

**Itasca Board of Fire and Police Commissioners**  
Meeting Minutes  
October 16, 2023

Call to Order: The meeting was called to order at 4:31 pm.

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

**I.** Approval of minutes

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

**II.** Approval of Invoices

- C.O.P.S. AND F.I.R.E. Preference points and Eligibility Registers- \$250.00 Mr. Craven motioned to approve the payment. Mr. Ketter seconded the motion. All in favor. Motion approved.

**III.** Lateral Transfer Candidates

- **Candidate 1: Anderson:** Background and Polygraph results were reviewed. Mr. Ketter made a motion to approve Candidate Anderson for hire as a Village of Itasca Police Officer contingent upon passing the psychological and medical exam, Mr. Craven seconded the motion. All were in favor. Motion approved.
- **Candidate 2: Marshall:** background information reviewed. Mr. Craven motioned to disqualify Candidate Marshall as result of failing background check. Mr. Ketter seconded the motion. All were in favor. Motion Approved. Mrs. Zambrano to send letter.
- **Candidate 3: Sanchez:** Background and Polygraph results were reviewed. Mr. Craven made a motion to approve Candidate Sanchez for hire as a Village of Itasca Police Officer contingent upon passing the psychological and medical exam, Mr. Ketter seconded the motion. All were in favor. Motion approved.
- **Candidate 4: Izaguirre:** Background and Polygraph results were reviewed. Mr. Craven made a motion to approve Candidate Izaguirre for hire as a Village of Itasca Police Officer contingent upon passing the psychological and medical exam, Mr. Ketter seconded the motion. All were in favor. Motion approved.

**IV.** New Hire

- **Candidate 1: Hess** background information reviewed. Mr. Craven motioned to disqualify Candidate Hess as result of failing background check. Mr. Ketter seconded the motion. All were in favor. Motion Approved. Mrs. Zambrano to send letter.
- **Candidate 2: Hicks** background information reviewed. Mr. Craven motioned to disqualify Candidate Hicks as result of failing background check. Mr. Ketter seconded the motion. All were in favor. Motion Approved. Mrs. Zambrano to send letter.

- **Candidate 3: Knudtson** background information reviewed. Mr. Craven motioned to disqualify Candidate Knudtson as result of failing background check. Mr. Ketter seconded the motion. Motion Approved Mrs. Zambrano to send letter.
- **Candidate 4: Harris** background information was reviewed. Mr. Ketter motioned to disqualify Candidate Harris as result of failing the background check. Mr. Craven seconded the motion. All were in favor. Motion Approved. Mrs. Zambrano to send letter.
- Mr. Crave motioned to proceed with the final two candidates on the New Hire Eligibility list to include Background checks and polygraphs. Mr. Ketter seconded the motion. All in favor Motion approved.

**V.** Next Regular Meeting – November 6, 2023 at 4:30 pm.

**VI.** Adjournment – Mr. Craven motioned to adjourn at 5:53pm. Mr. Ketter seconded. All were in favor. Motion Approved.