

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

Call to Order: The meeting was called to order at 4:30 p.m.

Roll Call: Chairman Ken Machynia, Commissioner Mike Blackburn,  
Commissioner Jeff Craven, Recording Secretary Heidi Zambrano

**I.** Approval of minutes

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

**II.** Invoices presented for Commission Review

- COPs & FIRE Personnel Testing Overdue Oral interview from 07/27/2023 - \$379.04 for Blueline advertising and online applications. Mr. Machynia motioned to approve the payment. Mr. Craven seconded. All were in favor. Motion approved.
- Daily Herald \$43.70 for Rule change notice publication. Mr. Craven motioned to approve the payment. Mr. Blackburn seconded. All were in favor. Motion approved.

**III.** Lateral Transfers Discussion

- Lateral Transfers application was reviewed by police commissioners and was accepted.
- Mr. Machynia questioned if the background would catch if an applicant had any written reprimands or suspension.

**IV.** Hiring Process -New Hires

- Zambrano to follow up with COPS and Fire for written test results.
- Zambrano to confirm time for August 26, oral interview with COPs and Fire.

**V.** Next Scheduled Meeting – Monday, September 18, 2023, at 4:30 p.m. \*\*possible moved up pending ZOOM option\*\*

**VI.** Adjournment – Mr. Blackburn motioned to adjourn at 4:53 p.m. Mr. Craven seconded. All were in favor. Motion Approved.