

Lake County Illinois

Lake Consolidated Emergency Communications (LakeComm)



LakeComm

Meeting Minutes - Final

Tuesday, July 30, 2024

2:30 PM

Special Meeting

Round Lake Beach Cultural & Civic Center
2007 Civic Center Way, Round Lake Beach, IL 60073

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 by a PSAP Consolidation Committee Chair

PSAP Consolidation Committee (PCC) Chair Formica called the meeting to order at 2:35 p.m.

2. Roll Call of the LakeComm Member Board of Directors

PCC Transition Manager Jim Hawkins did a roll call of members.

Members Present:

*County of Lake - Patrice Sutton, County Administrator
Village of Antioch - Geoff Guttschow, Village Administrator/Chief of Police
First Fire Protection District of Antioch - Jon Cokefair, Fire Chief
Countryside Fire Protection District - Bruce Brown, Board President
Village of Fox Lake - Jessica Chernich, Village Administrator
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 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 Round Lake Park - Linda Lucassen, Mayor
Village of Vernon Hills - Kevin Timony, Village Manager
Wauconda Fire Protection District - Bill Hogan, Board President
City of Zion - Billy McKinney, Mayor*

After agenda item 5.1 was approved, the Village of Round Lake Heights representative, Mayor Terry Lumpkins, joined the meeting.

Members Absent:

*Beach Park Fire Protection District
Fox Lake Fire Protection District
Village of Lake Villa
Lake Villa Fire Protection District
Village of Wauconda*

Others present:

*Adam Schlick - Lake County Board Member
Bryan Nicholson - Lake County EMA
Chuck Smith - Countryside FPD, Chief
Dan Burch - Round Lake Park Police, Chief
Daniel Eder - Lake County EMA
Dave Prus - Round Lake Police, Chief
Don Hansen - Mundelein
Ed Lescher - Fox Lake FPD, Fire Chief
Eric Barden - Zion Police, Chief*

Greg Formica - CenCom 911
Janna Philipp - Lake County
Jason Seeley - Mundelein Police, Chief
Jeff Giacinto - Wauconda FPD
Joe Miller - Ottosen, DiNolfo, Hasenbalg & Castaldo Ltd.
John Kavanagh - Gurnee, Fire Chief
Kate Reinhard - LCETSB
Kristy Eckles - Countryside FPD
Lindsay Szafran - FoxComm
Lynne Monroe - Mundelein
Marissa Nowakowski - LCETSB
Matt Meyers - Lake County
Michael Pakosta - Libertyville Fire Dept., Chief
Michael Sheedy - Winthrop Harbor
Nichol Whitfield - CenCom
Patrick Kane - Wauconda FPD, Fire Chief
Paul Voyda - LCETSB
Richard Hill - Round Lake Beach
Rob Meister - Greater Round Lake FPD
Russ Kraly - Round Lake, Mayor
Scott Hilts - Round Lake Beach
Shannon Holubetz - Vernon Hills Police, Deputy Chief
Steve Holtz - Libertyville Fire Dept., Deputy Chief
Steve Husak - Lake Zurich Police, Chief
Steven Winnecke - LCETSB
Taryn Sofie - Cencom
Wayne Wilde - Round Lake Beach Police, Chief

3. [24-0957](#)

Election of a Chair Pro Tem.

PSAP Consolidation Committee Chair Formica asked for nominations for a Chair Pro Tem. Member Sutton nominated Kevin Timony, Vernon Hills. Nominations were requested three times. Member Muetz nominated himself. A motion was made by Member Hogan, seconded by Member Lucassen to close the nominations for Chair Pro Tem. Ballots were completed by members and tallied by PCC Transition Manager Jim Hawkins and Attorney/Facilitator Joe Miller. PSAP Consolidation Chair Formica announced the results of the election being a 9 - 8 vote, with Member Timony being selected as the Chair Pro Tem.

4. **Public Comment**

There were no comments from the public.

5. New Business

5.1 [24-0958](#)

Resolution authorizing the adoption and execution of an addendum to the Intergovernmental Agreement Establishing Lake Consolidated Emergency Communications (LakeComm) approving and admitting the Village of Round Lake Heights as a LakeComm Member Agency.

Attachments: [R-2024-001](#)
[R-2024-001-Exhibit A](#)
[R-2024-001-Exhibit B](#)

PCC Transition Manager Jim Hawkins provided background on the resolution and explained that the Village of Round Lake Heights approved the Intergovernmental Agreement after the deadline requirement to be a founding member, which now requires a 2/3 vote of the full Member Board to become a member.

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

5.2 [24-0959](#)

Resolution authorizing the adoption of the original Lake Consolidated Emergency Communications (LakeComm) Bylaws.

Attachments: [R-2024-002](#)
[R-2024-002-Exhibit A](#)

PCC Transition Manager Jim Hawkins explained that the draft Bylaws have been available for review and were also attached to the meeting agenda. He explained the approval of the Bylaws by 2/3 of the full Member Board allows the Board to continue the meeting and move forward with the next steps.

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

5.3 [24-0960](#)

Election of LakeComm Officers and the elected members of the LakeComm Executive Committee.

Attachments: [5.3 LakeComm \(07.30.24\)](#)

PCC Transition Manager Jim Hawkins provided information regarding the election and terms of the LakeComm Officers and the LakeComm Executive Committee membership, as provided in the Bylaws.

Chair Pro Tem Timony requested nominations for the Chair of the LakeComm Member Board. Member Jackson nominated member Kevin Timony, Village of Vernon Hills. Nominations were requested three times. A motion was made by Member Jackson, seconded by Member Schroff, to close the nominations. The motion carried unanimously by voice vote. A motion was made by Member Brown, seconded by Member Jackson, to appoint Kevin Timony as the Board Chair of the

LakeComm Member Board. The motion carried unanimously by roll call vote.

Chair Timony requested nominations for the Vice Chair of the LakeComm Member Board. Member Muetz nominated member Billy McKinney, City of Zion. Nominations were requested three times. A motion was made by Member Hogan, seconded by Member Steinberg, to close the nominations. The motion carried unanimously by voice vote. A motion was made by Member Muetz, seconded by Member Sutton, to appoint Billy McKinney as the Vice Chair of the LakeComm Member Board. The motion carried unanimously by voice vote.

Chair Timony requested nominations for the Municipal Administrator member of the LakeComm Executive Committee. Member Schroff nominated member Greg Jackson, City of North Chicago. Nominations were requested three times. A motion was made by Vice Chair McKinney, seconded by Member Nickles, to close the nominations. The motion carried unanimously by voice vote. A motion was made by Vice Chair McKinney, seconded by Member Muetz, to appoint Greg Jackson as the Municipal Administrator member of the LakeComm Executive Committee. The motion carried unanimously by voice vote.

Chair Timony requested nominations for the Fire Protection District President or Trustee member of the Executive Committee. Member Cokefair nominated member Bill Hogan, Wauconda Fire Protection District. Nominations were requested three times. A motion was made by Vice Chair McKinney, seconded by Member Steinberg, to close the nominations. The motion carried unanimously by voice vote. A motion was made by Member Brown, seconded by Vice Chair McKinney, to appoint Bill Hogan as the Fire Protection District President or Trustee member of the Executive Committee. The motion carried unanimously by voice vote.

Chair Timony requested nominations for the Treasurer of the LakeComm Member Board. Member Jackson nominated member Brandy Schroff, Village of Round Lake. Nominations were requested three times. A motion was made by Member Nickles, seconded by Member Lucassen, to close the nominations. The motion carried unanimously by voice vote. A motion was made by Member Jackson, seconded by Member Nickles, to appoint Brandy Schroff as the Treasurer of the LakeComm Member Board. The motion carried unanimously by voice vote.

Chair Timony requested nominations for the Secretary of the LakeComm Member Board. Member Muetz nominated member Mike Strong, Village of Lake Villa. Nominations were requested three times. A motion was made by Treasurer Schroff, seconded by Member Lucassen, to close the nominations. The motion carried unanimously by voice vote. A motion was made by Member Nickles, seconded by Vice Chair McKinney, to appoint Mike Strong as the Secretary of the LakeComm Member Board. The motion carried unanimously by voice vote.

5.4 [24-0961](#)

Introduction of Executive Committee Members and responsibilities.

Attachments: [5.4 LakeComm \(07.30.24\)](#)

PCC Transition Manager Jim Hawkins highlighted that according to the Bylaws, the LakeComm Executive Committee consists of seven voting members, with four being elected and three that are appointed. Transition Manager Hawkins presented three letters for the appointed members.

PCC Transition Manager Hawkins provided an overview of the duties and responsibilities of the Executive Committee.

5.5 [24-0962](#)

Resolution appointing James Hawkins as the Lake Consolidated Emergency Communications (LakeComm) Transition Manager.

Attachments: [R-2024-003](#)

PCC Transition Manager Jim Hawkins introduced himself and presented a letter from County Administrator Patrice Sutton that supports Mr. Hawkins in the role until the LakeComm Executive Director is hired.

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

5.6 [24-0963](#)

LakeComm Transition Update.

Attachments: [5.6 LakeComm \(07.30.24\)](#)

LakeComm Transition Manager Jim Hawkins provided a brief overview of 9-1-1 Consolidation efforts in Lake County from 2013-current, including call transfer problems, the core requirements, the four lines of effort (Software, Facility, Agency and JETSB), and the implementing IGA. Transition Manager Hawkins reported that there were 23 LakeComm Member agencies as of July 30, 2024.

Transition Manager Hawkins provided information on the Transition Team, including current dedicated team members and future team and working group needs. He presented the Transition Plan, Timeline, and Phases as developed by consultant Federal Engineering, Inc., that the Transition Team will be working on.

Transition Manager Hawkins noted future actions of the Member Board of Directors and the PSAP Consolidation Committee.

5.7 [24-0964](#)

Direction and guidance from the Chair.

Chair Timony reported that the next LakeComm Member Board meeting is tentatively scheduled for August 20, 2024.

6. **Member Remarks**

There were no member remarks.

7. **Adjournment**

A motion was made by Vice Chair McKinney, seconded by Member Jackson, to adjourn the meeting. The motion carried unanimously by voice vote. Chair Timony adjourned the meeting at 3:17 p.m.

Next Meeting: TBD

Meeting minutes prepared by Janna Philipp.

Minutes were approved on August 20, 2024 by the LakeComm Member Board of Directors.