

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

Call to Order: The meeting was called to order at **0438** p.m.

Roll Call: Commissioner Mike Blackburn, Commissioner Jeff Craven, Commissioner Christian Ketter, Recording Secretary Heidi Zambrano, also Present Police Director O'Connor, Deputy Chief Mace

**I.** Approval of minutes

- Minutes from the August 14, 2023 meeting were reviewed. Mr. Craven motioned to approve the minutes. Mr. Ketter seconded the motion. All were in favor. Motion approved.

**II.** Invoices presented for Commission Review

- COPs & FIRE Personnel Testing - \$300 for Oral interviews. Mr. Craven motioned to approve the payment. Mr. Ketter seconded. All were in favor. Motion approved.
- COPs & FIRE Personnel Testing - \$1,000 Written Entrance Exam. Mr. Craven motioned to approve the payment. Mr. Ketter seconded. All were in favor. Motion approved.
- Forest Awards & Engraving for Chairman Ken Machynia Plaque - \$85.00. Mr. Craven motioned to approve the payment. Mr. Ketter seconded. All were in favor. Motion approved.
- Blue Line Lateral Transfer AD – \$397.00. Mr. Craven motioned to approve the payment. Mr. Ketter seconded. All were in favor. Motion approved.

**III.** Mr Craven motioned to appoint Commissioner Mike Blackburn as the New Chairman. Mr Ketter seconded the motion. All were in favor. Motion Approved.

**IV.** Lateral Transfers Discussion

- Email from Mr. Hervas stating 2yr requirement for Later transfer per State statute, with the Police Commission having the option to waive the Probationary period was presented to the boards and the Board agreed.
- DC Mace will proceed with the lateral transfer hiring process to include interviews, background checks, and polygraph assessments.
- Mr. Ketter was debriefed and brought up to date with the Lateral Transfer process and New Hire by Mr. Craven
- Secretary Zambrano to notify Lateral Transfer Candidates Demand Upchurch and Kevin Tierney they currently do not meet minimum requirements, and are encouraged to reapply once 2yrs minimum is met.

**V.** Hiring Process -New Hires

- Final Eligibility listed was presented to the Board. Mr. Craven Motion to begin the hiring process. Mr. Ketter seconded the motion. All were in favor. Motion approved.
- Motion was made to include the polygraph as part of the background and present findings to the board. Mr. Craven approved the motion. Mr. Ketter seconded. All were in favor. Motion approved.

**VI. Meeting Schedule**

- Discussion was had in reference to future meeting availability with the New board. It was agreed to continue meeting on the 2<sup>nd</sup> Monday of the Month at 4:30 p.m. Two of the three must be present to meet the required quorum, the third may attend via Zoom under qualified unavailability.

**VII.** Chairman Ken Machynia will be honored *Tuesday, September 19<sup>th</sup>, 2023 at 6:30 pm*, before Village Hall Board meeting.

**VIII.** Next Scheduled Meeting – **Monday, October 9, 2023, at 4:30 p.m.**

**IX.** Adjournment – Mr. Ketter motioned to adjourn at 5:24 p.m. Mr. Craven seconded. All were in favor. Motion Approved.