

**Lake Consolidated Emergency Communications (LakeComm)**



**LakeComm Member Board of Directors**  
**Minutes - Final**

**Wednesday, March 19, 2025**

**2:30 PM**

**LOCATION: Central Permit Facility (2<sup>nd</sup> FL)**  
**500 W. Winchester Road Libertyville, IL**

**1. Call to Order**

- Pledge of Allegiance

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

**2. Roll Call of Members**

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

*Members Present:*

*County of Lake – Patrice Sutton, County Administrator*

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

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

*Village of Fox Lake - Donny Schmit, Village President*

*Fox Lake Fire Protection District – James Wipper, Board Secretary*

*Village of Gurnee - Patrick Muetz, Village Administrator*

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

*Village of Hawthorn Woods – John Malcolm, Director of Public Safety/Interim Police Chief*

*Village of Kildeer – Steve Balinski, Chief of Police*

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

*Village of Lake Zurich – Steve Husak, Chief of Police*

*City of North Chicago – Lazaro Perez, Chief of Police*

*Village of Round Lake – Brandy Schroff, Village Administrator - LakeComm Treasurer*

*Village of Round Lake Beach – Scott Hilts, Village Administrator*

*Village of Round Lake Park – Daniel Burch, Chief of Police*

*Village of Wauconda - Allison Matson, Village Administrator*

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

*City of Zion – Billy McKinney, Mayor – LakeComm Vice Chair*

*Members Absent:*

*Village of Antioch*

*Beach Park Fire Protection District*

*Village of Island Lake*

*Lake Villa Fire Protection District*

*Village of Mundelein*

*Newport Township Fire Protection District*

*Village of Round Lake Heights*

*Village of Vernon Hills*

*Others Present:*

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

*Secretary: Mike Strong - Village Administrator, Village of Lake Villa*  
*Anne Harper, Lake Zurich*  
*Aaron Rendon, IBEW Local 50*  
*Chuck Smith, Countryside FPD, Chief*  
*Don Hansen, Mundelein*  
*Janna Philipp, Lake County*  
*Jason Kern, LakeComm Executive Director*  
*Jason Seeley, Mundelein Police, Chief*  
*John Kelly, Ottosen, DiNolfo, Hasenbalg & Castaldo Ltd.*  
*Lindsay Szafran, FoxComm*  
*Marissa Nowakowski, LC ETSB*  
*Molly Jones, Gurnee*  
*Norm Johnson, Antioch Police, Deputy Chief*  
*Nichol Whitfield, CenCom*  
*Patricia Koesling, Gurnee*  
*Steve Winnecke, LC ETSB*  
*Taryn Sofie, CenCom*

### **3. Approval of Minutes**

**3.1.** Member Board action approving the minutes from the February 19, 2025 LakeComm Member Board of Directors meeting.

***Attachments:*** LakeComm Member Board 2.19.25 Final Minutes (pg. 3)

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

### **4. Public Comment**

*There were no comments from the public.*

### **5. Reports**

#### **5.1. Treasurer's Reports – February 2025**

***Attachments:*** LakeComm Financials Feb-25 (pg. 8)

*Treasurer Schroff provided an update on the Financials for February, and shared that the LakeComm funds have officially been transferred from Lake County into the LakeComm Accounts.*

#### **5.2. Executive Director Report**

*Executive Director Kern provided an update to the Board on various topics including an update on the hiring of a new Deputy Director, Taryn Sofie, who will report to*

LakeComm on March 31. He also shared updates on the status of the ROC project, Back-up Center at Lake Zurich, and recent Advisory Group meetings with the Police and Fire groups.

Mr. Kern updated the Board on the JETSB consolidation plan and application that has been submitted to the State for review, stating that the JETSB had received comments and was in the process of responding.

Lastly, Mr. Kern provided updates on the status of an engagement with the Intergovernmental Personnel Benefit Cooperative (IPBC) to provide employee benefits for current and future LakeComm employees.

## 6. Unfinished Business

There was no unfinished business to discuss.

## 7. New Business

### 7.1. Resolution Authorizing the approval of an Investment Policy for Lake Consolidated Emergency Communications

**Attachments:** [R-2025-004 \(pg. 16\)](#)  
[R-2025-004 Exhibit \(pg. 18\)](#)

Executive Director Kern presented an overview of the draft Investment Policy that has been modeled after the Vernon Hills policy and reviewed by Libertyville Bank and Trust. He noted a few minor changes that were incorporated into the draft after discussion with the Executive Committee.

Vice Chair McKinney asked the Board if there were any questions, seeing none, he asked for a motion.

**A motion was made by Member Perez, seconded by Member Balinski, to recommend approval of Resolution 2025-004 Adopting the LakeComm Investment Policy. The following voted “Aye”:** Members Sutton, Cokefair, Brown, Schmit, Wipper, Muetz, Steinberg, Balinski, Strong, Husak, Perez, Schroff, Hilts, Burch, Matson, Hogan, McKinney. **The following voted “Nay”:** none. **The following voted “Abstain”:** none. **17-Ayes, 0-Nays, 1-Abstention. motion carried.**

### 7.2. Resolution authorizing the opening of bank accounts and the signing of signature cards on behalf of Lake Consolidated Emergency Communications

**Attachments:** [R-2025-005 \(pg. 28\)](#)

Executive Director Kern introduced the resolution, stating that Libertyville Bank and Trust has been selected as the bank for LakeComm after meeting with three

*different financial institutions in the area. Mr. Kern stated that the Resolution names and authorizes the designated signers of the bank accounts, which include the Chair, Treasurer, and Executive Director.*

*Vice Chair McKinney asked the Board if there were any questions, seeing none, he asked for a motion.*

**A motion was made by Member Cokefair, seconded by Member Burch, to recommend approval of Resolution 2025-004 Adopting the LakeComm Investment Policy. The following voted “Aye”: Members Sutton, Cokefair, Brown, Schmit, Wipper, Muetz, Steinberg, Balinski, Strong, Husak, Perez, Schroff, Hilts, Burch, Matson, Hogan, McKinney. The following voted “Nay”: none. The following voted “Abstain”: none. 17-Ayes, 0-Nays, 1-Abstention. motion carried.**

#### **8. Member Remarks**

*There were no remarks made by the Board.*

#### **9. Adjournment**

**A motion was made by Member Burch, seconded by Member Steinberg, to adjourn the meeting. The motion carried unanimously by voice vote. Vice Chair McKinney adjourned the meeting at 2:43 p.m.**

**Next Regular Meeting: April 16, 2025 at 2:30 pm at the Central Permit Facility (2nd FL)  
500 W. Winchester Road, Libertyville, IL**