

Lake Consolidated Emergency Communications (LakeComm)



**LakeComm Executive Committee
Agenda Report - Final**

Wednesday, November 13, 2024

2:30 PM

**or 10 minutes after the conclusion of the
JETSBS of Lake County meeting, whichever is later.**

**LOCATION: Public Works Conference Room
648 W. Winchester Road Libertyville, IL**

1. Call to Order

- Pledge of Allegiance

2. Roll Call of Members

3. Approval of Minutes

3.1. Committee action approving the LakeComm Executive Committee minutes from October 9, 2024.

Attachments: LakeComm Exec 10.9.24 Final Minutes (pg. 3)

4. Public Comment

5. Reports

5.1. Treasurer's Report.

Attachments: LakeComm Financials Oct-24 (pg. 10)

5.2. Update on LakeComm Executive Director Recruitment.

5.3. Working Group Updates.

6. Unfinished Business

7. New Business

7.1. 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 Kildeer as a LakeComm member agency.

Attachments: R-2024-015 (pg.14)
R-2024-015 Exhibit A (pg. 17)

7.2. Draft FY 2026 Budget Review/Discussion.

Attachments: LakeComm_FY26_Budget(DRAFT.11.07.24) (pg. 19)

8. Member Remarks

9. Adjournment

Next Regular Meeting: December 11, 2024 at 2:30 pm at the Central Permit Facility (2nd FL) 500 W. Winchester Road Libertyville, IL

Lake County Illinois

Lake Consolidated Emergency Communications (LakeComm)



Meeting Minutes - Final

Wednesday, October 9, 2024

2:30 PM

or 10 minutes after the conclusion of the JETSB of Lake County meeting, whichever is later.

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

LakeComm Executive Committee

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 Members

LakeComm Treasurer Brandy Schroff did a roll call of members.

Members present:

Chair: Kevin Timony - Village Manager, Village of Vernon Hills

Vice Chair: Bill McKinney - Mayor, City of Zion

Lake County: Patrice Sutton - Lake County Administrator

Municipal Manager: Greg Jackson - Chief of Staff, City of North Chicago

Fire Protection District: Bill Hogan - President, Wauconda Fire Protection District

Chiefs of Police Association: Jason Seeley - Chief of Police, Mundelein

Fire Chiefs Association: Ed Lescher - Fire Chief, Fox Lake Fire Protection District:

Others Present:

Treasurer: Brandy Schroff - Village Administrator, Village of Round Lake

Secretary: Mike Strong - Village Administrator, Village of Lake Villa

Aaron Rendon, IBEW Local 150

Alicia Conradi, Gurnee

Carl Kirar, Lake County

Chuck Smith, Countryside FPD, Chief

Janna Philipp, Lake County

Jim Hawkins, Deputy County Administrator / Transition Manager

John Kelly, Ottosen, DiNolfo, Hasenbalg & Castaldo Ltd.

Jon Joy, Lake County

Lindsay Szafran, FoxComm

Matt Meyers, Lake County

Molly Jones, Gurnee

Nichol Whitfield, CenCom

Pat Muetz, Gurnee

Patricia Koesling, Gurnee

Steve Husak, Lake Zurich Police, Chief

Steve Winnecke, LCETSB

Taryn Sofie, CenCom

3. Approval of Minutes**3.1 [24-1330](#)**

Committee action approving the LakeComm Executive Committee minutes from September 11, 2024.

Attachments: [LakeComm Exec 9.11.24 Final Minutes](#)

A motion was made by Member Jackson, seconded by Member Hogan, that these

minutes be approved. The motion carried unanimously by voice vote.

4. Public Comment

There were no comments from the public.

5. Reports

5.1 [24-1331](#)

Transition Manager Report.

Attachments: [5.1 Transition Manager Report PPT 10.9.24](#)

Transition Manager, Jim Hawkins provided an update on the membership. He noted that there are currently 24 LakeComm Member agencies, but on the agenda today is a resolution to bring on the Village of Hawthorn Woods as a member. In addition, the Village of Kildeer is considering joining as well. With the addition of those two agencies, the total would be 30 member agencies, plus Lake County.

Transition Manager Hawkins presented the updated maps for the JETSB service area, law enforcement dispatching and Fire / EMS Dispatching, and provided a brief summary of the budget, transition plan and timeline, and LakeComm actions completed and in-progress.

Transition Manager Hawkins provided an update on the JETSB of Lake County progress and presented the member list.

Transition Manager Hawkins provided an update on the LakeComm Executive Director recruitment progress, the review and interview process, and hiring timeline. Discussion ensued. Consensus from the committee was to form a seven member applicant screening team to include the Chair, Vice Chair, Treasurer, Secretary, one police representative, one fire representative, and one telecommunicator representative, who will work to review and narrow down the applicant pool. Chair Timony stated the goal would be to bring one to three applicants to the Executive Committee to interview in closed session and then provide a recommendation to the Member Board for approval. Discussion ensued.

Working Group updates:

PSAP Directors: Nichol Whitfield (CenCom E9-1-1 Executive Director) reported that they've continued to meet regarding policies and procedures and have been working on the newsletter.

Technology: Steve Winnecke (Lake County ETSB Executive Director) reported they are continuing moving forward with the StarCom radio system and 9-1-1 system. He also reported that the talk groups are moving forward.

Facility (ROC & Backup): Jon Joy (Lake County Construction Project Manager) reported

that everything is moving along and is on budget and on time.

HR & Personnel: Transition Manager Hawkins explained that E9-1-1 Executive Director Whitfield has been working on some of the items, but the group has not been brought back together. He noted that it is time for them to start meeting again to discuss benefits and the hiring process previously discussed.

Finance & Budget: Transition Manager Hawkins explained that the group has been reviewing everything that was in the initial plan and they will be bringing forward estimates in the next few months for the FY26 budget.

Continuity of Operations: Transition Manager Hawkins reported that the group has not met recently.

JETSB of Lake County: Transition Manager Hawkins reported that now that the JETSB is set, this working group will stand down. He also reported that they assigned a 9-1-1 System Manager who will be working on submitting the plan to the state.

Transition Manager Hawkins reported that he will be stepping aside as the Transition Manager on October 18, 2024. Chair Timony mentioned that until the Executive Director is hired, they are trying to identify how to continue the work moving forward. He stated due to the short time frame, it is challenging to get someone for a few months, so they are reviewing existing resources to accomplish the milestones. Discussion ensued. Transition Manager Hawkins said he would provide a transition packet prior to his departure.

6. Unfinished Business

There was no unfinished business to discuss.

7. New Business

7.1 [24-1332](#)

Resolution adopting the LakeComm Procurement Policy.

Attachments: [R-2024-010](#)
[R-2024-010 Exhibit A](#)
[7.1 Procurement Policy PPT 10.9.24](#)

Transition Manager Jim Hawkins provided a brief overview of the Purchasing Policy. Member Sutton mentioned that the Transition Manager had the authority to sign off on things, and suggested that the Board should clarify who can now sign. Attorney John Kelly stated that there should be a resolution that rescinds that authority and adopts the authority to fill that gap until the Executive Director is hired. Discussion ensued.

Vice Chair McKinney left meeting at 3:12 p.m.

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

McKinney was absent for the vote.

7.2 [24-1333](#)

Resolution approving LakeComm Participation in the Illinois Municipal Retirement Fund.

Attachments: [R-2024-011](#)

[7.1 IMRF PPT 10.16.24](#)

Transition Manager Jim Hawkins provided information regarding IMRF. He highlighted that the rates were based on Tier 2 employees, so the rates could be different once positions are filled.

A motion was made by Member Sutton, seconded by Member Hogan, that this resolution be recommended to the LakeComm Member Board agenda. The motion carried unanimously by roll call vote.

7.3 [24-1334](#)

Resolution authorizing the appointment of Brandy Schroff, LakeComm Treasurer, as LakeComm's Illinois Municipal Retirement Fund (IMRF) Authorized Agent.

Attachments: [R-2024-012](#)

[7.2 IMRF Authorized Representative PPT 10.16.24](#)

Transition Manager Jim Hawkins mentioned that Treasurer Schroff agreed to be the IMRF Authorized Agent.

A motion was made by Member Sutton, seconded by Member Lescher, that this resolution be recommended to the LakeComm Member Board agenda. The motion carried unanimously by roll call vote.

7.4 [24-1335](#)

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 Hawthorn Woods as a LakeComm member agency.

Attachments: [R-2024-013](#)

[R-2024-013 Exhibit-A](#)

[R-2024-013 Exhibit-B](#)

[7.3 Village of Hawthorn Woods PPT 10.16.24](#)

Transition Manager Jim Hawkins explained that the Village of Hawthorn Woods will be bringing the Intergovernmental Agreement to join LakeComm to their Board for approval on October 28, 2024.

A motion was made by Member Jackson, seconded by Member Seeley, that this resolution be recommended to the LakeComm Member Board agenda. The motion carried unanimously by roll call vote.

7.5 [24-1336](#)

FY26 Budget discussion.

Transition Manager Jim Hawkins reported that the Finance Group is meeting again and looking at the FY26 budget. Transition Manager Hawkins explained that there could be some changes as the talk groups are narrowed down and contracts are reassigned. Attorney John Kelly explained the difference between LakeComm and the JETSB regarding the restrictions on spending surcharge funds and mentioned that coordination between the two will be important. Discussion ensued.

8. Member Remarks and Requests

Member Seeley requested to go back to the discussion during item 5.1, and suggested rather than reaching out to all HR Directors, that it may make more sense to approach the current PSAP HR Directors to work on the policies. Consensus was to move forward with that.

Chair Timony thanked Jim Hawkins for all of his hard work over the last several years to get them where they are today and wished him well.

9. Adjournment

A motion was made by Member Lescher seconded by Member Sutton, to adjourn the meeting. The motion carried unanimously by voice vote. Chair Timony adjourned the meeting at 3:40 p.m.

Next Regular Meeting: November 13, 2024 at 2:30 pm at the Public Works Training Conference Room 648 W. Winchester Road Libertyville, IL

Meeting minutes prepared by Janna Philipp.

LakeComm Transitional Fund				
Financials through October 31, 2024				
LakeComm Transitional Fund - Monthly Financials Report				
	Budget	Actual Amount	% of Budget	Funds Available
Revenues				
Loan Revenue*	\$ 3,000,000	\$ 1,000,000	33.3%	\$ 1,000,000
Transfer from Regional PSAP	\$ 50,000	\$ -	0.0%	\$ -
Total	\$ 3,050,000	\$ 1,000,000	32.8%	\$ 1,000,000
Expenses				
Personnel	\$ 1,450,000	\$ -	0.0%	\$ -
Benefits	\$ 567,000	\$ -	0.0%	\$ -
Commodities	\$ 56,000	\$ -	0.0%	\$ -
Contractuals	\$ 597,000	\$ -	0.0%	\$ -
Capital	\$ 90,000	\$ -	0.0%	\$ -
Total	\$ 2,760,000	\$ -	0.0%	\$ -
Fund Balance, Beginning	---	\$ -	---	---
Fund Balance, Ending (Unaudited)	---	\$ 1,000,000	---	---
<i>*Village of Vernon Hills \$1.0M payment received 10/11/2024</i>				

Detail Trial Balance

Currency	USD
Amount Type	Year-to-Date
Range	772 - 772

Ledger Fund

Lake County

772 To account for the LakeComm transitional budget

Account	Description	Account	Beginning Balance	Activity	Ending Balance
11010	Cash - Treasurer - Old National Bank	772-0000000-11010-000-000-000-00000	0	1,000,000.00	1,000,000.00
45400	Revenue From Other Government Bodies	772-1117011-45400-000-000-000-00000	0	-1,000,000.00	-1,000,000.00
Total	Fund 772		0	0	0

End of Report

* New fund created and the Fund Balance account shows in the next fiscal year not the current fiscal year on this Trial Balance.

BOSS Budget - Funds Available Detail
 Period: Oct-24
 Management Center: 1117011 LakeComm Transitional Budget

Fun	Account Class	Account	Description	Modified Budget	Encumbrance Amount	Actual Amount	% of Budget	Funds Available
772								
	45X - Intergovernmental	45400	Revenue From Other Government Bodies	-3,050,000.00	0	-1,000,000.00	32.80%	-2,050,000.00
			Total	-3,050,000.00	0	-1,000,000.00	32.80%	-2,050,000.00
			Management Center 1117011 Total	-3,050,000.00	0	-1,000,000.00	32.80%	-2,050,000.00
			Commitment		0			
			Obligation		0			
			Other		0			

Report Date: 11/04/2024 16:46 PM Page 1 of 1

LAKE CONSOLIDATED EMERGENCY COMMUNICATIONS

(LAKECOMM)

RESOLUTION 2024-015

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 KILDEER AS A LAKECOMM MEMBER AGENCY

WHEREAS, Lake Consolidated Emergency Communications (LakeComm) is a unit of intergovernmental cooperation created under the authority of the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

WHEREAS, LakeComm was formed by a consortium of public agencies (“LakeComm Member Agencies”) though an Intergovernmental Agreement (“Agreement”) to establish a consolidated public safety answering point (PSAP) and emergency dispatch agency for the purpose of providing all administrative and operational duties and services as generally accepted and necessary for the provision of emergency communications services; and

WHEREAS, all cities, villages, fire protection districts, the County, the Sheriff, and other units of local government that directly provide public safety service, that are located, wholly or partly within Lake County or geographically adjoin the boundaries of an existing PSAP Member located within Lake County are invited to be a member of LakeComm; and

WHEREAS, Article II, Section 1 of the Agreement states that all members signing the Agreement by July 1, 2024, will be granted membership in good standing and is the date of execution of the Agreement; and

WHEREAS, Article II, Section 1 of the Agreement further states, “After July 1, 2024 any new Member Agency shall be admitted on a two-thirds (2/3) affirmative vote of the full membership of the Member Board;” and

WHEREAS, Article II, Section 3 of the Agreement states, “Additional agencies may become Members by written addendum to this Agreement upon two-thirds (2/3) affirmative vote of the full membership of the Member Board to determine if the new Member is admitted;” and

WHEREAS, on November 19, 2024, as an indication of their desire to be a LakeComm Member Agency, the Village of Kildeer approved Addendum D of the Intergovernmental Agreement Establishing LakeComm.

NOW, THEREFORE, BE IT RESOLVED, BY THE LAKECOMM MEMBER BOARD OF DIRECTORS, AS FOLLOWS;

SECTION 1: The above recitals are full, true, and correct and do hereby reference, incorporate, and make them part of this Resolution as findings.

SECTION 2: The purpose of this Resolution is to approve Addendum D to the original LakeComm Agreement making the Village of Kildeer a LakeComm Member Agency.

SECTION 3: The LakeComm Member Board of Directors hereby accepts the Village of Kildeer's signed Addendum D of the Agreement attached hereto and marked as Exhibit A as a request to be a LakeComm

Member Agency.

SECTION 4: The LakeComm Member Board of Directors hereby authorizes the adoption and execution of Addendum D to the original LakeComm Agreement attached hereto and marked as Exhibit A approving and admitting the Village of Kildeer as a LakeComm Member Agency and entitling the Village of Kildeer to participate in the LakeComm Agreement under the terms set forth in the Agreement.

SECTION 5: This Resolution and Exhibit A shall be in effect and in full force upon passage by both the Kildeer Village Board and the LakeComm Member Board of Directors.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

ADOPTED at Lake County, Illinois, on _____, 2024.

AYES: _____

NAYS: _____

ABSTAIN: _____

	Aye	Nay	Abstain	Absent
Village of Antioch				
First Fire Protection District of Antioch				
Beach Park Fire Protection District				
Countryside Fire Protection District				
Village of Fox Lake				
Fox Lake Fire Protection District				
Village of Gurnee				
Greater Round Lake Fire Protection District				
Village of Hawthorn Woods				
Village of Island Lake				
County of Lake				
Village of Lake Villa				
Lake Villa Fire Protection District				
Village of Lake Zurich				
Village of Mundelein				
Newport Fire Protection District				
City of North Chicago				
Village of Round Lake				
Village of Round Lake Beach				
Village of Round Lake Heights				
Village of Round Lake Park				
Village of Vernon Hills				
Village of Wauconda				
Wauconda Fire Protection District				
City of Zion				

 CHAIR
 LAKECOMM MEMBER BOARD OF DIRECTORS

 ATTEST

Exhibit A

LakeComm Resolution 2024-015

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 KILDEER AS A LAKECOMM MEMBER AGENCY.

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Addendum D
Approving and Admitting a New Member Agency
to the
INTERGOVERNMENTAL AGREEMENT
Establishing
Lake Consolidated Emergency Communications
(LakeComm)

The New Member Agency signing below agrees to participate in the Intergovernmental Agreement Establishing LakeComm ("Agreement") under the procedures set forth in the Agreement and shall be entitled to participate under the terms set forth in the Agreement.

The New Member Agency represents that the signatory executing this Addendum to the Agreement on the Member's behalf is duly authorized to do so and will submit a copy of such authorization (approved ordinance / resolution) with the signed Addendum to the Agreement.

New Member Agency: Village of Kildeer

Signed:

Signature: _____
Position: _____
Date: _____

Attest:

Signature: _____
Position: _____
Date: _____

Lake Consolidated Emergency Communications (LakeComm)

Signed:

Signature: _____
Position: _____
Date: _____

Attest:

Signature: _____
Position: _____
Date: _____

LakeComm FY26 Revenue

LakeComm FY26 Operating Budget (May 1, 2025 through April 30, 2026)		Revenue
Revenue		
Membership Contributions		8,378,270
Lake County Membership Contribution		1,000,000
ETSB Revenue from JETSB of Lake County		6,600,000
		\$ 15,978,270
Total Revenue		
	Total Revenue	\$ 15,978,270

Note: Transitional loan proceeds assumed to be 100% received prior to May 1, 2025.

LakeComm FY26 Expenses

LakeComm FY26 Operating Budget (May 1, 2025 through April 30, 2026)

	Expense Class	Expense
Personnel		
Regular Salaries	Salaries	9,200,000
Overtime	Salaries	707,850
		\$ 9,907,850
Benefits		
Employee Benefits / Health	Benefits	2,043,600
FICA	Benefits	758,000
Retirement Benefits / IMRF	Benefits	694,000
Group Life Insurance	Benefits	21,000
Uniforms / Wellness	Benefits	41,920
Workers Comp./Unemployment	Benefits	67,800
		\$ 3,626,320
Commodities		
Office Supplies	Commodities	10,000
Operational Supplies	Commodities	10,000
		\$ 20,000
Contractuals		
Attorney (General and labor)	Professional Services	50,000
Financial and Payroll	Professional Services	100,000
Bank Fees	Professional Services	5,000
Annual Audit	Professional Services	20,000
GIS Network Routing Layer	Software Subscriptions	12,000
Language Line - Translation Services	Professional Services	20,000
Contractual Fees to other 911 Centers	Professional Services	0
HR - Recruiting	Professional Services	50,000
Testing/On-Boarding - Employee Testing	Professional Services	15,000
Trips and Training - APCO/NENA	Training & Memberships	2,500
Trips and Training - NIPSTA (Supervisors)	Training & Memberships	12,000
Trips and Training - EMD Skill Lab	Training & Memberships	5,000
Conferences - IPSTA x 5	Training & Memberships	12,000
Conferences - MABAS	Training & Memberships	3,000
Conferences - Tyler	Training & Memberships	23,000
Conferences - Navigator	Training & Memberships	33,000
Conferences - APCO / NENA	Training & Memberships	30,000
Certifications - CTO	Training & Memberships	8,000
Certifications - CPR/AED	Training & Memberships	2,500
Certifications - Priority Dispatch EMD	Training & Memberships	12,000
Training Related Travel	Training & Memberships	27,000
Dues & Subscriptions - APCO/NENA	Training & Memberships	10,000
Dues & Subscriptions - Other	Training & Memberships	2,000
Computer Software	Software Subscriptions	125,000
Data/Telecommunications - Cellular Phones	Network	15,000
Data/Telecommunications	Network	10,000
Broadband Connection	Network	129,600
Annual Motorola Maintenance	Maintenance Agreements	255,000
Telecomm SIP Trunk (Circuit)	Maintenance Agreements	25,000
XYBIX Furniture	Maintenance Agreements	30,000
Starcomm Backup Console Maintenance	Maintenance Agreements	150,000
EMD Maintenance - Performance Review	Maintenance Agreements	30,000
EMD Maintenance - Annual License	Maintenance Agreements	100,000
Other Equipment Maintenance - Connect CTY	Maintenance Agreements	50,000
Property Insurance	Facility	75,000
Liability Insurance	Facility	50,000
Postage	Facility	500
ROC Lease (25 years)	Facility	300,000
Utilities	Facility	0
Emergency Backup (UPS/Generator) - Batteries	Facility	0
Emergency Backup (UPS/Generator) - Generator Maintenance	Facility	0
Misc Contractual Services	Facility	60,000
		\$ 1,859,100

