



AGENDA

JOINT CENTRAL LAKE COUNTY ETSB

April 8, 2025 - 3:30 PM
Village Hall - Board Room
300 Plaza Circle, Mundelein, IL 60060

I. CALL TO ORDER

II. ATTENDANCE

III. MINUTES APPROVAL

A. Approval and acceptance of the January 14, 2025, quarterly meeting minutes.

Motion to approve and accept the January 14, 2025, quarterly meeting minutes.

IV. PUBLIC COMMENTARY

V. REPORTS

A. Chairman

1. Regional 911 Consolidation Update

B. Treasurer

1. First quarter financial report

Motion to accept the first quarter financial report..

2. Ratify payments as indicated in the financial report

Motion to ratify payments as indicated in the financial report.

C. Attorney

VI. NEW BUSINESS

A. Ratify the Annual Financial Report to the State 911 Administrator

Motion to ratify the Annual Report to the State 911 Administrator.

B. Approve the 2025-2025 budget

Motion to approve the Joint Central Lake County Emergency Telephone System Board budget for fiscal year 2025-2026.

VII. OLD BUSINESS

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

X. NEXT REGULARLY SCHEDULED MEETING

A. Tuesday, July 8, 2025
Tuesday, October 14, 2025

The Village of Mundelein, in compliance with the Americans with Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting, or who have questions about the accessibility of the meeting or facilities, to contact the ADA Coordinator at 847-949-3200 to allow the Village to arrange accommodations for those persons.



JOINT CENTRAL LAKE COUNTY ETSB

MEETING MINUTES

JOINT CENTRAL LAKE COUNTY
EMERGENCY TELEPHONE SYSTEM BOARD

Tuesday, January 14, 2025 - 3:30 PM

Charles Marino Executive Conference Room
300 Plaza Circle, Mundelein, IL 60060

The January 14, 2025, meeting was called to order at 3:32 pm by W. Lark

Attendance of board members: B Lark, R. Meier, L Miller, J. Seeley, M Sheedy, J. Umek

Absent board members: R Campanella, L Perez, K Lambert

Also, in attendance was D. Hansen, Attorney John Kelly (remote)

Approval of Minutes:

- Motion by Sheedy and seconded by Seeley to approve the October 8, 2024, meeting minutes. There was no discussion. A voice vote was conducted with 6-ayes, 0-nays and 0-abstain. Motion passed.

Public Comments: There were no members of the public present who wished to make comments. Chairman closed the floor to public comment at 3:33 pm

Chairman's report:

- Update on progress of the Regional 911 Consolidation project. Jason Kern was hired as the new Executive Director for the consolidation project. He will start on January 20, 2025. The LakeComm Member board is scheduled to approve the first budget at tomorrow's meeting. The next steps for the Exec. Director will be to establish staffing levels, compensation, hiring and operational procedures.
- Construction of the new Regional Operations Communication Center is expected to be completed by February 1, 2025. Lake County Facilities has scheduled vendors to begin outfitting the building with furniture, computers, phone systems etc. The target for operational readiness testing is set for the month of May. A timeline for transferring operations to the facility is an item for the Exec. Director and the PSAP to explore.

Treasurers Report:

- Motion by Umek and second by Meier to approve the quarterly financial reports ending December 2024. A roll call vote was conducted with 6-ayes, 0-nays and 0-abstain. Motion passed.



JOINT CENTRAL LAKE COUNTY ETSB

- Motion by Sheedy and second by Meier to ratify payments in the amount of \$430,062.00 as indicated on the financial report ending December 2024. There was no discussion. A roll call vote was conducted with 6-ayes, 0-nays and 0-abstain. Motion passed.

Attorney Report:

- Attorney Kelly reported the legislature has begun the 104th session of the General Assembly. There will be a review of Rules part 1324, part 1325 and part 1326. There is also a Town Hall meeting coordinated by APCO and NENA on January 31, 2025, to discuss proposed changes.
- Interviews are in process for the State 9-1-1 Administrator position, with the intent to have a new administrator hired prior to February 28, 2025.

New Business:

- Annual Financial Report (AFR) must be submitted by January 31, 2025. The AFR will be disseminated to the board for review prior to submission and will be on the April agenda for formal board approval.

Old Business: No old business

Executive Session: There was no need for an executive session.

The next meeting dates are scheduled for:

Tuesday, April 08, 2025, at 3:30 pm

Tuesday, July 08, 2025, at 3:30 pm

Tuesday, October 14, 2025, at 3:30 pm

Adjourn:

- Motion by Seeley and second by Meier to close the meeting at 3:51 pm. There was no discussion. A voice vote was conducted with 6-ayes, 0-nays and a-abstain. Motion passed.

Chairman

Secretary

**JOINT CENTRAL LAKE COUNTY
ETSB FINANCIAL REPORT
January 1, 2025 - March 31, 2025
MUNDELEIN**

Cash Balance December 31, 2024 **\$ 865,988.69**

<u>Date</u>	<u>Revenue</u>	<u>Expense</u>
01/01/25 Winthrop Harbor Dispatch Service	13,105.00	
02/01/25 Winthrop Harbor Dispatch Service	13,105.00	
03/01/25 Winthrop Harbor Dispatch Service	13,105.00	
01/01/25 North Chicago Dispatch Service	59,675.63	
02/01/25 North Chicago Dispatch Service	59,675.63	
03/01/25 North Chicago Dispatch Service	59,675.63	
01/02/25 State 911 Funds - Dec 24	38,402.58	
02/04/25 State 911 Funds - Jan 25	38,330.88	
03/04/25 State 911 Funds - Feb 25	39,269.40	
State 911 Funds - Mar 25 not received as of 03/31/25		
01/27/25 Computer Software - Zetron and CommGen System Support		44,996.40
03/10/25 Legal Fees		850.00
03/31/25 Payroll/Benefits		400,000.00
Total	<u>\$ 334,344.74</u>	<u>\$ 445,846.40</u>

Cash Balance March 31, 2025 **\$ 754,487.02**

Capital Fund Balance December 31, 2024 **\$ 169,677.63**

Capital Fund Balance Addition January 1, 2025 - March 31, 2025 **\$ 11,600.29**

Capital Fund Balance March 31, 2025 **\$ 181,277.92**

Remaining Cash Balance March 31, 2025 **\$ 573,209.10**

**JOINT CENTRAL LAKE COUNTY
ETSB FINANCIAL REPORT
January 1, 2025 - March 31, 2025
NORTH CHICAGO**

Cash Balance December 31, 2024 **\$ 124,590.78**

<u>Date</u>	<u>Revenue</u>	<u>Expense</u>
01/01/25 North Chicago Dispatch Service		59,675.63
02/01/25 North Chicago Dispatch Service		59,675.63
03/01/25 North Chicago Dispatch Service		59,675.63
01/02/25 State 911 Funds - Dec 24	19,254.72	
02/03/25 State 911 Funds - Jan 25	18,311.34	
03/03/25 State 911 Funds - Feb 25	19,992.65	
State 911 Funds - Mar 25 not received as of 03/31/25		

Total	57,558.71	179,026.88
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Cash Balance March 31, 2025	\$ 3,122.61
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Capital Fund Balance December 31, 2024	\$ 75,650.19
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Capital Fund Balance Addition January 1, 2025 - March 31, 2025	\$ 5,755.87
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Capital Fund Balance March 31, 2025	\$ 81,406.06
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Remaining Cash Balance March 31, 2025	\$ (78,283.45)
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**JOINT CENTRAL LAKE COUNTY
ETSB FINANCIAL REPORT
January 1, 2025 - March 31, 2025
WINTHROP HARBOR**

Cash Balance December 31, 2024 **\$ 18,838.05**

<u>Date</u>	<u>Revenue</u>	<u>Expense</u>
01/01/25 911 Monthly Dispatch		13,105.00
02/01/25 911 Monthly Dispatch		13,105.00
03/01/25 911 Monthly Dispatch		13,105.00
01/02/25 State 911 Funds - Dec 24	7,174.40	
02/04/25 State 911 Funds - Jan 25	7,182.95	
03/04/25 State 911 Funds - Feb 25	7,340.99	
State 911 Funds - Mar 25 not received as of 03/31/25		

Total	21,698.34	39,315.00
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Cash Balance March 31, 2025	\$ 1,221.39
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Capital Fund Balance December 31, 2024	\$ 10,996.91
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Capital Fund Balance Addition January 1, 2025 - March 31, 2025	\$ 2,169.83
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Capital Fund Balance March 31, 2025	\$ 13,166.75
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Remaining Cash Balance March 31, 2025	\$ (11,945.36)
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JOINT CENTRAL LAKE COUNTY
ETSB FINANCIAL REPORT
January 1, 2025 - March 31, 2025

PAYMENTS TO RATIFY
April 8, 2025

	<u>Amount</u>
Computer Software - Zetron and CommGen System Support	44,996.40
Legal Fees	850.00
Payroll/Benefits	400,000.00
Total	<u><u>445,846.40</u></u>



**Annual Financial Report (AFR) for 2024
is due 01/31/2025**

Please ensure that all information provided is complete and accurate. The Verify and Submit tab will display any required missing fields before submitting your AFR data to the Illinois State Police - Statewide 9-1-1 for review.

[Annual Financial Report \(AFR\)](#) / [9-1-1 Authority](#)

[Authority Information](#) [Revenue and Expenditure](#) [Other Distributions](#) [9-1-1 System Statistics](#)
[Network Diagram and Call Handling Agreements](#) [Verify and Submit](#)

9-1-1 Authority

By January 31, and every January 31 thereafter, each emergency telephone system board, or unit of local government receiving surcharge money pursuant to Section 15.3, 15.3a, or 30 shall report to the Illinois State Police audited financial statements showing total revenue and expenditures for the period beginning with the end of the period covered by the last submitted report through the end of the previous calendar year in a form and manner as prescribed by the Illinois State Police.

In this section, your 9-1-1 Authority Name, County and other identifiable information is obtained via Okta login credentials. Please ensure that all information provided is complete and accurate. The Verify and Submit tab will display any required missing fields before submitting your AFR data to the Illinois State Police - Statewide 9-1-1 for review.

Once you have submitted your AFR, data entry is disabled. If you need to modify or update your AFR, please send an email to ISP.911AFR@illinois.gov to make that request.

Note: Please ensure you **SAVE** your data before leaving this page to allow you to return and edit as needed. **Save and Save Often!**

Name of 9-1-1 Authority	Joint Central Lake County ETSB
Report Year	2024
Emergency Telephone System Board	Joint Central Lake County Emergency Telephone System Board
County Located	Lake County
Start Date of Reporting Period	01/01/2024
End Date of Reporting Period	12/31/2024
ETSB Chairman Name	Bill Lark
Chairman Phone	847-968-4600
Chairman Email	blark@mundelein.org
Report Prepared By	Don Hansen
Email	d255hansen@sbcglobal.net
Title	Director of Support Services
Phone	847-815-9268

9-1-1 System Manager	Don Hansen
Email	d255hansen@sbcglobal.net
Title	Director of Support Services
Phone	847-815-9268
Mailing Address: Street Name and Number	221 N Lake Street
Mailing Address: City	Mundelein
Mailing Address: Zip Code	60060
Local Data Steward Name	Marissa Nowakowski
Email	mnowakowski@lakecounty911.org

Save this contact

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[Annual Financial Report \(AFR\)](#) / [Revenue and Expenditure](#)

Revenue and Expenditure

[Authority Information](#) [Revenue and Expenditure](#) [Other Distributions](#) [9-1-1 System Statistics](#)

[Network Diagram and Call Agreements](#) [Verify and Submit](#)
reported.

Revenue and Expenditures that are not specifically categorized are labeled as "Other" and require a description in the Notes section.

Note: Please ensure you **SAVE** your data before leaving this page to allow you to return and edit as needed. **Save and Save Often!**

Revenue Section

Total Amount of 9-1-1 Surcharge Received from the State of Illinois	\$	1,050,497.52
Total Amount of County, Municipal or Intergovernmental Cooperative General Funds received in Calendar Year	\$	539,844.83
Total Amount of State Consolidation/NG911 Expenses Grant Funds Received in Calendar Year	\$	0.00
Total Amount of Other Grant funds Received in Calendar Year	\$	0.00
Total Amount of interest income Received in Calendar Year	\$	0.00
Total Amount from 9-1-1 Contractual Services	\$	0.00
Total Amount of Other Funds Received in Calendar Year	\$	0.00
Total Yearly Revenue	\$	1,590,342.35

\$3,000

Expenditures Section

Personnel Costs		
9-1-1 System Manager Salary	\$	0.00
Telecommunicator Salaries	\$	1,600,000.00
Mapping/Addressing/GIS Salaries	\$	0.00
Technical/IT Salaries	\$	0.00
Other Salaries	\$	0.00

Expenditures Section

Personnel Costs

Fringe Benefits (Retirement, Insurance, FICA, etc.)

\$
0.00

Other Personnel Costs

\$
0.00

Total Personnel Cost

\$
1,600,000.00

219

Facility Costs

Capital Improvements

\$
0.00

Lease/Loan or Rental Payments

\$
0.00

Utilities

\$
0.00

Emergency Backup Power & Maintenance
(UPS/Generator) (Maintenance, Repairs)

\$
0.00

Insurance
(Property, Liability etc.)

\$
0.00

Furniture and Fixtures for Dispatch and Admin

\$
0.00

Office Supplies
(Postage, Copier, etc.)

\$
0.00

Other Facility Costs
(Housekeeping, Maintenance, Repairs)

\$
0.00

Total Facility Costs

\$
0.00

220

Network Costs

Telephone Service

(Admin Lines, Cell Phones)/9-1-1 Trunks (Not Paid by the State)

\$
0.00

Radio Circuits

(T1, EVPL etc.)

\$
0.00

NG 9-1-1/ESInet

\$
0.00

Microwave/Broadband and Other Network Connections

\$
0.00

Total Network Costs

\$
0.00



Training and Memberships

Training

(Mileage, Related Travel Expenses, Subscriptions, etc.)

\$
0.00

Conferences

(Mileage, Related Travel Expenses)

\$
0.00

Certifications

\$
0.00

Public Education

\$
0.00

Membership Dues

\$
0.00

Total Training and Memberships Costs

\$
0.00



Equipment, Software and Related Maintenance Service Agreements

9-1-1 System Infrastructure

(Maintenance, Repairs, Loan or Lease Payments)

\$
5,955.00

Equipment, Software and Related Maintenance Service Agreements

9-1-1 Call Taking Equipment/Workstations
(Maintenance, Repairs, Loan or Lease Payments)

\$
0.00

Radio Systems
(Maintenance, Repairs, Loan or Lease Payments)

\$
15,456.25

CAD System
(Maintenance, Repairs, Loan or Lease Payments)

\$
0.00

GIS/Mapping System
(Maintenance, Repairs, Loan or Lease Payments)

\$
0.00

Mobile Data Terminals
(Air Cards, Maintenance, Repairs, Loan or Lease Payments)

\$
0.00

Software Licenses

\$
0.00

Voice/Data Logging Recorder
(Maintenance, Repairs, Loan or Lease Payments)

\$
1,500.00

EMD Hardware/Software

\$
0.00

Other Equipment and Software
Provide description and cost for each
item

\$
136,365.00

Emergency Alerting System-\$136,365.00

**Total Equipment, Software and Related Maintenance Service
Agreements Costs**

\$
159,276.25



Professional Services

Legal

\$
3,300.00

Audit/Accountant/Payroll Services

\$
0.00

Mapping/Addressing/GIS Professional Services

\$
0.00

Professional Services	
Translation Services	\$ 0.00
Other Distribution of 9-1-1 Funds to PSAPs, Public Safety Agencies, Contracting for Dispatch (additional information must be provided on the Other Distributions tab)	\$ 0.00
Consultant	\$ 0.00
Other Professional Services (IT Contracts)	\$ 0.00
Total Professional Services Costs	\$ 3,300.00

Save

Miscellaneous Expenses	
Vehicle (Mileage Reimbursement, Maintenance/Fuel related to 9-1-1 purposes, Vehicle Allowance)	\$ 0.00
Other Expenses Not Classified Above	\$ 0.00
Total Miscellaneous Expenses	\$ 0.00

Save

Operating Cash			
Cash Balance End of prior Year	\$ 1,131,581.56	Cash Balance Beginning of Year (Excluding Reserves)	\$ 1,131,581.56
	Auto populated from prior year AFR		This amount should match what is entered at left
Total Yearly Revenue			\$ 1,590,342.35
Expenditures (Operating Only - not from Cash Reserve)			\$ 1,762,576.25

Operating Cash

Ending Cash before Reserve Transfers	\$	959,347.66
Transfers To Reserve	\$	104,332.31
Transfers From Reserve	\$	0.00
Ending Operating Cash Balance	\$	855,015.35

Save

Reserve Cash

Reserve Cash End of Prior Year	\$	157,758.15	Reserve Cash Beginning of the Year	\$	157,758.15
		Auto populated from prior year AFR			This amount should match what is entered at left
Transfers In				\$	104,332.31
Transfers Out				\$	0.00
Ending Cash Reserve Balance				\$	262,090.46
Total Cash Fund Balance (Operating and Reserve Cash)				\$	1,117,105.81

Save

Total Expenditures	\$	1,762,576.25
Balance of All Funds at the End of the Calendar Year	\$	-172,233.90

Total Expenditures	\$
Notes: Balance of All Funds at the End of the Calendar Year	
Costs Exceeded Annual Revenues and Cash Balance Used	
Reserve Balance End of Year	\$ 262,090.46
Operating Cash Balance End of Year (Excluding Reserves)	\$ 855,015.35

Save

9-1-1 Surcharge Funds

I Certify That 9-1-1 Surcharge Funds Were Not Diverted by the 9-1-1 Authority, PSAP or Public Safety Agencies if no, explain in Notes Box below.

Yes



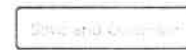
Save and Continue

Funding Approved For

Date ETSB Approved Funding

mm/dd/yyyy

Other Distribution Notes



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**Annual Financial Report (AFR) for 2024
is due 01/31/2025**

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[Annual Financial Report \(AFR\) / 9-1-1 System Statistics](#)

[Authority Information](#) [Revenue and Expenditure](#) [Other Distributions](#) [9-1-1 System Statistics](#)
[Network Diagram and Call Agreements](#) [Verify and Submit](#)

9-1-1 System Statistics

This section is for non-financial information of the 911 Authority including information on number and type of 911 calls, 9-1-1 Authority information such as the 9-1-1 Authority name and address, number of positions (call taking and dispatch), participating agencies, colleges, and universities within the jurisdiction of the Authority, names of all ETSB Board Members and the type of appointment, number of Telecommunicators, operational abilities, protocols, and anticipated capital expenses.

Note: Please ensure you **SAVE** your data before leaving this page to allow you to return and edit as needed. **Save and Save Often!**

Calls

Annual # of 9-1-1 Wireline Calls Taken	0
Annual # of 9-1-1 Wireless Calls Taken	24800
Annual # of 9-1-1 VoIP Calls Taken	0
Total Annual # of ALL 911 Calls Taken (Wireless + Wireline + VoIP)	24800
Annual # of Administrative Calls Taken	48546
Annual # of Text to 9-1-1 Calls Taken	0



Primary PSAP

Number of Primary PSAPs	1
Primary PSAP Name	Mundelein Police Department
Primary PSAP Address	221 N Lake Street
PSAP Manager Name	Don Hansen
Primary PSAP 24/7 Phone Number	847-968-4600



PSAP Manager Email dhansen@mundelein.org

Total Number of Positions 5

Associated College or University
(Enter all associated with this PSAP separated with a comma)
Saint Mary of the Lake University, Rosalind Franklin University of Medicines and Sci

Adjacent 911 Authorities
Vernon Hills JETSB, Lake County ETSB

Participating Agencies
(Enter all Agencies the SAP takes 911 calls for and dispatches responders)

Police Mundelein Police Department, North Chicago Police Department, Winthrop Harbor Police Department.

EMS Mundelein Fire Department, North Chicago Fire Department, Winthrop Harbor Fire Department, Winthrop Harbor Fire

Fire Mundelein Fire Department, North Chicago Fire Department, Winthrop Harbor Fire Department, Winthrop Harbor Fire

Ambulance Mundelein Fire Department, North Chicago Fire Department, Winthrop Harbor Fire Department, Winthrop Harbor Fire

Others

Remove Save

Secondary Answering Point (SAP)

Number of Secondary Answering Points (SAP) 0

Save

Backup PSAP

Number of Backup PSAPs 1

Save

Backup PSAP Name Vernon Hills Communication Center

Backup PSAP Address 740 Lakeview Parkway, Vernon Hills IL 60061

Remove Save

Unmanned Backup Answering Point

Number of Unmanned Backup Answering Points 0

Number of Positions 0

Unmanned Backup Name

Unmanned Backup Address

Remove Save

Virtual Answering Point (VAP)

Number of VAPs 0



ETSB Member Appointments

Number of Board Members 9



Name of Board Members Bill Lark

Type of Appointment Public Safety Agency Representative



Name of Board Members Jason Seeley

Type of Appointment Public Safety Agency Representative



Name of Board Members Robin Meier

Type of Appointment Resident of 9-1-1 System/Public Member



Name of Board Members Kara Lambert

Type of Appointment Elected Official - Municipal



Name of Board Members Lazaro Perez

Type of Appointment Public Safety Agency Representative



Name of Board Members John Umek

Type of Appointment Public Safety Agency Representative



Name of Board Members Michael Sheedy

Type of Appointment Public Safety Agency Representative



Name of Board Members Rocco Campanella

Type of Appointment Public Safety Agency Representative



Name of Board Members Linda Miller
Type of Appointment Public Safety Agency Representative

Back Next

Telecommunicators

Total Number of Full-Time Telecommunicators 15

Total Number of Part-Time Telecommunicators 3

Back

Protocols

Are you using Emergency Medical Dispatching (EMD) Protocols? Yes

Are you using Emergency Fire Dispatching (EFD) Protocols? No

Are you using Emergency Police Dispatching (EPD) Protocols? No

Back

Anticipated Capital Expenses

Anticipated Capital Project Description None

Anticipated Capital Project Projected Cost \$ 0.00

Previous Next

Cancel

Total Future Capital Expenses \$ 0.00

Save and Continue

Form ID: 00000000

**JOINT CENTRAL LAKE COUNTY ETSB
FY26 EXPENDITURE BUDGET (MAY 2025 - SEPTEMBER 2025)**

Description	May-25	Jun-25	Jul-25	Aug-25	Sep-25	FY26 TOTAL
LEGAL		1,500			1,500	3,000
COMMUNICATION EQUIPMENT-SIREN		55,000				55,000
PAYROLL/BENEFITS	160,000	160,000	160,000	160,000	160,000	800,000
	160,000	216,500	160,000	160,000	161,500	858,000