 by the LakeComm Member Board of*

*Directors.*