

Lake Consolidated Emergency Communications (LakeComm)



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

Wednesday, October 15, 2025

2:30 PM

LOCATION:

**Round Lake Beach Cultural & Civic Center
2007 Civic Center Way
Round Lake Beach, IL**

1. Call to Order

2. Roll Call of Members

3. Approval of Minutes

3.1. Member Board action approving the minutes from the June 18, 2025 LakeComm Member Board of Directors meeting.

Attachments: LakeComm MBOD 6.18.25 Final Minutes (pg. 3)

4. Public Comment

5. Reports

5.1. Financial Report

Attachments: 2025.09 LakeComm Financial Report (pg. 8)

5.2. Executive Director Update

6. Unfinished Business

7. New Business

7.1. Approval of Executive Committee Member Appointments

Attachments: Board Action Summary (pg. 14)

7.2. Approval of JETSB Member Appointments

Attachments: Board Action Summary (pg. 16)

7.3. Personnel Manual Approval

8. Member Remarks

9. Adjournment

Next Regular Meeting: November 19, 2025, at a location to be determined

Lake Consolidated Emergency Communications (LakeComm)



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

Wednesday, June 18, 2025

2:30 PM

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

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:

*County of Lake – Patrice Sutton, County Administrator
First Fire Protection District of Antioch – Jon Cokefair, Fire Chief
Village of Fox Lake - Donny Schmit, Village President
Fox Lake Fire Protection District – Lynn Soderlund, Board President
Village of Gurnee - Patrick Muetz, Village Administrator
Village of Hawthorn Woods – John Malcolm, Director of Public Safety/Interim Police Chief
Village of Island Lake –Jennifer Paulus, Chief of Police
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
Newport Township Fire Protection District – Mark Kirschhoffer, Fire Chief
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 Vernon Hills – Kevin Timony, Village Manager
Village of Wauconda – Jeff Sode, Mayor
Wauconda Fire Protection District – Curt Hanselman, Fire Chief*

Members Absent:

*Village of Antioch
Beach Park Fire Protection District
Countryside Fire Protection District
Greater Round Lake Fire Protection District
Village of Mundelein
Lake Villa Fire Protection District
Village of Round Lake Heights
Village of Round Lake Park
City of Zion*

Others Present:

Others Present:

Heather Cipolla, Lake Zurich

Anne Harper, Lake Zurich

Pat Kreis, Vernon Hills PD, Chief

Jason Seeley, Mundelein Police, Chief

Don Hansen, Mundelein

Patricia Koesling, Gurnee

Molly Jones, Gurnee

Lindsay Szafran, LakeComm

Matt Meyers, Lake County

Nichol Witfield, CenCom

Kristy Eckles, Countryside

Taryn Sofie, LakeComm

Chas Buschick, Wauconda Fire, Deputy Chief

J. Kevin Hunter, Lake County

Jason Kern, LakeComm Executive Director

Joe Miller, Ottosen, DiNolfo, Hasenbalg & Castaldo Ltd.

3. Approval of Minutes

3.1. Member Board action approving the minutes from the April 16, 2025 LakeComm Member Board of Directors meeting.

Attachments: LakeComm Member Board 4.16.25 Final Minutes (pg. 3)

A motion was made by Member Schroff, seconded by Member Balinski, 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. Financial Report

Attachments: 2025.05 LakeComm Financial Report (pg. 8)

There were no presentations, comments or questions on the Financial Report.

5.2. Executive Director Report

Executive Director Jason Kern updated the Board on various topics, including recruitment and staffing efforts, the progress on the ROC building, the 9-1-1 Consolidation Plan, and the overall transition plan for the Agency. He mentioned

that staff are working closely with the State Administrator to finalize the consolidation plan. Due to some delays and additional requirements from the State, they aim for a mid-August transition period, depending on how quickly the Agency can meet those requests.

6. Unfinished Business

There was no unfinished business to discuss.

7. New Business

7.1. Resolution Approving a Lease with the Village of Lake Zurich for a Backup Emergency Communications Center.

Attachments: R-2025-009 (pg. 13)

R-2025-009 Exhibit A (pg. 15)

Backup ECC building diagram (pg. 25)

Executive Director Kern provided background to the Board relating to the use of the Lake Zurich communications facility as a backup center in the event the ROC is not viable for use by LakeComm. He reviewed various terms of the Lease, including the length, terms and scope of improvements that are required to support staff workspaces, shared spaces, server room, and additional supporting facility improvements for LakeComm usage. He stated that the item was reviewed by the Executive Committee, which recommended approval of the Lease, subject to some additional clarifications. Attorney Miller provided context into those amendments, which related to covering costs for the improvements in the event Lake County ETSB is dissolved prior to the completion of necessary improvements.

A motion was made by Member Perez, seconded by Member Perez, to recommend approval of Resolution 2025-009 Approving a Lease with the Village of Lake Zurich for a Backup Emergency Communications Center. The following voted “Aye”: Members Sutton, Cokefair, Schmit, Soderlund, Muetz, Malcolm, Paulus, Balinski, Strong, Husak, Kirschhoffer, Perez, Schroff, Nickles, Timony, Sode, Hanselman. The following voted “Nay”: none. The following voted “Abstain”: none. 16-Ayes, 0-Nays, 0-Abstention. motion carried.

8. Member Remarks

Chair Timony reminded the Board about the upcoming Ribbon Cutting Ceremony for the Regional Operations and Communications Facility that would take place on Friday, June 27 at 3pm.

9. Adjournment

A motion was made by Member Perez, seconded by Member Nickles, to adjourn the meeting. The motion carried unanimously by voice vote. Chair Timony adjourned the meeting at 2:44 p.m.

Next Regular Meeting: July 16, 2025 at 2:30 pm at a 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

	<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>
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 15, 2025

Agenda Location: New Business (7.1)

Topic: **Approval 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.

The Executive Committee discussed it at their October 8, 2025 meeting and recommends approval of the appointments.



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: Approval of the appointment of Executive Committee Members as recommended by the Executive Committee

- **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 15, 2025

Agenda Location: New Business (7.2)

Topic: **Approval 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.

The Executive Committee discussed it at their October 8, 2025 meeting and recommends approval of the appointments.

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



LAKE CONSOLIDATED EMERGENCY COMMUNICATIONS



BOARD ACTION SUMMARY

Recommendation:

Approval of the appointment of the JETSB Members as recommended by the Executive Committee

- **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)