

## Lake Consolidated Emergency Communications (LakeComm)

# BYLAWS

Date Approved / Amended: July 30, 2024

**NOTE:** *Items in grey italics are verbatim from the LakeComm Intergovernmental Agreement and included for clarity and continuity.*

### Article I. PURPOSE

*LakeComm is a partnership among the Member Agencies as they are defined above, voluntarily established by its Members pursuant to Article VII, Section 10, of the Constitution of the State of Illinois, 1970, and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. It is organized for the purpose of:*

- a. *Providing the staffing, equipment, services, and other items necessary and appropriate for the establishment, operation, and maintenance of a consolidated public safety communications system for the mutual benefit of the members of LakeComm.*
- b. *Establishing governance in accordance with this Agreement and ensuring a foundation and support structure exists to provide accountability and transparency to and among Member Agencies and LakeComm; moderating the influence of an individual organization or single entity so that all Members are represented; and supporting the Executive Director in achieving equitability, long term sustainability, and fiscal responsibility.*
- c. Supporting LakeComm's purpose and working with Member Agencies, LakeComm will strive for:
  - a. Standardizing call processing, response, service delivery
  - b. Creating fiscal and operational efficiencies and improving innovation
  - c. Promoting professionalism of the new PSAP and its team members
  - d. Improving PSAP employee wellness and stability
  - e. Increasing situational awareness, safety, and interoperability for responders during incidents.
  - f. Improving service delivery and safety for responders and communities by sending the closest, most appropriate resources to the right location, with the right information, in the shortest amount of time, across all jurisdictions

- g. Systemwide improvements across all jurisdictions in emergency services communications and response capacity
- h. Providing a forum for discussion, research, development, and implementation of recommendations of mutual interest to its members including but not limited to public safety communications, law enforcement, fire, and emergency medical systems, process, technology, operations, and other topics or projects of mutual public safety concern or benefit to its members.

## **Article II. MEMBERSHIP**

*All cities, villages, fire protection districts, the County of Lake, and other units of local government that directly provide public safety service, that are located, wholly or partly within Lake County, Illinois or geographically adjoin the boundaries of a then existing LakeComm Member Agency and that are permitted by the Intergovernmental Agreement (“Agreement”) to contract and associate with other units of local government are eligible for membership and participation in LakeComm.*

## **Article III. ORGANIZATION**

*Hereby established through this Agreement is a Member Board of Directors, an Executive Committee, and an Executive Director for LakeComm. The Chair and Vice-Chair of the Member Board of Directors shall also serve as the Chair and Vice Chair of the Executive Committee. No designated Member of the Member Board of Directors or Executive Committee shall receive a salary or compensation for service to these entities.*

## **Article IV. MEMBER BOARD OF DIRECTORS**

### **1. Composition**

*The Member Board shall consist of one representative from each LakeComm Member who is designated by resolution or ordinance, specifically:*

- a. *The Mayor or President of each Member municipality.
  - i. *Should they choose, the Mayor or President of each Member municipality may delegate their principal designee on the Member Board to another Trustee, Chief Administrative Officer, or appointed official by resolution or ordinance.*
  - ii. *A designated alternate shall also be appointed by resolution or ordinance. The designated alternate has all the same rights and authority as that municipality’s principal representative in their absence.**

- iii. *The appointment as principal designee and alternate designee may be “by name” or by a specific position.*
  - b. *The President of the Board of Trustees of each Member Fire Protection District or any other governmental district that employs public safety staff and delivers public safety services.*
    - i. *Should they choose, the President of the Board of Trustees may delegate their principal designee on the Member Board to another Trustee by resolution or ordinance.*
    - ii. *A designated alternate shall also be appointed by resolution or ordinance. The designated alternate has all the same rights and authority as that District’s principal representative in their absence.*
    - iii. *The appointment as principal designee and alternate designee may be “by name” or by a specific position.*
  - c. *The Lake County representative(s) appointed by the Lake County Board.*
    - i. *The Lake County Board shall also appoint a designated Member Board alternate by resolution or ordinance.*
    - ii. *A designated Lake County Member Board alternate has all the same rights and authority as the principal Lake County Member Board representative in their absence.*
    - iii. *A Lake County Member Board representative shall also be appointed (by name) by resolution or ordinance to be the County’s representative on the Executive Committee.*

## **2. Powers, Duties, and Authorities**

*The Member Board shall have all powers, express and implied, consistent with the laws of the Constitution of the State of Illinois, 1970, et al.*

Specifically, the Member Board is responsible for fulfilling the following.

- a. Elect a Chair, Vice Chair, Treasurer, and Secretary as well as the other Members of the Executive Committee as defined in the Agreement and these By Laws.
- b. Adopt the annual budget for LakeComm.
- c. Approve the hiring or removal of the Executive Director as recommended by the Executive Committee.
- d. Accept the annual audit of LakeComm.

- e. Maintain Bylaws that establish rules and procedures governing its conduct.
- f. Approve amendments to the LakeComm Bylaws.
- g. Approve new Members and expel existing Members in accordance with this Agreement.
- h. Review the annual evaluation and determine the salary of the Executive Director as conducted and recommended to it by the Executive Committee.
- i. Approve any mid-fiscal year use of LakeComm Fund Balance/Reserve Funds, except in an emergency situation as defined in the Bylaws in which the Executive Committee can approve.
- j. Review and approve the Investment Policy.
- k. Designate the officer(s) and agents authorized to sign checks, drafts, or other orders of payment of money and noted or other evidences of indebtedness of LakeComm and shall execute all documents required to evidence the authority of the officer(s) or agents;
- l. Designate the officer(s) and agents authorized to execute and deliver contracts or any other instrument in LakeComm's name and on its behalf in the furtherance of its purpose. This authority may be general or limited to specific transactions or types of transactions and shall execute all documents required to evidence the authority to sign checks, drafts, or other orders of payment of money, and notes or other evidences of indebtedness of LakeComm and shall execute all documents required to evidence the authority of the officer(s) or agents;
- m. Contract for loans to LakeComm; all loans in excess of \$50,000 must have the approval of the Member Board of at least two-thirds (2/3) of the full membership.
- n. Fulfill any additional authorities or responsibilities as defined in the LakeComm Agreement or Bylaws.

### **3. Member Board Meetings.**

*The Member Board shall meet a minimum of once each Fiscal Year but shall meet as required to ensure timely execution of the duties and responsibilities of this Agreement and the Bylaws. Specific Member Board meeting rules and processes are determined and defined in the LakeComm Bylaws. Member Board meetings shall be conducted in accordance with the State of Illinois Constitution, the Open Meetings Act, Roberts Rules of Order, and the LakeComm Bylaws.*

The Member Board shall schedule to meet quarterly during the months of January, April, August, and October. Additional meetings of the Member Board will be established at such time and place as determined by mutual agreement. See Article XIV for specific meeting rules and guidance.

### **4. Member Board Vacancy**

*A Member Board seat shall be deemed vacant upon any of the following: (1) when the occupant ceases to be an employee / elected representative of a Member Agency, (2) upon death, (3) upon resignation, (4) removal of the occupant for failure to adhere to the terms of the Agreement, or (5)*

*occupant's continuous absence from scheduled meetings due to physical or mental incapacity that prevents regular participation at meetings.*

*As soon as practicable, the Member Agency shall appoint a successor representative in writing to fill the vacant Member Board seat.*

## **Article V. MEMBER BOARD OFFICERS**

*Officers of the Member Board shall consist of a Chair, a Vice Chair, a Treasurer, and a Secretary who will be elected (by name) from the Members. The Chair and Vice Chair of the Member Board shall hold the same office on the Executive Committee. The full duties and responsibilities of the Chair, Vice-Chair, Treasurer, and Secretary are defined in the LakeComm Bylaws.*

- a. Member Board and Executive Committee meetings shall be presided over by the Chair, or in their absence, the Vice-Chair.*
- b. The Chair, Vice-Chair, Treasurer, and Secretary terms shall be two (2) years as defined in the LakeComm Bylaws.*
- c. An individual cannot occupy the Chair or Vice-Chair position for more than six (6) consecutive years from the original date of appointment.*
- d. If the Chair, Vice-Chair, Treasurer, or Secretary seat becomes vacant, a replacement for the remainder of the original term shall be selected as defined in the LakeComm Bylaws.*

Duties of the Chair, Vice-Chair, Treasurer, and Secretary are as follows.

- a. Chair:
  - i. Execute any documents as authorized by the Member Board or Executive Committee or in accordance with the Agreement and Bylaws.
  - ii. Perform all duties incidental to the office of Member Board Chair or Executive Committee Chair, and those that may be prescribed by the membership.
  - iii. Create additional committees or sub-committees, as may be needed to address the responsibilities of the Member Board or Executive Committee.
  - iv. Serve as liaison between the Member Board, Executive Committee, and the Chair of the JETSB supporting LakeComm.
- b. Vice-Chair:
  - i. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair.

c. Treasurer

- i. Review LakeComm financial transactions, fiscal practices, and financial authorities and perform any other related duties prescribed by the Member Board.
- ii. Have the authority to direct funds on all LakeComm bank accounts.
- iii. In coordination with the Executive Director, oversee the LakeComm budget process and recommend the final budget document to the Executive Committee and Member Board for approval.
- iv. Attend Executive Committee meetings. Provide financial and budget updates and reports as required or requested by the Chair.
- v. In coordination with the Executive Director, determine any duties delegated to the LakeComm staff incidental to those generally assigned to the Office of Treasurer.

d. Secretary:

- i. Review the recording, maintenance, and custody of the records of LakeComm and the minutes of all meetings of LakeComm and perform any other related duties prescribed by the Member Board.
- ii. See that all notices are duly given according to these Bylaws.
- iii. Attend Executive Committee meetings.
- iv. In coordination with the Executive Director, determine any duties delegated to the LakeComm staff incidental to those generally assigned to the Office of Secretary.

## **Article VI. EXECUTIVE COMMITTEE**

*The Executive Committee is hereby established to provide broad policy, timely resources, oversight, and guidance for the Executive Director. The members of the Executive Committee shall be elected or appointed "by name" from the membership of the Member Board. The Executive Committee does not manage daily operations of LakeComm. The Executive Committee shall make recommendations to the Member Board and shall carry out such other functions as assigned to it by the Member Board as determined and defined in the LakeComm Bylaws.*

## **1. Composition.**

*The Executive Committee shall consist of no more than seven (7) voting Members to include the Chair of the Member Board, the Vice Chair of the Member Board, and the Lake County representative appointed to the Executive Committee by the Lake County Board. The remaining four (4) Executive Committee members shall be determined and defined in the LakeComm Bylaws.*

The Executive Committee shall consist of the seven (7) voting members listed below. No agency or municipality shall have more than one representative on the Executive Committee. See Article VII for selection process.

- a. Chair of the Member Board (elected at large)
- b. Vice-Chair of the Member Board (elected at large)
- c. One (1) Municipal Administrator (elected at large) Note 1
- d. One (1) Fire Protection District President or Trustee (elected at large)
- e. One (1) Lake County representative (appointed) Note 2
- f. One (1) Police Chief Association Representative (appointed) Note 3
- g. One (1) Fire / EMS Chief Association Representative (appointed) Note 4

### **Notes:**

1. Municipal Administrator must be a named primary or alternate Member representative as determined and defined in the Agreement.
2. Appointed by the Lake County Board.
3. Police Chief representative will be appointed by the Lake County Police Chiefs Association and must be a Chief from a LakeComm Member Agency.
4. Fire Chief representative will be appointed by the Fire Chiefs Association and must be a Chief from a LakeComm Member Agency.

## **2. Term**

*Each member of the Executive Committee shall serve a two (2) year term as further defined in the LakeComm Bylaws.*

## **3. Powers, Duties and Responsibilities.**

The duties and responsibilities of the Executive Committee are:

- a. Ensure that decisions concerning development, operation, cost sharing, expenditure approval, personnel, and equipment utilization are consistent with the purpose of LakeComm, the policies established by the Member Board and the limits fixed by the approved budget.
- b. Propose the annual budget to the Member Board for approval and appropriation.
- c. Approve Policy for LakeComm to include financial, personnel, purchasing, and audit policies.
- d. Conduct the annual review of the Executive Director and make a recommendation on any salary increase to the Member Board for consideration at the April meeting.
- e. Recommend the hiring or termination of the LakeComm Executive Director to the Member Board.
- f. Hire legal counsel or execute a contract for legal services that support LakeComm.
- g. As part of the Budget, recommend the classification and compensation (pay scale) for LakeComm front-line staff.
- h. Approve any budgeted expenditure in excess of \$50,000, not to exceed 110% of budgeted amount, and approve any non-budgeted expense less than \$50,000.
- i. Approve any mid-fiscal year line-item transfers and emergency appropriations of the LakeComm Fund in accordance with the Agreement.
- j. Approve any emergency expenditure made by the Executive Director and report that expense to the Member Board no later than the next regular or special call meeting of the Member Board.
- k. Approve any mid-fiscal year use of fund balance / reserve funds for an emergency situation as defined in these Bylaws.
- l. Approve the lease, holding, or disposing of properties for the operation of equipment as defined in the LakeComm Agreement, Bylaws, or policy.
- m. Approve mid-fiscal year increases to personnel count (full-time equivalent and part-time equivalent).
- n. Hire certified public accountants as auditors to perform an annual audit of LakeComm's financial affairs and to review and recommend acceptance of the annual audit to the Member Board. The audit shall be done after each fiscal year in



accordance with generally accepted accounting principles. Each participating member unit of local government shall be provided an electronic copy of the audit report;

- o. Other responsibilities, authorities, and duties as defined in the Lake Comm Agreement Bylaws, or Policies.

#### **4. Meetings**

*The Executive Committee shall schedule monthly meetings on the day and at the time determined and defined in the LakeComm Bylaws but shall meet a minimum of once each quarter of the Fiscal Year to ensure timely execution of the duties and responsibilities of this Agreement and the Bylaws. Specific Executive Committee meeting rules and processes are determined and defined in the LakeComm Bylaws. Executive Committee meetings shall be conducted in accordance with the State of Illinois Constitution, the Open Meetings Act, Roberts Rules of Order, and the LakeComm Bylaws.*

The Executive Committee will meet monthly on the second Wednesday of the Month at 2:30 p.m. The Chair may cancel a scheduled meeting prior to publishing the agenda if there is no business to conduct. See Article XIV for specific meeting rules and guidance.

#### **5. Executive Committee Vacancies**

*If an Executive Committee seat becomes vacant, a replacement for the remainder of the original term shall be selected as defined in the LakeComm Bylaws.*

An Executive Committee seat shall be deemed vacant upon any of the following: (1) when the occupant ceases to be an employee / elected representative of a Member Agency, (2) upon death, (3) upon resignation, or (4) removal of the occupant for failure to adhere to the terms of the Agreement, or (5) due to occupant's continuous absence from scheduled meetings due to physical or mental incapacity that prevents regular participation at meetings. Procedures to fill a vacant seat are defined in Article VII.

### **Article VII. OFFICER AND EXECUTIVE COMMITTEE SELECTION**

#### **1. Elected LakeComm Offices**

The following six (6) offices will be elected by the Member Board from the Members in **even years**: Member Board Chair, Member Board Vice-Chair, Member Board Secretary, Member Board Treasurer, Fire Protection District Trustee Representative to the Executive Committee, and Municipal Administrator Representative to the Executive Committee. Each officer elected shall assume their office at the April meeting and shall serve a term of two (2) years.

#### **2. Appointed LakeComm Offices**

The following three (3) offices will be appointed in **odd years**: County Representative to the Executive Committee, Fire / EMS Chiefs Association Representative to the Executive Committee,

and the Police Chiefs Association Representative to the Executive Committee. Each officer appointed shall assume their office at the April meeting and shall serve a term of two (2) years.

### **3. LakeComm Representatives to the JETSB**

Any LakeComm Member representative to the supporting Joint Emergency Telephone System Board (JETSB) shall be elected by the Member Board from the Members. Unless otherwise defined by the JETSB, the representatives will be elected in even years and shall serve a two (2) year term. There is no limitation on LakeComm Officers or members of the Executive Committee serving as LakeComm representatives on the JETSB.

### **4. Nominations**

In even years, or when there is a vacancy in an elected office, the Chair of the Member Board (or Vice-Chair if the Chair is vacant) will nominate, and the Executive Committee will approve, up to three (3) representatives from the Member Board who do not currently hold an elected or appointed office to serve as the Nominating Committee. The Nominating Committee shall engage membership and make recommendations for nominees to the Member Board.

- a. It shall be the duty of the Nominating Committee to present at least one nominee for the offices listed in Section 1 of this Article.
- b. The Nominating Committee will obtain the consent of the nominees to serve if elected prior to placing the name in the nomination.
- c. Nominations must be for the individual ("by-name"), and not for the agency represented or the position the individual occupies.
- d. Additional nominations may be made from the floor during the nomination and election process.

### **5. Election**

At the April Member Board meeting in even years, the Member Board shall elect the offices listed in Section 1 of this Article.

- a. Election shall be by ballot, but if there is only one nominee for each office, election may be by voice vote. A majority shall elect on the first ballot.
- b. In the event no candidate receives a majority vote, a second ballot shall be taken between the two (2) candidates receiving the highest number of votes.
- c. Elected officers shall be installed at the April Member Board meeting and shall assume their duties of office at that time.

### **6. Appointments**

In odd years, the following appointments shall be made for the Executive Committee:

- a. The Lake County Board shall appoint a representative(s) to serve on the Member Board and Executive Committee as defined in the Agreement and these Bylaws.
- b. The Lake County Police Chiefs Association shall appoint from a LakeComm Member a Municipal Police Chief to serve on the Executive Committee as defined in these Bylaws.
- c. The Lake County Fire Chiefs Association shall appoint a Municipal and District Fire Chief from a LakeComm Member to serve on the Executive Committee as defined in these Bylaws.

## **7. Vacancies**

If an elected LakeComm officer or representative position becomes vacant, the Chair may nominate for Executive Committee approval, a Member to fill the vacant seat for up to four (4) months from the original date of the vacancy or until the next regular or special meeting of the Member Board where a Member shall be elected to fill the vacancy, whichever occurs first.

## **8. Executive Committee Establishment**

During initial establishment, the Executive Committee will require a one-time change to the terms for some Members in order to stagger committee member start and end dates. This ensures continuity and historical knowledge is maintained among half or more of its members in the following term after the first election.

- a. Depending on the year LakeComm is established (odd or even numbered year), four (4) Executive Committee members will serve either a one (1) or two (2) year initial appointment, while the three (3) other Executive Committee members will serve a two (2) or one (1) appointment respectively.
- b. After the first election is conducted and the members serving an initial one-year term are re-appointed or new members appointed in their place, the term served will resume as two years, with the continuous rotation of four members being appointed one year, and three the following year.

## **Article VIII. LAKECOMM EXECUTIVE DIRECTOR**

*LakeComm shall be managed, operated, and supervised by an Executive Director. The Executive Director is responsible for operating within the framework established by the Member Board through the Executive Committee. The Executive Director has the authorities, duties, and responsibilities as determined and defined in the LakeComm Bylaws and all approved LakeComm policies.*

## **1. Responsibilities.**

The Executive Director is responsible for the operations of the LakeComm and is responsible for operating within the framework established by Executive Committee through policy. Specific responsibilities include:

- a. All activities of the LakeComm, including but not limited to oversight of call-taking, dispatching, records (custodian), recording, staffing, training, and security.
- b. Operating LakeComm within the approved annual budget.
- c. The authority to hire, retain, promote, and terminate LakeComm staff.
- d. Preparing a proposed LakeComm budget for Executive Committee review and Member Board approval and appropriation.
- e. Contract for any expenditure or revenue stream that is less than \$50,000 annually.
- f. Approve any budgeted expenditure under \$50,000.
- g. Make any emergency expenditure that must be made immediately to ensure the safe and effective operation of the center. If an emergency expenditure exceeds \$50,000 or is not budgeted, the Executive Director shall notify the Chair of the Member Board and bring the expenditure to the next regular or special call meeting of either the Executive Committee or Member Board, whichever is first.
- h. Select the banks and other financial institutions that may be used as depositories of LakeComm's funds and securities in accordance with the Investment Policy approved by the Board of Directors.
- i. Working closely with the Executive Committee and the supporting Joint Emergency Telephone System Board ("JETSBS") regarding equipment, training, and other issues for which 9-1-1 funds can be used to maintain the best available technology and training to best serve citizens.
- j. Establishing and using performance standards for employees. The Executive Director shall actively and continually consider and evaluate all means and opportunities toward the enhancement of operational effectiveness of emergency communications for the benefit of the public and emergency response agencies.
- k. Authority for developing, enforcing, and updating all LakeComm operating protocols and procedures.
- l. Review and evaluation of proposals from Advisory Committees for changes to service levels, performance standards, and/or public safety service delivery procedures for

LakeComm. The Executive Director will prepare a written report for the Executive Committee to include, at a minimum, any operational impacts to LakeComm or costs for review and or consideration by the Executive Committee. Final decisions will be made by the Executive Committee, contingent upon available funding in the LakeComm Fund for implementation. However, in order to meet the need for procedural changes in a dynamic deployment situation, the Executive Director will be given authority to alter the procedures during critical circumstances.

- m. The Executive Director will participate in a non-voting capacity in meetings of the Member Board, Executive Committee, Advisory Committees and Transition Committee. Provide advice and/or specific recommendations to the various Boards and Committees as may be requested or needed on matters of dispatch operations, administrative and technical (computer and communications systems) issues, and overall management of LakeComm as a centralized dispatch center. The Executive Director shall not be considered a member of the Executive Committee or the Advisory Committees. Should it be necessary for the Executive Director to miss a meeting, they will have a designee present.
- n. The Executive Director will develop appropriate long-range plans, including strategic capital improvements, staffing, technology, and other matters. A comprehensive long-range plan will be developed and updated yearly. This plan will be reviewed by the Executive Committee on an annual basis at a date and time determined by the Executive Committee. Each year when the Executive Committee and Executive Director reach consensus on the plan, the plan will be presented to the Member Board along with the budget.
- o. Establish working groups and subcommittees as required.
- p. As requested or required, provide staff support to the Secretary and Treasurer in the performance of their duties.

## **Article IX. ADVISORY COMMITTEES**

A strong committee structure supports a collaborative, efficient, and productive system for the Member Board, Executive Committee, and Executive Director to best carry out their responsibilities.

### **1. Responsibilities**

The primary responsibilities of each Advisory Committees shall be suggesting policies, reviewing, investigating, and making recommendations to the Executive Director. The Advisory Committee structure is established so that more thought and time may be given to LakeComm matters by delegating review and investigative functions to a portion of its Members. The Advisory Committees are not operating bodies but reviewing and investigative bodies; Advisory Committee

actions are not instructions to the Executive Director, but rather shall constitute recommendations, subject matter expertise, and suggestions.

## **2. Meetings**

Each Advisory Committee will meet at least quarterly and provide written feedback to the Executive Director regarding any recommendations, issues, concerns, related to operational protocols or any other aspects of LakeComm performance to meet their needs. See Article XIV for specific meeting rules and guidance.

## **3. Standing Chief's Advisory Committees**

The Standing Chief's Advisory Committees include a Law Enforcement (LE) Chiefs Advisory Committee and a separate Fire/EMS Chiefs Advisory Committee. Each Chief's Advisory Committee shall consist of:

- a. The respective Chief of Department, or designee, for each Member Agency.
- b. The LE Chief and the Fire Chief appointed to the Executive Committee shall Chair the respective LE Chiefs Advisory Committee and Fire/EMS Chiefs Advisory Committee.

The LE and Fire/EMS Advisory Committees shall;

- a. Meet on, or during the week of, the first Wednesday of the month at the standard time agreed to by the Fire/EMS Advisory Committee and at the standard time agreed to by the LE Advisory Committee.
- b. Review written directives of the Executive Director regarding standard operating procedures concerning Law Enforcement dispatching, Fire/EMS dispatching, and equipment utilization regarding the computer systems and the communications systems. Any concerns raised by Committee members that are not addressed by the Executive Director may be submitted to the Executive Committee for review.
- c. In concert with the Executive Director, provide oversight and direction regarding short- and long-range planning issues, future needs relative to computer systems and communications systems, statistical reporting documents, additional service needs and agency and inter-agency relationships.
- d. To form subcommittee(s) as needed from time to time to assist in the oversight and monitoring of operations and/or to deal with special issues or needs. Upon creation, a Chairman shall be named for a two-year term. The membership of a project-based subcommittee shall serve for the duration of the project. The membership of all other subcommittees shall be limited to serve a term of four years, or until a replacement is found.
- e. To assist LakeComm from time to time in lobbying legislators (State and Federal) and/or State or Federal Agencies on issues affecting public safety, in particular emergency

dispatching and communications systems and airwaves (Federal Communications Commission).

#### **4. Additional Advisory Committees**

- a. Budget and Finance Advisory Committee
- b. Others established by the Chair of the Member Board.

### **Article X. FISCAL YEAR, BUDGET, AND AUDIT**

*LakeComm shall maintain a separate LakeComm Fund or family of LakeComm Funds to hold contributions made by Members and other assets as determined and defined in the Bylaws. LakeComm shall operate on an annual budget approved by the Member Board. LakeComm finance and budget requirements and authorities, as well as related requirements and authorities (e.g., fiscal year, purchasing, expenses, reserve fund, or audit), shall be defined in the LakeComm Bylaws and policies.*

#### **1. Fiscal Year**

The fiscal year of the LakeComm shall commence on May 1st and shall end on the following year on April 30th.

#### **2. Annual Budget.**

No later than November, the Executive Director, in coordination with the Treasurer, shall prepare and submit to the Executive Committee a tentative budget. After review and input from the Executive Committee, LakeComm will hold a hearing on that budget at which the Members may be heard and shall give the Members not less than 21 days' notice of such hearing.

The annual operating cost is determined by the LakeComm operating budget, less any operational revenue. The dollar balance is split between member agencies.

- a. The budget splits the total for operational shares between Fire/EMS and Law Enforcement and each discipline then splits its costs further to determine the Annual Share for each Member. The percentage split by discipline is roughly based on the number of Telecommunicators assigned to either primary Law Enforcement or Fire/EMS functions and may fluctuate annually. See Article XI for specific information on determining Annual Shares.
- b. Preliminary (draft) budget and Annual Shares, regardless if reviewed by LakeComm's Executive Committee, shall be released to Members no later than the November Executive Committee meeting date.

- c. The Member Board shall adopt an annual budget at its meeting in January. Immediately after adoption, copies shall be emailed or mailed to the Fire District Presidents or Chief Administrative Officers of each Member Agency.

#### **4. Additional Goods and Services**

Individual LakeComm members may request LakeComm to provide goods and services over and above the basic communication services. The cost of these goods and services shall be billed directly to the member agency apart from the agency's budgetary share. Goods shall be billed at the actual cost to LakeComm while additional services will be billed at a price to be negotiated between LakeComm and the member agency. LakeComm may require a contract for services relative to the provision of these additional services.

#### **5. Expenditures**

After adoption of the LakeComm Annual Budget, the Executive Committee and the Executive Director shall make only those expenditures which are authorized by the approved budget and shall not contravene the provisions of the budget without approval by the LakeComm Member Board or Amendment of the budget. Authority levels for budget approvals shall be determined and defined in these Bylaws or in LakeComm policy.

#### **6. Audit**

LakeComm shall provide for an annual audit to be made by an independent certified public accountant within 180 days after the end of each fiscal year. The books of LakeComm shall be kept in accordance with generally accepted accounting principles and State of Illinois law. A copy of the annual audit report shall be delivered to the Member Board promptly upon its receipt from the auditing agency.

### **Article XI. ANNUAL SHARES, CONTRIBUTIONS, AND FEES**

*The formula(s) for Member Annual Shares, contributions, and fees shall be defined in the LakeComm Bylaws. After the original approval of the LakeComm Bylaws, changes to the Member Annual Share formula requires approval by a two-thirds (2/3) affirmative vote of the full membership of the Member Board. Annual Shares, contributions, and fees must be paid in a timely fashion for a Member to be considered in good standing.*

#### **1. Cost Sharing Model**

The model to determine Annual Shares is in Appendix C.

#### **2. Periodic Payments**

Annual Shares and any additional charges shall be paid quarterly by the first of the following months: May, August, November and February. Any member with past due invoice(s) beyond thirty (30) days shall be assessed a late fee of five percent (5%), not to exceed \$1,000 for each



thirty (30) days payment is past due. The Member Board will be notified of invoices past due sixty (60) days or more.

Any payment made to LakeComm may be applied to open invoices for goods, services, and contracts first, before invoices for dispatch services. Invoices for goods, services, or contracts will be issued as required.

### **3. Payment – New Members**

The payment of the Annual Shares required in this article shall be made within thirty (30) days after the new member's admission to LakeComm unless deferred payment is approved by a two-thirds vote of the Member Board. The Member Board shall not approve deferred payment unless the new member participant's governing officials submit a resolution that:

- a. States the reasons why payment cannot be made upon admission, and
- b. Requests deferral of payment for not more than one (1) year; and agrees to pay the deferred amount, with interest at a rate determined by Executive Committee if the request for deferred payment is approved.

## **Article XII. ASSETS, LIABILITIES, AND INDEMNIFICATION**

In addition to Article XII in the Agreement.

- a. Each member of the Member Board, Executive Committee and Chiefs for the Advisory Committee's or Transition Authority serves in that capacity as an agent for the Member.
- b. Each member indemnifies and holds harmless all other members for all losses, costs, expenses, liabilities, causes of action and actions, more than its proportionate liability, against it that may be imposed upon such other party.
- c. LakeComm has the authority to purchase and maintain a policy of insurance, containing coverage commonly known as Errors and Omissions, on behalf of any person who is an employee or agent of LakeComm, so long as such insurance is available and is economically feasible.

## **Article XIII. AUTHORITY**

See Article XIII in the Agreement.

## **Article XIV. GENERAL MEETING RULES**

### **1. Meetings**

- a. All Member Board, Executive Committee, and/or Advisory Committees established under the LakeComm Agreement or Bylaws shall conduct their meetings in accordance with the Illinois Open Meetings Act, to the extent the Act applies.
- b. The Chair shall preside over all Member Board and Executive Committee meetings. The Chair shall preserve order and decorum and shall conduct meetings in an orderly fashion.
- c. The Chair may speak to points of order and shall decide all questions of order. Questions of procedure for meetings of the Member Board, Executive Committee, and Advisory Committees which are not determined by its rules approved by the LakeComm Agreement shall be governed by the latest edition of Roberts Rules of Order.
- d. In case of any disturbance or disorderly conduct, the Chair shall have the power to remove the cause of such or suspend the meeting.
- e. All regular and special Board and committee meetings shall be open to the public except such meetings as may be held in closed session; and public notice of such meetings shall be given, in each case, in the manner as provided by the "Open Meetings Act" of State of Illinois, as amended from time to time.
- f. Only those items appearing on the published Agenda may be considered at the meeting.

### **2. Quorum**

A majority of the Members shall constitute a quorum for the transaction of business at meetings. If less than a majority of members are present at a meeting, a majority of Members present may adjourn the meeting without further notice.

### **3. Voting**

- a. Each representative of the Member Agency (or designated alternate) present shall be entitled to cast one (1) vote.
- b. All questions which arise at meetings (Member Board, Executive Committee, Advisory Committee's, or additional Committees or sub-committees) shall be determined by the votes of the majority of the Members present, except in such cases as otherwise directed by the LakeComm Agreement or Bylaws.
- c. No proxy or absentee votes are allowed.

#### **4. Special Meetings**

- a. Special meetings of the Member Board, Executive Committee, and/or Advisory Committees established under the LakeComm Agreement or Bylaws, may be called by the Board / Committee Chair on its own motion or by the Board or Committee upon written request of a majority of its members.
  - i. The date, time and location of special meetings shall be determined by the person(s) calling the meeting.
  - ii. Written notice of special meetings, including a specific agenda for the meeting shall be emailed to each Member of the board or committee with a copy to the Member Board at least forty-eight (48) hours before the meeting.

### **Article XV. WITHDRAWAL, TERMINATION, AND DISSOLUTION**

#### **1. Withdrawal**

*A Member may withdraw from LakeComm provided they have been a Member for the minimum required term of five (5) years. Notice must be given at least two (2) years prior to the end of LakeComm's next fiscal year as determined and defined in the Bylaws.*

Notification of Withdrawal.

- a. The notice of intent to withdraw shall be addressed to the Chair of the Member Board and shall be accompanied by a resolution of the member electing to withdraw from the LakeComm Agreement.
- b. A Member who withdraws from LakeComm shall not be permitted to resubmit for Member status in LakeComm for a period of three (3) years from the date on which the Member's resolution was served upon the Chair unless such prohibition is waived by the Member Board upon a two-thirds (2/3) vote of the full Membership. Said Member must submit a request having met membership criteria for a new Member.

#### **2. Termination**

*Any Member that meets one or more of the conditions listed below shall be considered to have involuntarily withdrawn from LakeComm and their membership may be terminated. Termination procedures found in the LakeComm Bylaws will begin upon one of the following conditions:*

- *Nonpayment of fees beyond ninety (90) days; or,*
- *The refusal or declination of any Member to be bound by any of its obligations under the Agreement or Bylaws; or,*

- *Refusal of a Member to be bound by policies, procedures, written directives, or standard operating procedures approved by the Member Board, Executive Committee, and/or Executive Director in accordance with the Agreement or Bylaws.*
- a. The determination of termination will be made by the Executive Committee. The Executive Committee shall provide a ninety day (90) written notice to the terminated Member Agency. The written notice shall require the Member Agency to respond in writing within seven (7) days that they are in receipt of the notice of termination.
  - b. The Member Board will convene a Special Meeting within thirty (30) days of the termination notice and shall make a final determination of termination. Termination of a Member requires a two-thirds (2/3) vote of the full membership of the Membership Board to terminate.
  - c. After Notice of Termination, the terminated Member shall continue to be responsible for:
    - 1) Payment of its Annual Share of operational costs through the end of LakeComm's current fiscal year on the effective date of its withdrawal;
    - 2) Payment of 100 percent its pro-rata Annual Shares of LakeComm's contract liabilities and debt obligations existing on the date of withdrawal;
    - 3) Continued compliance with any contractual obligations it has separately signed with LakeComm;
    - 4) Return of all LakeComm assets and equipment in its possession not more than 60 days following notice of termination.

### **3. Dissolution**

*If the withdrawal of a Member reduces the number of remaining Members to less than that required to keep LakeComm operational or if four-fifths (4/5) of the full membership of the Member Board vote in the affirmative to dissolve LakeComm, then the Agreement shall terminate and LakeComm as an entity shall be dissolved.*

- a. *Upon dissolution, and after the payment of all debts, all assets or liabilities of LakeComm shall be proportionately distributed among the Members who had participated in LakeComm more than one (1) year before the dissolution.*
- b. *Upon dissolution, the proportion of the assets on hand that a Member receives shall be determined by the ratio of its Annual Share payments for the preceding five (5) years to the total payments made by the Members at dissolution during the five (5) years preceding dissolution.*

## **Article XVI. CONFLICTS**

In the event of any conflict between the Bylaws and any other ordinance, resolution, or order of the Member, the LakeComm Bylaws shall control. In the event of conflict between the LakeComm Bylaws and any statute applicable to the Member Agency, the statute shall control.

## **Article XVII. AMENDMENTS TO THE BYLAWS**

*Amendments to the approved LakeComm Bylaws may be proposed by any Member of the Member Board and require a two-thirds (2/3) affirmative vote of the full membership of the Member Board for approval, unless otherwise defined in this Agreement or the Bylaws.*

- a. The proposed Amendment should be submitted to each Member Board representative at least thirty (30) days prior to the meeting of the Member Board at which the proposed amendment is to be considered.*
- b. If an Amendment to the Bylaws is approved by a two-thirds (2/3) affirmative vote of the full membership of the Member Board (unless otherwise defined in this Agreement or the Bylaws), the LakeComm Bylaws will be modified.*

## Appendix A - Definitions

**Annual Shares** – The annual financial contributions or payments from each Member Agency to support the funding requirements of the Agreement and the LakeComm. These contributions will be maintained in the LakeComm fund, assets and distributed based on agreed-upon terms set forth in the Agreement. Proportional contribution amounts are determined and defined in the Agreement.

**Lake Consolidated Emergency Communications (LakeComm)** – Shall mean collectively the Members to this Agreement in their capacity as providers and/or receivers of 9-1-1 and emergency dispatch services; or, as the context may require, the system of providing such services; or the facility housing the LakeComm operation.

**LakeComm Fund** – Established under the terms of the Agreement to hold contributions made by Members, Joint Emergency Telephone Service Board (J/ETSB) funds, and other assets as determined and defined in the Bylaws of the Agreement.

**J/ETSB Board** – Established by 50 ILCS Section 15.4(c) to support the LakeComm service area as defined by the Agreement. A separate Agreement directs the authority of the J/ETSB authority and its responsibilities.

**J/ETSB Fund** – A separate fund required by 50 ILCS Section 15.4(c) into which all monies received by the supporting J/ETSB pursuant to a surcharge imposed under Section 15.3 shall be deposited for use by LakeComm under the terms of the Agreement.

**Member Agency** – The County of Lake or a governmental organization that directly employs staff and delivers public safety services versus an organization that provides contract public safety services.

**Member Board of Directors (Member Board)** – A collective body composed of representatives from the Member entities, as defined in Article IV, accountable for governance of LakeComm and executing the duties set forth under this Agreement and Bylaws.

**Executive Committee** – A select group of individuals appointed or designated by the Member agencies or governmental entities party to the Agreement. This body is entrusted with the authority and responsibility to execute the provisions as defined in the Agreement.

**Advisory Committee** – Formally recognized groups of individuals appointed or designated to offer informed perspectives, guidance, and recommendations to assist the Member entities in achieving the goals and objectives outlined in the Agreement. The advisory committees serve as consultative bodies, providing valuable insight and expertise to inform decision-making processes.

## Appendix B - Scope of Services

### General Operations:

- LakeComm’s goal is to provide the best service and value to the public and member agencies. This includes minimizing / eliminating call transfers and providing the right public safety resources, to the right location, with the right information, in the shortest amount of time, and supporting the general safety and situational awareness of responders during a call or incident.
- Core Fire/EMS and Law Enforcement functions that directly support the first responder, are in the best interest of the public, and that can be legally, ethically, and professionally performed by LakeComm will be part of the LakeComm Scope of Service.
- Members, through the Member Board, Executive Committee, and Advisory Committees, will define LakeComm’s general functions and operations (the “What”) and will empower and resource the LakeComm Executive Director to determine and implement the most effective and efficient means to meet the functions or operations (the “How”).
- Whenever possible, LakeComm and its member agencies will automate and use technology to input, share / transfer, analyze, and report on data and information. The tools used to automate and streamline functions will be determined by the LakeComm Executive Director taking into account current and best practices that focus on efficiencies and agency functionality (working on the “How”).
- Based on best practices, the number of member agencies, and call volume, LakeComm will strive to implement a horizontal call model that includes dedicated call-takers and dedicated dispatchers. In this model, call-takers will not dispatch their own calls or perform dispatch duties while assigned as a call taker, and dispatchers will not be required to answer and process emergency calls while performing in a dispatcher role.
- Standardization.
  - Standardized emergency call-taking interrogation, triage, and prioritization across all disciplines - law enforcement and Fire/EMS - is required for success.
  - Standardized dispatch processes and field support activities across all disciplines is required for success.
  - Standardized systems and equipment is required for success.
- LakeComm and member agencies must be trusted partners who agree to work together to implement best practices, focus on continuous improvement increasing effectiveness and efficiency, and actively support and facilitate change management.

## General Scope of Services

Function ("What")	LakeComm Requirement(s) (LakeComm will determine the "How")	Agency Requirement(s) (Prerequisites, standards, investments, modifications to current practice)	Notes
Answer 9-1-1 calls	Core function by way of standardized call handling procedures and techniques including EMD, EFD, and LE Call Processing.	Standardize procedures across service areas and agencies.	Goal: Eliminate 9-1-1 call transfers for areas serviced by LakeComm.
Dispatch agency responses	Core function by way of standardized dispatching practices and techniques.	Consolidate talk groups, standardize procedures across all agencies.	Provide direct dispatch. <i>Direct dispatch</i> is a 9-1-1 service that provides for the direct dispatch, by a PSAP telecommunicator, of the appropriate unit upon receipt of an emergency call and the decision as to the proper action to be taken.
Answer non-emergency Fire/EMS and LE <i>calls for service</i>	Process calls received by LakeComm through non-emergency phone lines that require a response by LE or Fire/EMS ( <i>a call for service</i> ).	Invest in a robust auto attendant that prompts callers through a menu of selections to reach LakeComm for a LE or Fire/EMS non-emergency <i>call for service</i> .	A <i>call for service</i> is any incident requiring the response of a public safety organization(s).
Field support services	Support responders with on-scene support services. Streamline with shared technology and standardized processing.	Standardize processes, procedures, and notifications.	Examples: Utilities, Public Works, board-up, private ambulance, tow, K9 requests.
Responder emergency alarm activations (radio/MDT)	Core function. Monitoring radio/MDT emergency activations is part of field support.	Standardize response processes, procedures, and notification.	--
Provide audio recordings (FOIA/Subpoena)	Core function. Establish standard procedures and processes.	Provide contact information for agency FOIA officer.	--
Outdoor Warning Siren activation	Provide the function. Support a future standard, automated system.	Standardize processes, procedures, and notification. Agency responsible for the system. Support a standard, automated system.	--
Storm/heavy call volume incident procedures	Core function.	Standardize response processes, procedures, and notification.	--
Data Collection and Sharing	PSAP Administration Duties.	Standardize Requirements. Agencies	--



		would train admin staff on Reporting Templates for Data Collection.	
Computer Aided Dispatch (CAD) Location Data Maintenance	Receive data entry requests (keyholder updates, caution notes, trespass notifications) for location maintenance	Standardize requests and retention requirements.	--
Emergency Community Notification System	Work with Members to provide a standard automated system for notifications to the public during emergencies.	Standardize requests and train staff on use of the emergency notification system.	Member Agencies to define what constitutes an emergency or critical message.

## Fire / EMS Scope of Services

Function ("What")	LakeComm Requirement(s) (LakeComm will determine the "How")	Agency Requirement(s) (Prerequisites, standards, investments, modifications to current practice)	Notes
Incident or tactical dispatch / support	Core function. Ensure procedures and staffing support.	Standard procedures.	--
MABAS dispatching	Core function for MABAS Division 4.	Standard Procedures.	--
Station alerting	Core function.	USDD/CAD Interface.	Assumption: Does not include the additional USDD Hardware within the fire stations, such as the scrolling message signs, lighting controls, etc. for in-station visual notifications.
Staff Notifications (Hospital Bypass, Station Coverage)	Core function.	Standardize Procedures. Automate Hospital Bypass Notifications.	--
E-Dispatch, Active 911 (or other service as agreed)	Provide with a CAD Interface	Provide agency software.	--
Push of CAD data to Incident Reporting Software	Core Function	Automated through CAD interface	--
Fireground Radio Frequency Monitoring	Support. Monitor, but do not actively communicate on Fireground.	--	--
Station Emergency Call Box Answering	24/7 answering of Fire Station emergency call boxes	Agencies are responsible for programming call boxes to call LakeComm emergency phone number or 911.	--
Fire alarm monitoring for municipal buildings	Provide function. Create an interface from FSS to the CAD for any fire alarms where dispatch is required. Alarm would auto populate an incident in CAD.	Streamline alarm activation communications through the Alarm Service Automated Protocol for integration between the LakeComm and Alarm Monitoring Centers.	--
Commercial Fire Alarm Panel Monitoring	FSS Alarm Monitoring	Standardized Alarm Processing Procedures with FSS, with FSS handling all key holder lists and trouble alarm contacts.	--

## Law Enforcement Scope of Services

<b>Function</b> ("What")	<b>LakeComm Requirement(s)</b> (LakeComm will determine the "How")	<b>Agency Requirement(s)</b> (Prerequisites, standards, investments, modifications to current practice)	<b>Notes</b>
LEADS entries, record maintenance, and validations.	Core function. Provide LEADS certified staff who can perform this function for all member agencies.	Standardize requirements and continue to provide support and documentation for LEADS Hot File Validations.	Expect to provide network tunnel for LEADs / Livescan access within the Police Stations.
After Hours Law Enforcement building access/door controls	Provide only after hours with limitations (minimal number of entries, not actively monitored).	Standardize procedures within limitations. Agency responsible for cameras, video feed, and access connection.	--
Access to building cameras (existing LE buildings)	Access building cameras for situational awareness only (with limitations).	Provide LakeComm access to station/building cameras for situational awareness as necessary but not assigned to actively monitor.	--
Station Lobby/Vestibule call box monitoring	Provide answering of call box / vestibule intercom and viewing cameras where public are at the Law Enforcement station requiring assistance.	Agency provides this service during "working hours". Install system(s) at agencies expense. If desired, fund remote lockout system and connectivity.	--
Booking area monitoring	Passive monitoring of booking (not detainees or cells).	Agency responsible for cameras and video feed.	--
Sally Port access	Possibility of providing (with limitations).	Agency responsible for connection to LakeComm.	--
Walk in calls for service	Receive walk in calls for service through remote communication system.	Invest in a communication device capable of providing remote two-way audio between a lobby or vestibule and LakeComm, such as a telephone or speaker box.	Not for administrative items.
Relocations (automated)	Work with Members to provide an automated system for agencies to use.	Implement the public-facing automated system.	--
Overnight parking (automated)	Work with Members to provide an automated system.	Implement and fund the public-facing automated system	--
Staff callbacks (emergency situation)	Support Staff Callbacks for high priority incidents and/or extreme call volume through an automated system.	Agencies will handle staff callbacks for non-emergent situations and be responsible for	--

		updates to staff rosters and contact information.	
Municipal building LE alarm monitoring	Provide function. Create an interface with CAD.	Agency responsible for alarms and feed to LakeComm.	Not for private building LE alarms, just for municipal buildings.
CAD data maintenance (LE data)	PSAP administration duties.	Standardized process.	--
MCAT and MCTF requests	Process MCAT and MCTF requests and notifications. Follow established procedures.	--	--

## Appendix C - Annual Share / Funding Formula

### A. Annual Share Formula

The annual LakeComm cost to be split among the Members (Annual Shares) is determined by reducing estimated annual revenues (revenue, offsets, contributions, and surcharge funds) from the annual LakeComm gross budget, resulting in the Final Net Budget. The budget splits the Final Net Budget between Fire/EMS and Law Enforcement and each discipline then splits its costs further to determine the Annual Share for each Member.

1. The Law Enforcement Annual Shares are determined by the using the sum of twenty-two percent (22%) of the EAV (Equalized Assessed Value) for the jurisdiction, thirty-nine percent (39%) of full-time and part-time authorized sworn officers, and thirty-nine percent (39%) of population as determined by the last official census.
  - a. Law Enforcement agencies must provide supporting documentation for the number of authorized sworn officers from the Chief Administrative Officer. Documentation shall include the agency's most recent budget or signed affidavit. Any changes to the number of sworn officers after November 1st will not be reflected until the subsequent budget year.
  - b. Part-time sworn officers will be counted as 0.25 FTE.
2. Fire Departments/Districts Annual Shares are determined by using the sum of twenty-two percent (22%) of the EAV (Equalized Assessed Value) for the jurisdiction, thirty-nine percent (39%) of the calls for service within the jurisdiction, and thirty-nine percent (39%) of population as determined by the last official U.S. Census.
3. The number of full-time authorized sworn officers, EAV (Equalized Assessed Value), and the number of calls for service within a jurisdiction shall be based on the average of the previous three (3) years as of November 1st of each year.
4. The EAV for the full area serviced by the agency as officially reported by Lake County (and an adjacent county if required) by November 1st of the preceding calendar year is used in the development of the draft budget.
5. The population used is for the full area serviced by the agency (to include any population in an adjacent county if required) as determined by the last official U.S Census.
6. Future analysis. After three (3) years of LakeComm operations, data on Law Enforcement calls for service shall be presented for consideration of inclusion in the Law Enforcement Annual Share formula.

## **B. Annual Share / Funding Formula Transitional Rules**

As a matter of policy, the Member Board recognizes that the establishment of LakeComm and a consolidated cost sharing formula impacts some agencies more than others.

The rules outlined below address the transitional cost share allocation related to Members that are impacted by a LakeComm share increase of 25% or greater in their annual “out of pocket” cost for service for the first year LakeComm is operating.

### **5-Year Smoothing Benefit**

The model for the 5-year Smoothing Benefit will reallocate a portion of the annual savings recognized by *PSAPs with savings* to supplement Members who are seeing a 25% or greater increase in their first year, pre-smoothing Annual Share. The 5-year transitional Smoothing Benefit is calculated after the first year pre-smoothing Annual Share is determined for all Members. The *PSAPs with savings* will have the difference between their first year savings and their pre-smoothing Annual Share reallocated to support the Smoothing Benefit model. Smoothing Benefit funds are then allocated amongst Members who will be seeing a 25% or greater increase in their first year, pre-smoothing Annual Share according to the table below.

<b>LakeComm - % Coverage of Member Difference</b>						
<b>Years</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
5	75%	60%	45%	30%	15%	0%

A Member with an increase of 25% or greater in “out of pocket” costs may “opt out” of participating in the transitional Smoothing Benefit option and may pay full Annual Share starting year one.

The Smoothing Benefit model is part of the funding formula for Annual Shares. Any change to the Smoothing Benefit model requires Member Board approval as defined in Article XI of the Establishing IGA.

Any future LakeComm Member (approved by Member Board after December 1, 2024) may not be entitled to receive all or a portion of the Smoothing Benefit as defined above.

### **Withdraw Membership Responsibility**

If a subsidized agency (Smoothing Benefit) elects to withdraw its membership from LakeComm within five (5) years of the adoption of these rules, then any subsidized costs approved in the LakeComm budget will be determined to be an outstanding obligation of that agency and owed to LakeComm upon withdrawal.

**C. Lake County Contribution and Annual Share**

**With Lake County Sheriff’s Office as a LakeComm Member:**

The Lake County contribution and Annual Share with Lake County Sheriff’s Office participation, shall be calculated as follows:

- (1) Contribution to cover Sheriff-specific operational support requirements based on additional FTE needed to meet defined requirements. Subtract contribution from the Initial Net Budget prior to calculation of Annual Shares from the Final Net Budget.

\* PLUS \*

- (2) Standard Annual Share calculation from the Final Net Budget for a Law Enforcement agency as defined in Section A of this Appendix.

**Without Lake County Sheriff’s Office as a LakeComm Member:**

The Lake County contribution without Lake County Sheriff’s Office participation, shall be calculated as follows:

**(P-EAV %) \* (9-1-1 Call Level of Effort) \* (Initial Net Budget) = County Contribution**

Example:

0.325 \* 0.3 \* \$10,000,000 = \$975,000 (County’s Contribution)

**(P-EAV %)** – The average of the percentage of EAV and percentage of population for the portion of the LakeComm service area where the Lake County Sherrif’s Office is the primary LE agency (unincorporated areas, contract service areas, or no local LE agency). Example: 36% (% EAV of LakeComm service area) and 29% (% population of LakeComm service area) = 32.5%. Use average of previous three (3) year’s EAV.

**(9-1-1 Call Level of Effort)** – Maximum is 0.33 based on “level of effort” percentage determined by LakeComm Call Taker staffing and/or 9-1-1 calls from areas serviced by the Lake County Sherrif’s Office. Reviewed annually.

**(Initial Net Budget)** – Initial Net Budget after all other revenue, offsets, and surcharge funds are applied.

Once calculated, the additional Lake County contribution would be subtracted from the Initial Net Budget (after all other revenue, offsets, and surcharge funds are applied) prior to calculation of Annual Shares from the Final Net Budget.

The County’s Membership and this annual contribution ensures that the County and Lake County Sherrif’s Office receive an equitable share of services, standard equipment, software, and technical support as well as support for connectivity between LakeComm and the Lake County Sherrif’s Office dispatch element.

Gross Budget	-	Revenues, Offsets, and Surcharge Funds	=	<u>Initial</u> Net Budget	-	Lake County Contribution	=	<u>Final</u> Net Budget
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