



## AGENDA

### JOINT CENTRAL LAKE COUNTY ETSB

July 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.

- B. Approval and acceptance of the April 9, 2025, quarterly meeting minutes.

Motion to approve and accept the April 9, 2025, quarterly meeting minutes.

IV. PUBLIC COMMENTARY

V. REPORTS

- A. Chairman's Report

1. Regional 911 Consolidation update

- B. Treasurer

1. First Quarter Financial Report

**Motion** to accept the first quarter financial report.

2. Ratify payments from Q1 financial report

**Motion** to ratify payments as indicated in the Q1 financial report.

3. Second Quarter Financial Report

**Motion** to accept the second quarter financial report.

4. Ratify payments from Q2 financial report

**Motion** to ratify payments as indicated in the Q2 financial report.

- C. Attorney

## VI. NEW BUSINESS

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

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

- B. Approve the 2025-2026 Budget

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

- C. Elect an officer for the term beginning July 2025 and ending June 2026

## VII. OLD BUSINESS

## VIII. EXECUTIVE SESSION

## IX. ADJOURNMENT

## X. NEXT REGULARLY SCHEDULED MEETING

- A. 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

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 Seely 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 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 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 operation readiness testing is set for the month of May. A timeline for transferring operation to the facility is an item for the Executive Director and the PSAP managers 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 \$430,912.00 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 had begun the 104<sup>th</sup> session of the General Assembly. There will be a review of Rules, part 1324, part 1325 and part 1326. This is also a Town Hall meeting coordinated by APCO and NENA on January 31, 2025, to discuss proposed legislative 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 0-abstain. Motion passed.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary



## JOINT CENTRAL LAKE COUNTY ETSB

### MEETING MINUTES

JOINT CENTRAL LAKE COUNTY

EMERGENCY TELEPHONE SYSTEM BOARD

Tuesday, April 08, 2025 – 3:30 PM

Charles Marino Executive Conference Room

300 Plaza Circle, Mundelein, IL 60060

April 08, 2025, meeting was called to order at 3:34 pm by W. Lark

**Attendance of board members:** B. Lark, R. Meier, L. Miller.

Absent board members: R. Campanella, L. Perez, K. Lambert, J. Seeley, J. Umek

Also, in attendance was D. Hansen, Attorney John Kelly

#### Approval of Minutes:

- **There was no action taken as a quorum of members were not present.** The October 8, 2024, meeting minutes will be added to the July meeting agenda.

**Public Comments:** There were no members of the public present who wished to make comments. Chairman closed the floor to public comment at 3:35 pm

#### Chairman's report:

- Update on progress of the Regional 911 Consolidation project. LakeComm Executive Director hired Taryn Sophie as the Deputy Director. Employee insurance coverage, IMRF and banking accounts were established. The focus now is on creating the on-boarding and hiring of supervisory and dispatch personnel. The application for the new JETSB was held up waiting for resolutions from three of the partner agencies. Those documents were sent to the State Police earlier this morning.
- The Regional Operations Communication Center is in the final stages of out-fitting. The director anticipates a staggered transition of PSAPs into the ROC beginning after the 4<sup>th</sup> of July Holiday. The schedule has not yet been created.

#### Treasurers Report:

- **There was no action taken as a quorum of members were not present.** The motion to approve of the quarterly financial reports ending March 2025 will be added to the July meeting agenda.
- **There was no action taken as a quorum of members were not present.** The motion to ratify payments in the amount of \$445,846.40 as indicated on the financial report ending March 2024 will be added to the July meeting agenda.



## JOINT CENTRAL LAKE COUNTY ETSB

### Attorney Report:

- Attorney Kelly reported that the State Advisory Board is scheduled to meet on April 21, 2025 and is focused on edits mainly focused on clarifying language and grammar of Rules 1324-1326. The Illinois Department of Public Health has proposed a bill requiring dispatcher to complete a more in depth CPR certification. NENA and APCO created and informational flyer to justify and support an increase of the surcharge rate to \$2.50 per user and provide for annual increases based on the consumer price index.
- The Governor’s office has not announced a replacement for the vacant 911 Administrator position.

### New Business:

- **There was no action taken as a quorum of members were not present.** Annual Financial Report (AFR) was submitted on January 29, 2025. The motion to ratify the AFR will be added to the July meeting agenda.
- **There was no action taken as a quorum of members were not present.** Budget approval FYE2026. The motion to approve the FYE 2026 Budget will be added to the July meeting agenda.

**Old Business:** No old business

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

The next meeting dates are scheduled for:  
Tuesday, July 08, 2025, at 3:30 pm  
Tuesday, October 14, 2025, at 3:30 pm

### Adjourn:

- The meeting was adjourned at 3:57

\_\_\_\_\_  
Chairman

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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
<b>Total</b>	<b><u>\$ 334,344.74</u></b>	<b><u>\$ 445,846.40</u></b>

**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		

<b>Total</b>	<b>57,558.71</b>	<b>179,026.88</b>
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<b>Cash Balance March 31, 2025</b>	<b>\$ 3,122.61</b>
<b>Capital Fund Balance December 31, 2024</b>	<b>\$ 75,650.19</b>
<b>Capital Fund Balance Addition January 1, 2025 - March 31, 2025</b>	<b>\$ 5,755.87</b>
<b>Capital Fund Balance March 31, 2025</b>	<b>\$ 81,406.06</b>
<b>Remaining Cash Balance March 31, 2025</b>	<b>\$ (78,283.45)</b>

**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			
<b>Total</b>	<u><u>21,698.34</u></u>	<u><u>39,315.00</u></u>	
<b>Cash Balance March 31, 2025</b>			<u><u>\$ 1,221.39</u></u>
<b>Capital Fund Balance December 31, 2024</b>			<u><u>\$ 10,996.91</u></u>
<b>Capital Fund Balance Addition January 1, 2025 - March 31, 2025</b>			<u><u>\$ 2,169.83</u></u>
<b>Capital Fund Balance March 31, 2025</b>			<u><u>\$ 13,166.75</u></u>
<b>Remaining Cash Balance March 31, 2025</b>			<u><u>\$ (11,945.36)</u></u>

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
<b>Total</b>	<b><u><u>445,846.40</u></u></b>

**JOINT CENTRAL LAKE COUNTY  
ETSB FINANCIAL REPORT  
April 1, 2025 - June 30, 2025  
MUNDELEIN**

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

<u>Date</u>	<u>Revenue</u>	<u>Expense</u>	
04/01/25 Winthrop Harbor Dispatch Service	13,105.00		
05/01/25 Winthrop Harbor Dispatch Service	13,105.00		
06/01/25 Winthrop Harbor Dispatch Service	13,105.00		
04/01/25 North Chicago Dispatch Service	59,675.63		
05/01/25 North Chicago Dispatch Service	59,675.63		
06/01/25 North Chicago Dispatch Service	59,675.63		
04/08/25 State 911 Funds - Mar 25	41,608.24		
05/06/25 State 911 Funds - Apr 25	40,513.67		
06/05/25 State 911 Funds - May 25	43,774.28		
State 911 Funds - Jun 25 not received as of 6/30/25	-		
04/30/25 Legal Fees		850.00	
06/09/25 Communications Equipment - Siren		21,848.00	
06/30/25 Payroll/Benefits		320,000.00	
<b>Total</b>	<b><u>\$ 344,238.07</u></b>	<b><u>\$ 342,698.00</u></b>	
<b>Cash Balance June 30, 2025</b>			<b><u>\$ 756,027.09</u></b>
<b>Capital Fund Balance March 31, 2025</b>			<b><u>\$ 181,277.92</u></b>
<b>Capital Fund Balance Addition April 1, 2025 - June 30, 2025</b>			<b><u>\$ 12,589.62</u></b>
<b>Capital Fund Balance June 30, 2025</b>			<b><u>\$ 193,867.54</u></b>
<b>Remaining Cash Balance June 30, 2025</b>			<b><u>\$ 562,159.55</u></b>

**JOINT CENTRAL LAKE COUNTY  
ETSB FINANCIAL REPORT  
April 1, 2025 - June 30, 2025  
NORTH CHICAGO**

**Cash Balance March 31, 2025** **\$ 3,122.61**

<u>Date</u>	<u>Revenue</u>	<u>Expense</u>	
04/01/25 North Chicago Dispatch Service		59,675.63	
05/01/25 North Chicago Dispatch Service		59,675.63	
06/01/25 North Chicago Dispatch Service		59,675.63	
04/01/25 State 911 Funds - Mar 25	20,841.22		
05/02/25 State 911 Funds - Apr 25	20,304.72		
06/03/25 State 911 Funds - May 25	22,435.64		
State 911 Funds - Jun 25 not received as of 6/30/25			
04/16/25 Invoice #000045 1st Qtr 2025	122,025.00		
05/15/25 Invoice #000059 2nd Qtr 2025	122,025.00		
<b>Total</b>	<b>307,631.58</b>	<b>179,026.88</b>	
<b>Cash Balance June 30, 2025</b>			<b>\$ 131,727.32</b>
<b>Capital Fund Balance March 31, 2025</b>			<b>\$ 81,406.06</b>
<b>Capital Fund Balance Addition April 1, 2025 - June 30, 2025</b>			<b>\$ 6,358.16</b>
<b>Capital Fund Balance June 30, 2025</b>			<b>\$ 87,764.22</b>
<b>Remaining Cash Balance June 30, 2025</b>			<b>\$ 43,963.10</b>

**JOINT CENTRAL LAKE COUNTY  
ETSB FINANCIAL REPORT  
April 1, 2025 - June 30, 2025  
WINTHROP HARBOR**

**Cash Balance March 31, 2025** **\$ 1,221.39**

<u>Date</u>	<u>Revenue</u>	<u>Expense</u>	
04/01/25 911 Monthly Dispatch		13,105.00	
05/01/25 911 Monthly Dispatch		13,105.00	
06/01/25 911 Monthly Dispatch		13,105.00	
04/08/25 State 911 Funds - Mar 25	7,600.95		
05/06/25 State 911 Funds - Apr 25	7,446.70		
06/05/25 State 911 Funds - May 25	8,095.61		
State 911 Funds - Jun 25 not received as of 6/30/25			
04/21/25 Invoice #000046 Sept 2024-March 2025	13,386.08		
05/23/25 Invoice #000060 April 2025	6,265.00		
06/24/25 Invoice #000083 May 2025	6,402.97		
06/24/25 Invoice #000090 June 2025	5,818.95		
<b>Total</b>	<b>55,016.26</b>	<b>39,315.00</b>	
<b>Cash Balance June 30, 2025</b>			<b>\$ 16,922.65</b>
<b>Capital Fund Balance March 31, 2025</b>			<b>\$ 13,166.75</b>
<b>Capital Fund Balance Addition April 1, 2025 - June 30, 2025</b>			<b>\$ 2,314.33</b>
<b>Capital Fund Balance June 30, 2025</b>			<b>\$ 15,481.07</b>
<b>Remaining Cash Balance June 30, 2025</b>			<b>\$ 1,441.58</b>

JOINT CENTRAL LAKE COUNTY  
ETSB FINANCIAL REPORT  
April 1, 2025 - June 30, 2025

PAYMENTS TO RATIFY  
July 8, 2025

	<u>Amount</u>
Legal Fees	850.00
Communications Equipment -JS Communications Technologies	21,848.00
Payroll/Benefits	320,000.00
<b>Total</b>	<b><u><u>342,698.00</u></u></b>