

# Antioch Police and Fire Commission

## Meeting Minutes

October 22, 2013

### I. Call to order

A meeting of the Police and Fire Commission was called to order on October 22, 2013 at 6:05 pm by Commissioner Jim Kinney at the Antioch Police Department.

### II. Roll Call

Antioch Police Commission conducted a roll call. The following persons were present: Jim Kinney, Jim Mullen and Jenny Olsen

### III. Approval of minutes from last meeting

A motion was made by Jim Mullen to approve the minutes from Police and Fire Commission meeting on August 21, 2013. Motion was seconded by Jim Kinney and carried by a majority "yes" vote.

### IV. Old Business

a. Discussion resumed regarding amendment to the Rules and Regulation :

1. Commission unclear as to whether all steps had been taken to make the change regarding the minimum passing score on exams. Need to confirm whether the change was made by Atty Bob Long and if it went to Jim Keim for publication. Commissioner Kinney to confirm change with Atty. Long.
2. Regarding the Military Points:
  - a. State statue says that they can only be used once – this should protect the department against abuse of points usage.
  - b. Overall consensus is that an affidavit is not needed
  - c. More to come from Atty. Bob Long

b. Approval of past meeting minutes. Motion to approve meeting minutes from the following dates was made by Jim Mullen, seconded by Jim Kinney and carried with a majority "yes" vote:

- i. October 16, 2012, October 27, 2012, November 2, 2012, November 10, 2012, November 17, 2012, December 1, 2012 and December 25, 2012

### V. New Business

a. Discussion regarding our File Tracking System. Follow up discussion is necessary with Jim Keim and Atty. Long regarding the following:

- i. What is the Police Commission's obligation for maintaining a file system?
- ii. How long do we maintain records?
  1. 3 months for non-hired applicants
  2. 12 months for hired applicants
- iii. Who do the applications belong to?
  1. Once hired – turned over to Police Chief
- iv. What should the Commission Retain?
  1. Testing Scores? Or are they moved to personnel file?

### V. Adjournment

A motion was made by Jim Mullen and seconded by Jim Kinney to adjourn the regular meeting of the Police and Fire Commission at 6:50

Minutes submitted by: Jenny Olsen, Secretary, Antioch Police Commission

CC: Commissioner Jim Kinney, Commissioner Jim Mullen, Commissioner Bill Zeason