

Itasca Board of Fire and Police Commissioners
Meeting Minutes
January 5, 2026

Call to Order: The meeting was called to order at 4:37 pm.

Roll Call: Present: Chairman Mike Blackburn, Commissioner Jeff Craven,
Commissioner Christian Ketter, Recording Secretary Heidi Zambrano

I. Approval of minutes

- Draft minutes from December 8, 2025, were reviewed. Mr. Blackburn requested a motion to approve the minutes. Mr. Craven moved pending the revision of spelling of his last name, Mr. Ketter seconded. All in favor by voice vote. Motion approved.

II. Approval of Invoices- no report

III. Communications – no report

IV. Public Comment – no comments

V. Unfinished Business – no report

VI. New Business – Commissioner Ketter informed the board that he will be stepping down from the police commission board. The Mayor has been made aware and he will have his replacement soon.

VII. Closed session- Commissioner Blackburn called for a motion to go into executive session to review closed session minutes according to the Open Meetings Act, Section 5 ILCS 120/2(c)(1) and Section 5 ILCS 120/2(c)(21). Commissioner Craven so moved, and Commissioner Ketter seconded.

Roll call vote:
Ayes: Blackburn, Craven, Ketter
Nays: None
Absent: None
Motion Approved

The Commission went into a Closed session at 4:42 PM.

The Commission adjourned a closed session at 4:52 PM.

The Police Commission meeting was reconvened at 4:52 PM.

VIII. Discussion and review of November 13, 2025, Closed Session minutes. Mr. Blackburn asked for a motion to accept the closed session minutes to be reviewed again in 6 months. Mr. Ketter moved, and Mr. Craven seconded. Motion approved.

IX. Discussion to authorized background process for Candidate 1.

- Chairman Blackburn asked for a motion to begin the background process for candidate 1. Commissioner Craven so moved, and Commissioner Ketter seconded. All in favor by voice vote. Motion Approved

Roll call vote:

Ayes: Blackburn, Craven, Ketter

Nays: None

Absent: None

Motion Approved

- The commission requested Recording Secretary contact Cops and Fire to request a date for Polygraph pending the results of background

X. Next Meeting – Tentatively **Monday, January 12, 2026, at 4:30 pm.**

XI. Adjournment – Mr. Blackburn motioned to adjourn at 4:53 pm. Mr. Craven moved, Mr. Ketter seconded. All were in favor. Motion Approved.