

Lake Consolidated Emergency Communications (LakeComm)



**LakeComm Executive Committee
Agenda Report - FINAL**

Wednesday, October 8, 2025

2:30 PM

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

LOCATION:

Regional Operations and Communications Facility (ROC)

656 W. Winchester Rd.

Libertyville, IL

Central Training Room

1. Call to Order

2. Roll Call of Members

3. Approval of Minutes

3.1. Committee action approving the LakeComm Executive Committee minutes from September 10, 2025.

Attachments: LakeComm Exec 9.10.25 Final Minutes (pg. 3)

4. Public Comment

5. Reports

5.1. Financial Report

Attachments: 2025.09 LakeComm Financial Report (pg. 6)

5.2. Executive Director Update

6. Unfinished Business

7. New Business

7.1. Recommendation of Executive Committee Member Appointments

Attachments: Board Action Summary (pg. 12)

7.2. Recommendation of JETSB Member Appointments

Attachments: Board Action Summary (pg. 14)

7.3. Personnel Manual Approval

8. Member Remarks

9. Adjournment

Next Regular Meeting: November 12, 2025 at the Regional Operations and Communications Facility.

Lake Consolidated Emergency Communications (LakeComm)



LakeComm Executive Committee

Meeting Minutes - FINAL

Wednesday, September 10, 2025

2:30 PM

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

LOCATION:

**Regional Operations and Communications Facility (ROC)
656 W. Winchester Rd.
Libertyville, IL 60048
Central Training Room**

1. Call to Order

- Pledge of Allegiance

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

2. Roll Call of Members

LakeComm Secretary Mike Strong 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 Chiefs Association: Ed Lescher - Fire Chief, Fox Lake Fire Protection District

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

Members absent:

Vice Chair: Bill McKinney – Mayor, City of Zion

Fire Protection District: VACANT Position

3. Approval of Minutes

3.1 Committee action approving the LakeComm Executive Committee minutes from August 13, 2025.

A motion was made by Member Seeley, seconded by Member Jackson, to approve the minutes as presented. The motion carried unanimously by voice vote.

4. Public Comment

There were no comments from the public.

5. Reports

5.1. Financial Report

Chair Timony introduced the Financial Report for August and requested any questions or comments on the report. Hearing none, Chair Timony moved on to the next item.

5.2. Executive Director Update

Executive Director Jason Kern provided an update to the Committee on various operational issues, first reporting that there are two outstanding MOUs that need to be received by the State to finalize their technical review of the consolidation plan. He stated that these would not hold up the Center's submittal to the State, and that staff is currently waiting on the announcement from the Administrative Law Judge for a scheduling of the hearing. He stated it appears the hearing will occur in September.

Mr. Kern provided an update on hiring and staffing for the agency, reporting that the Telecommunicators have all been hired, and a lateral hiring process for the TC2 and TC3 positions is in development. He added that additional administrative positions were in the process of being recruited.

Mr. Kern provided an update on the transition and billing for participating agencies, stating that he believes billing will begin in November, based on the State's anticipated timeline. He also provided an update to the Committee on the draft budget that is in development, and the status of legislation at the State to increase the 9-1-1 surcharge from \$1.00 to \$2.50, though timing for a vote remains uncertain.

Treasurer Schroff asked about the status of the personnel policies that were previously drafted. Mr. Kern indicated that he was hopeful to include those in advance of the October meeting and discussion.

6. Unfinished Business

There was no unfinished business.

7. New Business

There was no new business.

8. Member Remarks

There were no member remarks made.

9. Adjournment

A motion was made by Member Lescher, seconded by Member Seeley, to adjourn the meeting. The motion carried unanimously by voice vote. Chair Timony adjourned the meeting at 2:40 p.m.

Next Regular Meeting: September 10, 2025, location to be determined.



Lake Consolidated Emergency Communications

Monthly Financial Report

For the Month Ended

September 30, 2025

Prepared By



Lauterbach & Amen

Lake Consolidated Emergency Communications

Summary of Accounts For the 5 Months Ended September 30, 2025

| Cash Activity Summary | | Account | Current Period | Prior Period | Change |
|------------------------------|-------------------|--------------------------|---------------------------|---------------------|--------------------|
| Beginning Balance | 674,317.74 | Interest Rate | | | |
| Revenue | 2,342.97 | 0% Wintrust - Checking | 42,606.54 | 42,734.13 | (127.59) |
| Expense | (32,164.77) | 4.50% Wintrust - MaxSafe | 601,926.58 | 631,583.61 | (29,657.03) |
| Less: AR | 37.18 | | | | |
| Ending Balance | <u>644,533.12</u> | Total All Accounts | <u>644,533.12</u> | <u>674,317.74</u> | <u>(29,784.62)</u> |

| | Year-to-Date Actual | Annual Budget | Remaining Budget | Prior Year-to-Date Actual | Increase (Decrease) Over PY |
|---------------------------------|--------------------------------|--------------------------|-----------------------------|--|--|
| Revenue | | | | | |
| Membership | \$ 0.00 | \$ 15,666,270.00 | \$ 15,666,270.00 | \$ 0.00 | \$ 0.00 |
| Other Income | 14,748.15 | 0.00 | (14,748.15) | 0.00 | 14,748.15 |
| Total Revenue | <u>14,748.15</u> | <u>15,666,270.00</u> | <u>15,651,521.85</u> | <u>0.00</u> | <u>14,748.15</u> |
| Expense | | | | | |
| Personnel | 175,997.03 | 13,534,170.00 | 13,358,172.97 | 0.00 | 175,997.03 |
| Professional Services | 26,240.11 | 502,500.00 | 476,259.89 | 0.00 | 26,240.11 |
| Maintenance | 0.00 | 640,000.00 | 640,000.00 | 0.00 | 0.00 |
| Equipment/Supplies | 161,283.50 | 210,000.00 | 48,716.50 | 0.00 | 161,283.50 |
| Facility | 460.11 | 279,600.00 | 279,139.89 | 0.00 | 460.11 |
| Total Expense | <u>363,980.75</u> | <u>15,166,270.00</u> | <u>(14,802,289.25)</u> | <u>0.00</u> | <u>363,980.75</u> |
| Excess Revenues(Expense) | <u>\$ (349,232.60)</u> | <u>\$ 500,000.00</u> | | <u>\$ 0.00</u> | <u>\$ (349,232.60)</u> |

**Lake Consolidated Emergency Communications
Statement of Net Position
As of September 30, 2025**

Assets

| | |
|-------------------------------------|--------------------------|
| Cash and Investments | |
| Libertyville B&T - Checking | \$ 42,606.54 |
| Libertyville B&T - Money Market | <u>601,926.58</u> |
| Total Cash and Investments | <u>644,533.12</u> |
| | |
| Other Assets | |
| Capital Assets, Net of Depreciation | <u>0.00</u> |
| Total Assets | <u>644,533.12</u> |

Liabilities

| | |
|--------------------------|------------------------|
| Accounts Payable | 4,119.11 |
| Total Liabilities | <u>4,119.11</u> |

Net Position

| | |
|--|-----------------------------|
| Net Position - Restricted Capital Fund | 0.00 |
| Net Postion - Unrestricted | <u>640,414.01</u> |
| Total Net Position | <u>\$ 640,414.01</u> |

Lake Consolidated Emergency Communications

Statement of Revenues and Expenditures - Modified Cash Basis

For the 5 Months Ended September 30, 2025

| | Month-to-Date Actual | Year-to-Date Actual | Annual Budget | Remaining Budget | Percent of Budget Remaining |
|--|-------------------------|------------------------|----------------------|----------------------|-----------------------------------|
| Revenues | | | | | |
| 4120 - Membership Contributions | \$ 0.00 | \$ 0.00 | \$ 8,059,914.00 | \$8,059,914.00 | 100.00% |
| 4124 - Lake County Membership Contribution | 0.00 | 0.00 | 1,006,356.00 | 1,006,356.00 | 100.00% |
| 4128 - ETSB from JETSB of Lake County | <u>0.00</u> | <u>0.00</u> | <u>6,600,000.00</u> | <u>6,600,000.00</u> | <u>100.00%</u> |
| Total Membership Revenue | <u>0.00</u> | <u>0.00</u> | <u>15,666,270.00</u> | <u>15,666,270.00</u> | <u>100.00%</u> |
| Interest | | | | | |
| 4700 - Interest | <u>2,342.97</u> | <u>14,748.15</u> | <u>0.00</u> | <u>(14,748.15)</u> | <u>0.00%</u> |
| Total Interest | <u>2,342.97</u> | <u>14,748.15</u> | <u>0.00</u> | <u>(14,748.15)</u> | <u>%</u> |
| Total Revenue | <u>2,342.97</u> | <u>14,748.15</u> | <u>15,666,270.00</u> | <u>15,651,521.85</u> | <u>99.9%</u> |
| Expenses | | | | | |
| Personnel | | | | | |
| 5411 - Regular Salaries | 25,925.76 | 142,489.93 | 9,200,000.00 | 9,057,510.07 | 98.45% |
| 5412 - Overtime | 0.00 | 0.00 | 707,850.00 | 707,850.00 | 100.00% |
| 5440 - Uniforms / Wellness | <u>0.00</u> | <u>0.00</u> | <u>41,920.00</u> | <u>41,920.00</u> | <u>100.00%</u> |
| Total Personnel | <u>25,925.76</u> | <u>142,489.93</u> | <u>9,949,770.00</u> | <u>9,807,280.07</u> | <u>98.57%</u> |
| Personnel Benefits | | | | | |
| 5423 - Employee Benefits / Health | 3,088.47 | 16,837.23 | 2,043,600.00 | 2,026,762.77 | 99.18% |
| 5424 - Life Insurance | 8.24 | 32.96 | 21,000.00 | 20,967.04 | 99.84% |
| 5432 - IMRF | 1,113.11 | 5,959.34 | 694,000.00 | 688,040.66 | 99.14% |
| 5431 - FICA | 1,929.25 | 10,677.57 | 758,000.00 | 747,322.43 | 98.59% |
| 5434 - Work Comp & Unemployment | <u>0.00</u> | <u>0.00</u> | <u>67,800.00</u> | <u>67,800.00</u> | <u>100.00%</u> |
| Total Personnel Benefits | <u>6,139.07</u> | <u>33,507.10</u> | <u>3,584,400.00</u> | <u>3,550,892.90</u> | <u>99.07%</u> |
| Total Personnel | <u>32,064.83</u> | <u>175,997.03</u> | <u>13,534,170.00</u> | <u>13,358,172.97</u> | <u>98.70%</u> |
| Professional Services | | | | | |
| 5503 - Legal | 0.00 | 10,670.00 | 50,000.00 | 39,330.00 | 78.66% |
| 5504 - Financial Services | 0.00 | 11,250.00 | 120,000.00 | 108,750.00 | 90.63% |
| 5505 - Translation Services | 0.00 | 0.00 | 20,000.00 | 20,000.00 | 100.00% |
| 5506 - HR - Recruiting | 0.00 | 0.00 | 50,000.00 | 50,000.00 | 100.00% |
| 5507 - Bank Fees | 0.00 | 300.00 | 5,000.00 | 4,700.00 | 94.00% |
| 5514 - Employee Testing | 0.00 | 0.00 | 15,000.00 | 15,000.00 | 100.00% |
| 5516 - Postage & Freight | 0.00 | 0.00 | 500.00 | 500.00 | 100.00% |
| 5520 - Travel & Training | 0.00 | 0.00 | 170,000.00 | 170,000.00 | 100.00% |
| 5522 - Dues & Subscriptions | 0.00 | 0.00 | 12,000.00 | 12,000.00 | 100.00% |
| 5610 - Misc Contractual | 0.00 | 3,002.61 | 60,000.00 | 56,997.39 | 95.00% |
| 6503 - Legal - JETSB | <u>0.00</u> | <u>1,017.50</u> | <u>0.00</u> | <u>(1,017.50)</u> | <u>0.00%</u> |
| Total Professional Services | <u>0.00</u> | <u>26,240.11</u> | <u>502,500.00</u> | <u>476,259.89</u> | <u>94.78%</u> |
| Maintenance | | | | | |
| 5530 - Maintenance Agreements | <u>0.00</u> | <u>0.00</u> | <u>640,000.00</u> | <u>640,000.00</u> | <u>100.00%</u> |
| Total Maintenance Costs | <u>0.00</u> | <u>0.00</u> | <u>640,000.00</u> | <u>640,000.00</u> | <u>100.00%</u> |

Lake Consolidated Emergency Communications
Statement of Revenues and Expenditures - Modified Cash Basis
For the 5 Months Ended September 30, 2025

| | <u>Month-to-Date Actual</u> | <u>Year-to-Date Actual</u> | <u>Annual Budget</u> | <u>Remaining Budget</u> | <u>Percent of Budget Remaining</u> |
|---------------------------------------|---------------------------------|--------------------------------|--------------------------|-----------------------------|--|
| Equipment | | | | | |
| 5600 - Supplies | 0.00 | 0.00 | 20,000.00 | 20,000.00 | 100.00% |
| 5605 - Computer Software | 0.00 | 161,283.50 | 125,000.00 | (36,283.50) | -29.03% |
| 5606 - Office Equipment | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 100.00% |
| 5607 - Radio Equipment | <u>0.00</u> | <u>0.00</u> | <u>60,000.00</u> | <u>60,000.00</u> | <u>100.00%</u> |
| Total Equipment | <u>0.00</u> | <u>161,283.50</u> | <u>210,000.00</u> | <u>48,716.50</u> | <u>23.20%</u> |
| Facility | | | | | |
| 5524 - Property/Liability Insurance | 0.00 | 0.00 | 125,000.00 | 125,000.00 | 100.00% |
| 5526 - Telecomm | <u>99.94</u> | <u>460.11</u> | <u>154,600.00</u> | <u>154,139.89</u> | <u>99.70%</u> |
| Total Facility | <u>99.94</u> | <u>460.11</u> | <u>279,600.00</u> | <u>279,139.89</u> | <u>99.84%</u> |
| Total Expenses - Operations | <u>32,164.77</u> | <u>363,980.75</u> | <u>15,166,270.00</u> | <u>14,802,289.25</u> | <u>97.60%</u> |
| Excess Revenue from Operations | <u>\$ (29,821.80)</u> | <u>\$ (349,232.60)</u> | <u>\$ 500,000.00</u> | <u>\$ (849,232.60)</u> | |

Lake Consolidated Emergency Communications Vendor Check Report

All Bank Accounts
September 2025

| Payee/Acct # | Account Description | Description | Check Date/ Amount | Check Number | Check Amount |
|------------------------------------|----------------------------|---|-----------------------|-----------------|------------------------|
| Vendor Checks | | | | | |
| AT&T Mobility | | | 09/15/25 | AT&T | <u>99.94</u> |
| 5526 | Telecomm | AT&T Mobility | 99.94 | | |
| Illinois Municipal Retirement Fund | | | 09/12/25 | IMRF | <u>2,242.59</u> |
| 2218 | IMRF - Liability | Illinois Municipal Retirement Fund - August | 2,181.93 | | |
| 5432 | IMRF | Illinois Municipal Retirement Fund - August | 60.66 | | |
| IPBC | | | 09/02/25 | IPBC | <u>3,840.89</u> |
| 5423 | Employee Benefits / Health | IPBC | 3,827.59 | | |
| 5424 | Life Insurance | IPBC | 13.30 | | |
| Check List Total | | | | | <u><u>6,183.42</u></u> |

Check count = 3



LAKE CONSOLIDATED EMERGENCY COMMUNICATIONS



BOARD ACTION SUMMARY

October 8, 2025

Agenda Location: New Business (7.1)

Topic: **Recommendation of Executive Committee Member Appointments**

Attachment(s): None

Background:

On July 30, 2024, the Lake Consolidated Emergency Communications (LakeComm) Member Board of Directors (MBOD) completed the initial election of LakeComm Officers and appointment of other members. While terms specified in the Bylaws are two years, several positions were elected/appointed for one-year to create a permanent staggering of members.

The following positions were specified to expire in 2025: Lake County Representative, Police Chief Association Representative, and Fire/EMS Chief Representative.

Lake County Representative – the Lake County Board’s resolution (24-0874) provides that Ms. Sutton would remain in that position until replaced by the Lake County Board.

Police Chief Association Representative – at the Association’s September 2025 meeting, Chief Jason Seeley (Mundelein) was elected by the membership.

Fire/EMS Chief Association Representative – at the Association’s September 2025 meeting, Chief Ed Lescher (Fox Lake) was elected by the membership.

Additionally, in June 2025, the LakeComm Fire Protection District President or Trustee became vacant with the departure of Bill Hogan. After solicitation for interest at LakeComm meetings and e-mail request from Fire/EMS Advisory Chairman Lescher, one qualified member was presented. That individual is George Steinberg, Board President, Greater Round Lake Fire Protection District.



LAKE CONSOLIDATED EMERGENCY COMMUNICATIONS



BOARD ACTION SUMMARY

Previous Board Action: Initial election of Executive Committee members by the Member Board of Directors (July 30, 2024)

Recommendation: Recommendation for appointment by the Member Board of Directors

- **Lake County Representative** – Patrice Sutton (through April 30, 2027)
- **Police Chief Association Representative** – Chief Jason Seeley (through April 30, 2027)
- **Fire/EMS Chief Association Representative** – Chief Ed Lescher (through April 30, 2027)
- **Fire Protection District President or Trustee** – George Steinberg (through April 30, 2026)



LAKE CONSOLIDATED EMERGENCY COMMUNICATIONS



BOARD ACTION SUMMARY

October 8, 2025

Agenda Location: New Business (7.2)

Topic: **Recommendation of JETSB of Lake Co Member Appointments**

Attachment(s): None

Background:

The following positions were specified to expire in 2025: Lake County Representative (1 of 2), LakeComm Executive Director or Staff, Police Chief Association Representative, and Fire/EMS Chief Representative.

Lake County Representative – the Lake County Board’s action provides that Mr. Hunter would remain in that position until replaced by the Lake County Board.

LakeComm Executive Director or Staff – it is the desire of LakeComm to have Executive Director Jason Kern continue in this role.

Police Chief Association Representative – at the Association’s September 2025 meeting, Chief Jason Seeley (Mundelein) was elected by the membership.

Fire/EMS Chief Association Representative – at the Association’s September 2025 meeting, Chief Chuck Smith (Countryside) was elected by the membership.

Additionally, in June 2025, the LakeComm Fire Protection District President or Trustee became vacant with the departure of Bill Hogan. After solicitation for interest at LakeComm meetings and e-mail request from Fire/EMS Advisory Chairman Lescher, one qualified member was presented. That individual is George Steinberg, Board President, Greater Round Lake Fire Protection District.

Previous Board Action: Initial election of JETSB members by the Member Board of Directors



LAKE CONSOLIDATED EMERGENCY COMMUNICATIONS



BOARD ACTION SUMMARY

Recommendation:

Recommendation for appointment by the Member Board of Directors

- **Lake County Representative** – J. Kevin Hunter (through April 30, 2027)
- **LakeComm Executive Director or Staff** – Jason Kern (through April 30, 2027)
- **Police Chief Association Representative** – Chief Jason Seeley (through April 30, 2027)
- **Fire/EMS Chief Association Representative** – Chief Chuck Smith (through April 30, 2027)
- **Fire Protection District President or Trustee** – George Steinberg (through April 30, 2026)