

Antioch Police and Fire Commission

Meeting Minutes

April 12, 2016

I. Call to order

A meeting of the Police and Fire Commission was called to order on April 12, 2016 at 6:00 pm by Commissioner Jim Kinney and seconded by Commissioner William Zeason at the Antioch Village Hall.

II. Roll Call

Antioch Police Commission conducted a roll call. The following persons were present: Jim Kinney, William Zeason, Scott Gartner and Jenny Olsen. Also in attendance was Antioch Police Chief Steve Huffman.

III. Approval of Meeting Minutes

a. A motion was made by Commissioner Kinney to approve the meeting minutes from the January 12, 2016 quarterly meeting. The motion was seconded by Commissioner Gartner and passed with a majority "yes" vote.

IV. Old Business

a. Sergeant's Examination Process

i. Setting of Testing Dates

1. Chief Huffman requested a special meeting of the Commission on or around May 31st to meet with Stanard and Associates and to officially set testing dates

ii. Stanard and Associates appointment to develop and administer test

1. Chief Huffman provided a packet of information on Stanard and Associates. It was decided to administer the "off the shelf" test instead of a customized version as the Antioch Police Force is in the process of reviewing and rewriting all policies. This standard test is expected to reduce the overall cost of testing to \$6-\$7,000
2. A study guide will be provided to all candidates that will direct them to what chapters in specific books to study in preparation for the written exam.
3. Candidates will be given at least 60 days to study
4. The Commission will be provided with training, guidance and consulting for the oral interview process. Stanard and Assoc. will develop the oral interview questions based on input from Commission.
5. Chief Huffman to confer with Attorney Bob Long regarding the application of Military/Merit Points in the testing process. Points will be compiled and provided to the commission before the testing to be opened after written test.
6. Commissioner Kinney sent an email to Village Administrator Jim Keim and Attorney Bob Long requesting an increase in the budget for outside testing and Attorney Long approved the request.
7. Commissioner Kinney to write a letter to the police force officially inviting officers to take part in the Sergeant's Testing process.

V. New Business

a. Resignation of Jim Mullen from the Antioch Police Commission - The Commission received and accepted notice of Commissioner Jim Mullen's resignation

b. Appointment of Scott Gartner to the Antioch Police Commission – Scott Gartner was appointed to a 3 year term with the Commission at the March Village Board Meeting.

VI. Correspondence

a. None

V. Adjournment

A motion was made by William Zseason and seconded by Scott Gartner to adjourn the special meeting of the Police and Fire Commission at 6:22.

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

CC: Chairman Jim Kinney, Commissioner William Zseason, Commissioner Scott Gartner