

Antioch Police and Fire Commission

Meeting Minutes

June 7, 2016

I. Call to order

A meeting of the Police and Fire Commission was called to order on June 7, 2016 at 6:06 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, and Jenny Olsen. Also in attendance were Antioch Police Chief Steve Huffman, Deputy Chief John Laskowski and Mike Anderson with Stanard and Associates. Absent from the meeting was Commissioner Scott Gartner.

III. Old Business

a. **Introduction of representatives from Stanard and Associates**

- i. Chief Huffman introduced Mike Anderson with Stanard and Associates. Mr. Anderson outlined the testing process as follows:
- ii. Stanard will administer a written "off the shelf" test with the commission present,
- iii. They will then assist in development and administration of the oral interviews. They will provide the questions and train the commission to complete the interviews. They will also provide a consultant to assist and compile the scores.

b. **Official Initiation of Sergeant's Testing Period**

- i. In order to officially start the Sergeant's Testing for the Antioch Police Department Chief Huffman requested that the commission send an official letter of notice to the Police Department. Upon receipt of that letter a sign-up sheet will be posted at the police department with a deadline for interested officers. Those officers would also be provided a list of study materials and the option to check out those materials from the Police Department.
- ii. Once dates have been set for the testing they must be published in a local newspaper at least two weeks in advance.
- iii. Commissioner Zeason moved to officially engage Stanard and Associates for the Sergeant's testing, Commissioner Kinney seconded the motion and it passed with a majority "yes" vote.
- iv. Chief Huffman clarified that military points can be used on new hire and promotional exams per Village Attorney Long.

c. **Set dates for phases of testing**

- i. Some possible testing dates were discussed and would be forwarded to Commissioner Gartner for review before dates are set.

V. Adjournment

A motion was made by William Zeason and seconded by Jim Kinney to adjourn the special meeting of the Police and Fire Commission at 7:05.

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

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