

**Itasca Board of Fire and Police Commissioners**  
Meeting Minutes  
July 14, 2023

Call to Order: The meeting was called to order at 4:28 pm.

Roll Call: Chairman Ken Machynia, Commissioner Mike Blackburn, Commissioner Jeff Craven, Director of Police Robert O'Connor, Deputy Chief Tim Mace, Recording Secretary Heidi Zambrano

**I. Approval of minutes**

- Minutes from the June 5, 2023 meeting were reviewed. Mr. Blackburn motioned to approve the minutes. Mr. Machynia seconded the motion. All were in favor. Motion approved.

**II. Invoices presented for Commission Review**

- COPs & FIRE Personnel Testing Overdue Oral interview from 12/13/2022 - \$1350.00. Mr. Machynia motioned to approve the payment. Mr. Blackburn seconded. All were in favor. Motion approved.
- COPs & FIRE Personnel Testing Pre-employment Psychological. Mr. Machynia motioned to approve the payment. Mr. Blackburn seconded. All were in favor. Motion approved.

**III. Lateral Transfers Discussion**

- DC Mace presented findings provided by legal - Amendment Step 7: Lateral Entry for Police
- DC Mace laid out what the hiring process would look like if approved by the Police Commission
  1. Applications will be turned in to the PD and vetted to make sure applicants are eligible for a lateral.
  2. HR will send an aptitude test link to applicants. Years of service will be used as a tiebreaker if applicants produce the same score.
  3. Lateral would be placed on a hiring list for up to 2 years
  4. Director of Police / Chief will decide whom to hire and gives Okay for background to be completed.
  5. Completed background checks go to the Police Commission for approval.
  6. The remainder of the hiring process remains the same as a new hire.
- Police Commission requested published by-laws from 12/2022, which were not received by Commission Board – DC Mace will make an inquiry with Legal to provide by-laws.

**IV. Director of Police**

- Director O'Conner expressed his appreciation for the Police Commission for their support and continued hard work.

- The police department is currently short 2 officers, with 1 new hire. The village board has approved the hire of up to 5 new officers, which could be a mix of lateral and new hires.

**V. Hiring Lateral Transfer Process**

- Motion was made to adopt Rules and Regulations amendment Step 7 A: Lateral Entry for Police. Mr. Craven approved the motion and Mr. Blackburn second. All were in favor. Motion Approved.
- Motion was made to allow HR to amend the current police application to have a “check box” added for lateral applicants. Mr. Craven approved the motion and Mr. Blackburn second. All were in favor. Motion Approved.
- Motion was made to allow HR to provide a basic aptitude test for the purposes of ranking candidates, if candidates receive the same score, it will be followed by years of service. Mr. Craven approved the motion and Mr. Blackburn second. All were in favor. Motion Approved.

**Director O’Connor and Deputy Chief Mace Exit Meeting**

**VI. Oral interview**

- Interview options provided by COPS were presented. Lead Proctor for Assisting Assessors was chosen. The commission board requested Zambrano to contact COP for oral interview dates.
- Commissioner inquired if COPS will allow the commission board in oral interviews conducted by COPS staff. Zambrano to make inquiries and follow up with the Commission board.

**VII. Next Scheduled Meeting – Monday, August 14, 2023, at 4:30 p.m.**

**VIII. Adjournment – Mr. Blackburn motioned to adjourn at 5:48 p.m. Mr. Craven seconded. All were in favor. Motion Approved.**