

Lake County Illinois

Lake Consolidated Emergency Communications (LakeComm)



LakeComm

Agenda Report - 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

2. Roll Call of Members**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](#)

4. Public Comment**5. Reports****5.1 [24-1331](#)**

Transition Manager Report.

- Update on JETSB of Lake County.
- Update on LakeComm Executive Director search.
- Working Group Updates.

6. Unfinished Business**7. New Business****7.1 [24-1332](#)**

Resolution adopting the LakeComm Procurement Policy.

Attachments: [R-2024-010](#)

[R-2024-010 Exhibit A](#)

7.2 [24-1333](#)

Resolution approving LakeComm Participation in the Illinois Municipal Retirement Fund.

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

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](#)

7.4 [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](#)

7.5 [24-1336](#)

FY26 Budget discussion.

- Assignment of existing contracts

8. **Member Remarks and Requests**9. **Adjournment**

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



Lake County Illinois

Legislation Details (With Text)

File #: 24-1330 **Version:** 1 **Name:** Committee action approving the LakeComm Executive Committee minutes from September 11, 2024.

Type: minutes **Status:** Passed

File created: 10/4/2024 **In control:** LakeComm Executive Committee

On agenda: **Final action:** 10/9/2024

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

Sponsors:

Indexes:

Code sections:

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

Date	Ver.	Action By	Action	Result
10/9/2024	1	LakeComm Executive Committee		

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

Lake County Illinois

Lake Consolidated Emergency Communications (LakeComm)



LakeComm

Meeting Minutes - Final

Wednesday, September 11, 2024

2:30 PM

MEETING LOCATION: Division of Transportation Conf. Room A
600 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

LakeComm Treasurer Brandy Schroff did a roll call of members.

Members present:

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

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:

Members absent:

Vice Chair: Bill McKinney - Mayor, City of Zion

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

Brian Gosnell, Gurnee

Carl Kirar, Lake County

Chas Buschick, Wauconda Fire Dist., Deputy Chief

Dan Eder, Lake County EMA

Don Hansen, Mundelein

Janna Philipp, Lake County

Jim Hawkins, Deputy County Administrator / Transition Manager

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

Jon Joy, Lake County

Joe States, Lake County News Sun

Lindsay Szafran, FoxComm

Michael Sheedy, Winthrop Harbor

Nichol Whitfield, CenCom

Patrick Kane, Wauconda FPD, Fire Chief

Patrick Kreis, Vernon Hills Police, Chief

Steve Husak, Lake Zurich Police, Chief

Steve Winnecke, LCETSB

Taryn Sofie, CenCom

3. Approval of Minutes**3.1 [24-1203](#)**

Committee action approving the LakeComm Executive Committee minutes from August 14, 2024.

Attachments: [LakeComm Exec 8.14.24 Final Minutes](#)

A motion was made by Member Seeley, seconded by Member Jackson, that these minutes be approved. The motion carried unanimously by voice vote.

4. Public Comment

There were no comments from the public.

5. Unfinished Business

There was no unfinished business to discuss.

6. New Business**6.1 [24-1204](#)**

Transition Manager Update.

Attachments: [6.1 Transition Manager Update PPT 9.11.24](#)

Transition Manager Jim Hawkins reported that there were currently 24 LakeComm Member agencies that represent 28 individual public safety departments plus Lake County. He mentioned that LakeComm presented information at a Libertyville Police and Fire Committee meeting, and they have not made a decision yet about joining.

He reported that the budget was approved by the LakeComm Member Board and provided a brief summary of the transition budget, transition plan and timeline, and LakeComm actions completed and in-progress.

Transition Manager Hawkins went over the Standing Chief's Advisory Committees information and duties, per the LakeComm Bylaws, and provided meeting dates and times for both the Fire/EMS and Law Enforcement Advisory Committees.

Working Group Updates:

PSAP Directors: Nichol Whitfield (CenCom E9-1-1 Executive Director) reported that they've been meeting every two weeks and they are working on a seniority list, talk groups, policies and procedures, call taking and dispatching, newsletter, and defining the scope of services. Transition Manager Hawkins mentioned the group is also working on a simple application for those who currently work with one of the partners.

Technology: Steve Winnecke (Lake County ETSB Executive Director) reported on the Tyler system and that they are working on two patches and they continue to work on getting additional releases installed. He mentioned the reporting was up and running for the CAD, through a third party application. He also reported on Motorola, Solacom, the backup center and the new LakeComm911 website.

Facility (ROC & Backup): Jon Joy (Lake County Construction Project Manager) provided a status update on the project activities, including the power and solar array to be complete by the end of the month, site work wrapping up soon, and that it is still on time and on budget. Transition Manager Hawkins reported that after an analysis of Gurnee and Lake Zurich as options for a physical backup, Lake Zurich is a better fit due to the current infrastructure. They are looking at what is still needed to bring it up to speed and will work on a lease. He stated there will be costs to get those centers up to speed. ETSB Director Winnecke noted they are monitoring the state statute as to what ETSB money could be used for this.

HR & Personnel: Transition Manager Hawkins explained that the whole group has not yet been brought back together, but CenComm E9-1-1 Executive Director Whitfield has been working on basic HR items, like IMRF and EIN, etc. For the hiring plan, additional members will be brought in.

Finance & Budget: Transition Manager Hawkins explained that the group will be brought back together soon to work on the FY2026 budget. He explained they are going to go through current contracts and line them up correctly, based on intent of the contracts and the guidance from the committee.

Continuity of Operations: Pat Kreis (Vernon Hills Chief of Police) shared that they haven't met in a few weeks, but the conversations continue about personnel and partner PSAPs assisting each other until LakeComm is operational. He mentioned that they continue to hire.

JETSB of Lake County: Don Hansen (Mundelein Dir. of Supportive Services) mentioned that the JETSB of Lake County still needs to be formally seated to take any action, but they are working on a draft application to send to the state.

6.2 [24-1205](#)

Discussion and Guidance on LakeComm Policies.

Attachments: [6.2 Discussion on LakeComm Policies PPT 9.11.24](#)

Transition Manager Jim Hawkins provided information on proposed transitioning personnel policies, including the transfer of years of service, higher vacation accrual based on years of service and offering a deferred compensation option. Discussion ensued.

Consensus of the committee was to direct the Transition Manager to move forward with drafting these policies, based on the discussion.

6.3 [24-1206](#)

Discussion and Guidance on Shared Services.

Attachments: [6.3 Discussion on Shared Services PPT 9.11.24](#)

Transition Manager Jim Hawkins provided information about a proposed Shared Services Intergovernmental Agreement (IGA) with Lake County that would be through the end of the LakeComm fiscal year, with an option to extend. Discussion ensued. Consensus of the committee was to direct the Transition Manager and attorney to move forward with drafting the IGA and bringing it to the next LakeComm Member Board meeting for approval.

6.4 [24-1209](#)

Update and Guidance on Hiring.

Attachments: [6.4 Update and Guidance on Hiring PPT 9.11.24](#)

Transition Manager Jim Hawkins provided an update on the Executive Director recruitment. He noted that he was moving forward with a contract that Lake County had with MGT (formally GovHR), and shared the tentative timeline. Discussion ensued.

Transition Manager Hawkins provided information regarding hiring a temporary HR Lead/Specialist to assist with drafting policies and position descriptions and establishing framework and processes. Transition Manager Hawkins noted that this would be for future consideration. Discussion ensued.

6.5 [24-1207](#)

Joint ETSB Update.

Attachments: [6.5 JETSB of Lake County Update PPT 9.11.24](#)

Transition Manager Jim Hawkins provided an update on the JESTB of Lake County. He presented a recap of the powers and duties of the JETSB of Lake County and the Board composition, as defined in the establishing IGA and Board Bylaws. Discussion ensued.

Chair Timony noted that they've had one person come forward to serve so far, and to keep things moving the intent is to have identified individuals by next Wednesday's Member Board meeting. Discussion ensued.

7. Members' Remarks

There were no remarks from members.

8. Adjournment

A motion was made by Member Hogan, seconded by Member Sutton, to adjourn the meeting. The motion carried unanimously by voice vote. Chair Timony adjourned the meeting at 3:39 p.m

Next Regular Meeting: October 9, 2024 at 2:30 pm at the Central Permit Facility (2nd FL) 500 W. Winchester Road Libertyville, IL

Minutes prepared by Janna Philipp.



Lake County Illinois

Legislation Details (With Text)

File #: 24-1331 **Version:** 1 **Name:** Transition Manager Report.
Type: presentation **Status:** Completed
File created: 10/4/2024 **In control:** LakeComm Executive Committee
On agenda: **Final action:** 10/9/2024

Title: Transition Manager Report.

Sponsors:

Indexes:

Code sections:

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

Date	Ver.	Action By	Action	Result
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Transition Manager Report.

- Update on JETSB of Lake County.
- Update on LakeComm Executive Director search.
- Working Group Updates.



Lake County Illinois

Legislation Details (With Text)

File #: 24-1332 **Version:** 1 **Name:** Resolution adopting the LakeComm Procurement Policy.
Type: resolution **Status:** Passed
File created: 10/4/2024 **In control:** LakeComm Executive Committee
On agenda: **Final action:** 10/9/2024

Title: Resolution adopting the LakeComm Procurement Policy.

Sponsors:

Indexes:

Code sections:

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

Date	Ver.	Action By	Action	Result
10/9/2024	1	LakeComm Executive Committee		

Resolution adopting the LakeComm Procurement Policy.

LAKE CONSOLIDATED EMERGENCY COMMUNICATIONS

(LAKECOMM)

RESOLUTION 2024-010

RESOLUTION ADOPTING THE LAKECOMM PROCUREMENT POLICY

WHEREAS, 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”) through an Intergovernmental 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, LakeComm requires the adoption of policies for effective and efficient operations and oversight, and

WHEREAS, Article VI, Section 3.c of the LakeComm Bylaws dated July 30, 2024 states that the Executive Committee has the responsibility to, “Approve policy for LakeComm to include financial, personnel, purchasing, and audit policies.”

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 are hereby referenced, incorporated, and made part of this Resolution as findings.

SECTION 2: The purpose of this Resolution is to approve a LakeComm Procurement Policy.

SECTION 3: The LakeComm Executive Committee hereby adopts the LakeComm Procurement Policy attached hereto and marked as Exhibit A.

SECTION 4: This Resolution and Exhibit A shall be in effect and in full force immediately upon passage by 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
Bill Hogan (Fire Protection District)				
Greg Jackson (Municipal)				
Ed Lescher (Fire Chief)				
Billy McKinney (Vice Chair)				
Jason Seeley (Chief of Police)				
Patrice Sutton (Lake County)				
Kevin Timony (Chair)				

CHAIR
LAKECOMM EXECUTIVE COMMITTEE

ATTEST

Exhibit A

LakeComm Resolution 2024-010

RESOLUTION ADOPTING THE LAKECOMM PROCUREMENT POLICY.

LakeComm

Lake Consolidated Emergency Communications
www.lakecomm911.org

Procurement Policy

1. Purpose and Intent

- 1.1. The intent of this policy is to establish guidelines and directions for the acquisition of goods and services. When used with good judgment, the policies allow LakeComm to obtain required supplies and services efficiently and economically.
- 1.2. The purpose of this policy is to obtain goods and services at the lowest possible price consistent with the quality needed, to exercise financial control over purchases, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for accountability and transparency.

2. Scope

- 2.1. This policy applies to all employees of LakeComm and in-house non-employees purchasing items on behalf of LakeComm.

3. Authorities

- 3.1. LakeComm, a unit of local government as defined by the Illinois Intergovernmental Cooperation Act (5 ILCS 220), does not have statutory requirements for purchasing.

4. Policy

4.1. Authorization

- 4.1.1. Executive Director: The Executive Director is authorized by LakeComm's bylaws to make, in the ordinary course of business, all purchases of materials, supplies, and services necessary as provided for in the annual budgets; provided that for purchases of more than \$50,000, the Executive Director must first procure the approval of the Executive Committee (or Member Board of Directors) before making such purchases. Any unbudgeted purchase under \$50,000 must be brought to the Executive Committee for approval. Any unbudgeted purchase over \$50,000 must be brought to the Member Board of Directors for approval.
- 4.1.2. Department Head: Department Heads are authorized to approve budgeted purchases for products and services up to \$5,000, and all budgeted routine purchases less than \$50,000. Any non-routine purchase over \$5,000 must be approved, or authority delegated to the Department Head, by the Executive Director, prior to purchase. A review of the budget and a determination of funds availability are to be completed before any purchases are made.

4.1.3.Purchaser: Staff members must have pre-approval from their Department Head (up to Department Heads authorized levels) to purchase any items, regardless of method of payment.

4.2. Types of Purchases

4.2.1.Routine Purchase: Routine purchases are an exception to the Department Head authority level. The exemption is appropriate because there is no need to secure competitive pricing for every transaction or the opportunity to negotiate more favorable terms is unavailable. Routine purchases include: subscriptions, memberships, certification and renewal fees, accreditation fees, insurance premiums, utilities, postage, office and janitorial supplies, paper, salaries, routine expenses required for the operation of LakeComm (LEADs, Priority Dispatch, etc.), and approved contracts for services or equipment. These expenses shall be anticipated and provided for in the budget. To the greatest extent possible, Department Heads will obtain competitive pricing of routine purchases prior to any renewal of contracts, or as appropriate for each type of purchase, not to extend beyond every four (4) years.

4.2.2.Joint Purchase Agreements: LakeComm is authorized to obtain goods and services using the State of Illinois Joint Purchasing Program, applicable GSA schedules, and various government cooperative purchase programs. When available through such programs that use a formal bidding process, it is not necessary for employees to obtain quotes or to obtain competitive proposals for the goods or services which are sought. The purchaser shall be responsible, however, for ensuring that the goods or services are of a quality sufficient to meet LakeComm's needs and that the pricing is competitive.

4.2.3.Sole Source: Contracts that are available only from a single source are referred to as a "sole source" purchase. Sole source procurements may arise from the following circumstances:

- Equipment for which there is no comparable competitive product or is available only from one supplier.
- Public utility services from natural or regulated monopolies.
- A component or replacement part for which there is no commercially available substitute, and which can be obtained only from the manufacturer.
- An item for which compatibility is the overriding consideration, such as computer software and hardware.
- Contractual services based on agency familiarity or past experience.

These items shall not be subject to requirements for seeking competitive quotes. However, budgeted sole source purchases in excess of \$50,000 shall be presented to the Executive Committee prior to acquisition with a request to waive competitive quotes, approve the purchase, and enter into a formal contract. Negotiation should be used to complete the terms and conditions for this purchase.

4.2.4.Emergency Purchase: Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to protect property from damage, or to avoid major disruption of LakeComm operations. If deemed essential, emergency purchases may be made by the Executive Director (or the Board Chair if the Executive Director is unavailable). However, if the purchase is of such significant magnitude as to have an impact on the integrity of the budget, the Executive Director,

with the approval of the Chairman of the Board, may make such a purchase without waiting for formal approval of the specific purchase by the Board of Directors as a whole. Emergency purchases over \$50,000 require after-the-fact Executive Committee notification and Member Board of Directors approval and ratification.

4.3. Procurement Options

4.3.1. Competitive Pricing: Whenever possible, LakeComm will use competitive pricing for all purchases unless the specific item or service is only available from a sole source or is directly related to a system or process that has already been selected from a recent competitive process. Competitive pricing will be defined as a minimum of two (2) quotes for any purchase under \$5,000. For all purchases between \$5,000 and \$50,000, three (3) quotes will be required. Proof of attempted quotes (vendor declined to quote the item/service) may be provided in cases where limited vendors are available to meet the quote requirement.

4.3.2. Formal Bid: For purchases in excess of \$50,000 or when otherwise directed by the Member Board of Directors, Executive Committee, or Executive Director, LakeComm shall follow a formal bid process. This formal bid process shall comply with municipal bidding requirements. These requirements include:

- Notice inviting competitive bids in a local newspaper or on-line posting.
- Post notice of the bid at LakeComm's facility and on www.lakecomm911.org.
- Notices and bid announcements shall include the following:
 - General description of the work to be performed or item to be purchased.
 - Any required or preferred specifications.
 - Date and time bids are required to be submitted.

4.3.2.1. The Executive Committee shall have the authority to award the bid if a budgeted item is greater than \$50,000 and within 110% of the budgeted amount. This authority may be granted to the Executive Director at the discretion of the Executive Committee.

4.3.2.2. The bid shall be awarded to the lowest responsible bidder with the following considerations:

- The ability, capacity, and skill of the bidder to perform the contracted service or provide the product.
- Whether the bidder can perform the contract or provide the service promptly and without delay or interference.
- The character integrity, reputation, judgment, experience, and efficiency of the bidder.
- The quality of the performance of previous, contracts, products, or services.
- The quality, availability, and adaptability of the supplies or contractual services to the particular use required.
- The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
- The number and scope of conditions attached to the bid.
- The Executive Committee shall have the authority to reject all competitive bids or parts of those bids when the public interest will be best served.

4.3.3. Bid Exceptions: Bid procedures for purchases over \$50,000 may be waived for the following:

- All purchases or contracts for professional services (including but not limited to: legal, architectural, insurance, consulting, project management, and accounting).
- Sole Source with written documentation provided.
- Standardization is necessary or desirable (e.g. furniture modules, compatible computers).
- Emergency purchases by the Executive Director.
- An item previous awarded within the past twelve (12) months.
- Cooperative purchases from state or federal contracts or joint purchasing agreements.
- Purchases that have the bidding requirements waived by a 2/3 vote of the Member Board of Directors.

4.4. **Methods of Payment**

4.4.1. Purchase Order/Accounts Payable Check. Purchase orders will be generated for all goods and services purchased with the exception of routine purchases or if a LakeComm credit card is used. Non-routine purchases, not paid for by credit card, require a purchase order sent to the vendor. To obtain a purchase order, purchasers are to complete a purchase requisition form, attach all documentation (competitive pricing, bids, or contract), and obtain the proper signatures by their Department Head prior to submitting the request to the Finance Clerk. Once the purchase order is created in finance, the original and all documentation will be given back to the Department Head for their signature, date, and Executive Director's, or designee's, approval if over \$5,000. It is the responsibility of the Department Head to forward a copy of the purchase order to the vendor to procure the item and return the original purchase order and documentation back to the Finance Clerk. Once the item or service has been completed, the vendor is required to produce an invoice that will be matched with the original purchase order and receiving documentation (packing slip) and forwarded to the appropriate Department Head for approval to cut an accounts payable check to the vendor.

4.4.2. LakeComm Credit Card: The Executive Director, Deputy Director, Department Heads, and selected staff members may be issued a LakeComm business credit card in his or her name. The account limits are as follows:

Executive Director and Deputy Director \$20,000
Department Head \$5,000
Technician \$1,000
Other Staff - limit as need determines

Credit cards are to be used for on-line purchases, travel arrangements, training registrations, local retail purchases, and payment to vendors where using a credit card is the only option for payment.

The procurement guidelines of competitive pricing or informal bidding must be followed prior to paying with a credit card. Documentation for such a purchase

should include: the original receipt, a copy of the transaction detail, general ledger code to be charged listed, and submitted to a Department Head for approval with the monthly credit card statement.

Cash advances are not allowed.

4.4.3. Check Request: In the absence of an invoice or for pre-payment of services/deposit, a Department Head may request, in writing, a check be cut to a vendor. This request must include the vendor's name, address, amount to be paid, reason for the payment, and Executive Director, or designee's, approval if over \$5,000. Procurement guidelines of competitive pricing or bidding must still be used and documentation attached.

5. Appropriations

- 5.1. All purchases must be made within the appropriations of the fiscal year budget as previously authorized by the Member Board of Directors. If a purchase has to be made outside of the current fiscal year budget from cash reserves it will require the approval of the Member Board of Directors.
- 5.2. All goods purchased are exempt from sales tax and it is the responsibility of the purchaser to provide any needed tax exempt documentation to a vendor.

6. Severability

- 6.1. If any section or provision of this policy should be held invalid by operation of law, none of the remainder shall be affected.

AS APPROVED BY / DATE

Chair

ATTEST:



Lake County Illinois

Legislation Details (With Text)

File #: 24-1333 **Version:** 1 **Name:** Resolution approving LakeComm Participation in the Illinois Municipal Retirement Fund.

Type: resolution **Status:** Passed

File created: 10/4/2024 **In control:** LakeComm Executive Committee

On agenda: **Final action:** 10/16/2024

Title: Resolution approving LakeComm Participation in the Illinois Municipal Retirement Fund.

Sponsors:

Indexes:

Code sections:

Attachments: [R-2024-011 Signed](#)
[R-2024-011](#)
[7.1 IMRF PPT 10.16.24](#)

Date	Ver.	Action By	Action	Result
10/16/2024	1	LakeComm Member Board of Directors		
10/9/2024	1	LakeComm Executive Committee		

Resolution approving LakeComm Participation in the Illinois Municipal Retirement Fund.



A RESOLUTION FOR PARTICIPATION IN THE ILLINOIS MUNICIPAL RETIREMENT FUND

IMRF Form 1.12 (Rev. 09/2014)

WHEREAS, Section 7-132 of the Illinois Pension Code provides that the Lake Consolidated Emergency Communications (LakeComm) NAME OF POLITICAL ENTITY may become a participating instrumentality in the Illinois Municipal Retirement Fund (Fund) by the adoption of a resolution by a two-thirds vote of its entire governing body to apply for participation in the Fund, and

WHEREAS, upon receipt of the application, the Fund shall determine whether the application is in conformity with its requirements; whether the applicant has a reasonable expectation to continue as a political entity for ten years; has the financial capacity to meet its current and future obligations to the Fund; and whether participation by the applicant will impair the actuarial soundness of the Fund, and

WHEREAS, participation will commence following acceptance of the application by the Board of Trustees of the Illinois Municipal Retirement Fund (Board) and on the date specified by the Board.

NOW, THEREFORE, BE IT RESOLVED by the LakeComm Member Board of Directors GOVERNING BODY as follows:

(1) That the Member Board of Directors GOVERNING BODY of Lake Consolidated Emergency Communications (LakeComm) NAME OF POLITICAL ENTITY organized under the laws of the State of Illinois, hereby makes application to be included within and subject to the Article 7 of the Illinois Pension Code (40 ILCS 5/7-101 et seq.).

(2) That the standard for participation in the Fund shall be a position normally requiring performance of duty for 1,000 600 OR 1,000 hours or more per year.

(3) That Kevin Timony NAME OF EXECUTIVE OFFICER, Chair, LakeComm Member Board of Directors TITLE is hereby instructed to file this resolution with the Board; and to furnish and certify additional information as requested by the Fund.

(4) That the decision to participate in IMRF is irrevocable and Lake Consolidated Emergency Communications (LakeComm) NAME OF POLITICAL ENTITY shall participate in IMRF if its application is accepted by the Board.

(5) That the Lake Consolidated Emergency Communications (LakeComm) NAME OF POLITICAL ENTITY, Lake County COUNTY Illinois does hereby request the Board to approve its participation in the Fund.

Ayes _____ Nays _____ Size of Entire Governing Body 24

CERTIFICATION

I, Michael Strong NAME, being the duly appointed Secretary CLERK OR SECRETARY of the Lake Consolidated Emergency Communications (LakeComm) NAME OF POLITICAL ENTITY of the County of Lake COUNTY, State of Illinois, do hereby

certify that I am the keeper of the books and records of the aforesaid political entity and that the foregoing is a true and correct copy of a resolution duly adopted by the LakeComm Member Board of Directors GOVERNING BODY at a meeting duly convened and held on the 16th DAY day of October MONTH, 2024 YEAR.

CLERK OR SECRETARY OF THE BOARD

Illinois Municipal Retirement Fund

2211 York Road Suite 500 Oak Brook, IL 60523-2337
Member Services Representatives 1-800-ASK IMRF (275-4673) Fax: (630) 706-4289
www.imrf.org

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 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



Lake County Illinois

Legislation Details (With Text)

File #: 24-1334 **Version:** 1 **Name:** Resolution authorizing the appointment of Brandy Schroff, LakeComm Treasurer, as LakeComm's Illinois Municipal Retirement Fund (IMRF) Authorized Agent.

Type: resolution **Status:** Passed

File created: 10/4/2024 **In control:** LakeComm Executive Committee

On agenda: **Final action:** 10/16/2024

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

Sponsors:

Indexes:

Code sections:

Attachments: [R-2024-012 Signed](#)
[R-2024-012](#)
[7.2 IMRF Authorized Representative PPT 10.16.24](#)

Date	Ver.	Action By	Action	Result
10/16/2024	1	LakeComm Member Board of Directors		
10/9/2024	1	LakeComm Executive Committee		

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

LAKE CONSOLIDATED EMERGENCY COMMUNICATIONS

(LAKECOMM)

RESOLUTION 2024-012

RESOLUTION AUTHORIZING THE APPOINTMENT OF BRANDY SCHROFF, LAKECOMM TREASURER, AS LAKECOMM'S ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF) AUTHORIZED AGENT.

WHEREAS, 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”) through an Intergovernmental 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, LakeComm has applied to be a participant in the Illinois Municipal Retirement Fund (IMRF) Plan, and

WHEREAS, Brandy Schroff, the LakeComm Treasurer, will complete the IMRF Authorized Agent Training Program, and

WHEREAS, the LakeComm Executive Committee has reviewed and approved said appointment at its October 9, 2024 Committee Meeting.

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 are hereby referenced, incorporated, and made part of this Resolution as findings.

SECTION 2: The purpose of this Resolution is to authorize the appointment of Brandy Schroff as LakeComm’s IMRF Authorized Agent.

SECTION 3: The LakeComm Member Board of Directors hereby authorize the appointment of Brandy Schroff, LakeComm Treasurer, as as LakeComm’s IMRF Authorized Agent.

SECTION 4: This Resolution shall be in effect and in full force immediately upon passage by 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 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



Lake County Illinois

Legislation Details (With Text)

File #: 24-1335 **Version:** 1 **Name:** 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.

Type: resolution **Status:** Passed

File created: 10/4/2024 **In control:** LakeComm Executive Committee

On agenda: **Final action:** 10/16/2024

Title: 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.

Sponsors:

Indexes:

Code sections:

Attachments: [R-2024-013 Signed](#)
[R-2024-013](#)
[R-2024-013 Exhibit-A](#)
[R-2024-013 Exhibit-B](#)
[7.3 Village of Hawthorn Woods PPT 10.16.24](#)

Date	Ver.	Action By	Action	Result
10/16/2024	1	LakeComm Member Board of Directors		
10/9/2024	1	LakeComm Executive Committee		

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.

LAKE CONSOLIDATED EMERGENCY COMMUNICATIONS

(LAKECOMM)

RESOLUTION 2024-013

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

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 September 24, 2024, as an indication of their desire to be a LakeComm Member Agency, the Village of Hawthorn Woods provided a letter requesting membership and stating that the Village Board would approve a resolution authorizing the adoption and execution of the Intergovernmental Agreement Establishing LakeComm at their October 28, 2024 meeting.

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 C to the original LakeComm Agreement making the Village of Hawthorn Woods a LakeComm Member Agency.

SECTION 3: The LakeComm Member Board of Directors hereby accepts the Village of Hawthorn Woods' request to be a LakeComm Member Agency attached hereto and marked as Exhibit A.

SECTION 4: The LakeComm Member Board of Directors hereby authorizes the adoption and execution of Addendum C to the original LakeComm Agreement attached hereto and marked as Exhibit B approving and admitting the Village of Hawthorn Woods as a LakeComm Member Agency and entitling the Village of Hawthorn Woods to participate in the LakeComm Agreement under the terms set forth in the Agreement upon approval by the Hawthorn Woods Village Board.

SECTION 5: This Resolution and Exhibit B shall be in effect and in full force upon passage by both the Hawthorn Woods 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 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 2024-013

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.



2 LAGOON DRIVE - HAWTHORN WOODS, ILLINOIS 60047 (847) 438-5500

September 24, 2024

LakeComm Board Chair
Lake Consolidated Emergency Communications
18 N. County St / 9th Floor
Waukegan, IL 60085

Dear LakeComm Board Chair,

I am writing on behalf of the Village of Hawthorn Woods to formally request our inclusion as a member of LakeComm. We are pleased to inform you that the Village Board plans to approve the resolution and intergovernmental agreement at our upcoming meeting on October 28, 2024.

The Village of Hawthorn Woods is committed to the principles of dispatch consolidation and recognizes the many benefits that come from such partnerships. We are eager to collaborate with LakeComm and its members to enhance the efficiency and effectiveness of our public safety dispatch services.

As you know, finding a sustainable revenue source and being able to commit to the price increases in the future has been our top priority since we received the cost analysis for our community. We have just this month secured Mayoral support to initiate additional funding mechanisms that will now enable us to be full members with LakeComm.

We look forward to working together and contributing to the continued success of LakeComm. Thank you for considering our request. Please feel free to contact me if you require any further information.

Sincerely,

A handwritten signature in blue ink that reads "Pamela O. Newton". The signature is fluid and cursive.

Pamela O. Newton
Chief Operating Officer

Exhibit B

LakeComm Resolution 2024-013

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.

Addendum C
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 Hawthorn Woods

Signed:

Signature: _____
Position: _____
Date: _____

Attest:

Signature: _____
Position: _____
Date: _____

Lake Consolidated Emergency Communications (LakeComm)

Signed:

Signature: _____
Position: _____
Date: _____

Attest:

Signature: _____
Position: _____
Date: _____



Lake County Illinois

Legislation Details (With Text)

File #: 24-1336 **Version:** 1 **Name:** LakeComm FY26 Budget discussion.
Type: discussion **Status:** Completed
File created: 10/4/2024 **In control:** LakeComm Executive Committee
On agenda: **Final action:** 10/9/2024
Title: FY26 Budget discussion.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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FY26 Budget discussion.

- Assignment of existing contracts