

Lake Consolidated Emergency Communications (LakeComm)



**LakeComm Member Board of Directors
Agenda Report - FINAL**

Wednesday, April 16, 2025

2:30 PM

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

1. Call to Order

- Pledge of Allegiance

2. Roll Call of Members

3. Approval of Minutes

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

Attachments: LakeComm Member Board 3.19.25 Final Minutes (pg. 3)

4. Public Comment

5. Reports

5.1. Executive Director Report

6. Unfinished Business

7. New Business

- 7.1.** Resolution authorizing the appointment of Jason Kern, LakeComm Executive Director, as LakeComm's Illinois Municipal Retirement Fund (IMRF) Authorized Agent.

Attachments: R-2025-006 (pg. 8)

- 7.2.** Resolution authorizing a loan from the Village of Gurnee in accordance with the Intergovernmental Agreement Regarding Loans for LakeComm Transition and Startup Expenses.

Attachments: R-2025-007 (pg. 10)

8. Member Remarks

9. Adjournment

Next Regular Meeting: May 21, 2025 at 2:30 pm at the Round Lake Beach Cultural & Civic Center 2007 Civic Center Way, Round Lake Beach, IL 60073

Lake Consolidated Emergency Communications (LakeComm)



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

Wednesday, March 19, 2025

2:30 PM

**LOCATION: Central Permit Facility (2nd 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**

LAKE CONSOLIDATED EMERGENCY COMMUNICATIONS

(LAKECOMM)

RESOLUTION 2025-006

**RESOLUTION AUTHORIZING THE APPOINTMENT OF
JASON KERN, LAKECOMM EXECUTIVE DIRECTOR, 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 is a participant in the Illinois Municipal Retirement Fund (IMRF) Plan; and

WHEREAS, Brandy Schroff, the LakeComm Treasurer, was previously appointed by the LakeComm Member Board of Directors as the IMRF Authorized Agent; and

WHEREAS, LakeComm would like to appoint Jason Kern, the LakeComm Executive Director, as the IMRF Authorized Agent, replacing Brandy Schroff; and

WHEREAS, Jason Kern has completed the IMRF Authorized Agent Training Program; and

WHEREAS, the LakeComm Executive Committee has reviewed and approved said appointment at its April 9, 2025 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 Jason Kern as LakeComm’s IMRF Authorized Agent.

SECTION 3: The LakeComm Member Board of Directors hereby authorize the appointment of Jason Kern, LakeComm Executive Director, 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.

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ADOPTED at Lake County, Illinois, on _____, 2025.

AYES: _____

NAYS: _____

ABSTAIN: _____

	Aye	Nay	Abstain	Absent
Village of Antioch				
First Fire Protection District of Antioch				
Beach Park Fire Protection District				
Countryside Fire Protection District				
Village of Fox Lake				
Fox Lake Fire Protection District				
Village of Gurnee				
Greater Round Lake Fire Protection District				
Village of Hawthorn Woods				
Village of Island Lake				
Village of Kildeer				
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

SECRETARY
LAKECOMM MEMBER BOARD OF DIRECTORS

LAKE CONSOLIDATED EMERGENCY COMMUNICATIONS

(LAKECOMM)

RESOLUTION 2025-007

RESOLUTION AUTHORIZING A LOAN FROM THE VILLAGE OF GURNEE IN ACCORDANCE WITH THE INTERGOVERNMENTAL AGREEMENT REGARDING LOANS FOR LAKECOMM TRANSITION AND STARTUP EXPENSES.

WHEREAS, a number of Illinois units local government have entered into an intergovernmental agreement under the authority of the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 and created Lake Consolidated Emergency Communications (LakeComm); and

WHEREAS, LakeComm, the County of Lake, the Village of Gurnee, and the Village of Vernon Hills have previously entered into an Intergovernmental Agreement authorizing the County of Lake, the Village of Gurnee, and the Village of Vernon Hills to make loans to LakeComm for the purpose of assisting LakeComm with transition and start-up expenses; and

WHEREAS, the Member Board of Directors of Lake Consolidated Emergency Communications (LakeComm) wishes to request that the Village of Gurnee provide additional loan proceeds as authorized pursuant to that Intergovernmental Agreement to which LakeComm was a party; and

WHEREAS, the Member Board of Directors hereby authorizes the request to the Village of Gurnee to provide loan proceeds consistent with the terms of the Intergovernmental Agreement to provide loan proceeds to LakeComm for transition and start-up expenses.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBER BOARD OF DIRECTORS OF LAKECOMM, LAKE COUNTY, ILLINOIS, as follows:

SECTION 1: The Member Board of Directors of LakeComm requests that the Village of Gurnee provide funds to LakeComm as outlined in the terms of the Intergovernmental Agreement to provide loan proceeds to LakeComm for transition and start-up expenses.

SECTION 2: That such loan be made according to the terms of “An Intergovernmental Agreement Regarding Loans For LakeComm Transition and Start-up Expenses.”

SECTION 3: That the LakeComm Executive Director, Executive Committee Chair, and LakeComm Treasurer be authorized to take all actions necessary to complete the loan transaction.

SECTION 4: That this Resolution shall be in full force and effect immediately upon passage by the LakeComm Member Board of Directors.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

ADOPTED at Lake County, Illinois, on _____, 2025.

AYES: _____

NAYS: _____

ABSTAIN: _____

	Aye	Nay	Abstain	Absent
Village of Antioch				
First Fire Protection District of Antioch				
Beach Park Fire Protection District				
Countryside Fire Protection District				
Village of Fox Lake				
Fox Lake Fire Protection District				
Village of Gurnee				
Greater Round Lake Fire Protection District				
Village of Hawthorn Woods				
Village of Island Lake				
Village of Kildeer				
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

SECRETARY
LAKECOMM MEMBER BOARD OF DIRECTORS