

The Town of East Haven, CT
Civil Service Commission Amended Minutes
December 10, 2018, 7:00 pm, 250 Main Street

A Regular Meeting of the Civil Service Commission was held on Monday, December 10, 2018 in the Mario Giaimo Conference Room, 250 Main Street, East Haven, CT.

The meeting was called to order at 7:09 p.m.

Roll Call:	Ms. Marlene Asid	Present
	Mr. John Stacey	Present
	Mr. Clayton Janer	Present

PUBLIC COMMENT

There was no public comment.

READING AND APPROVAL OF MINUTES

A MOTION was made by Mr. Stacey to approve the minutes of the November Regular Meeting as submitted.

Mr. Janer seconded.

Vote: Unanimous

OLD BUSINESS

BOARD OF EDUCATION

SECRETARY I, Grade Level 9

The exam for Secretary I was held on November 8th. 38 applications had been received and 22 candidates participated in the exam and 8 passed.

There are currently 2 vacant positions.

A MOTION was made by Ms. Asid to establish the Eligibility List for the position of Secretary I, Grade Level 9 to be valid for a period of 2 years and to certify the top four available names in rank order to fill 2 positions from the Eligibility List.

Mr. Stacey seconded.

Vote: Unanimous.

SUBSTITUTE CUSTODIAN

At last month's meeting, the Commission discussed the practical implementation of testing for this position and felt it should follow thru on the request from the Board of Education. The Chairwoman requested clarification from the Board of Education as to the status of the employees and the guarantee of permanency in the position. The Chief Examiner had sent an email requesting this information and had not heard anything until today. The email had been overlooked and they will be getting back to her with the information and the testing process can commence.

PUBLIC WORKS MECHANIC

The Commission has not received any information regarding this position. The Chief Examiner did receive one new application, although the position is no longer being advertised. This candidate does have a CDL. The Commission discussed what steps to take, the Chief Examiner was directed to contact Mr. Coppola and advise him of this development.

LABORER

The Laborers position has been posted with a rolling application with an indefinite end date. The applications are going directly to the Mayor's Office. There is nothing for the Commission to do at this time. If someone is hired the Commission should be notified.

FIRE DEPARTMENT FIREFIGHTER D/PARAMEDIC-Exam

The written exam was held on September 13, 2018. 16 candidates took the exam and 8 passed. The Oral Interview portion of the exam was held on Tuesday, November 20, 2018. Of the 8 candidates scheduled, 2 withdrew and 6 participated. Of the 6, 2 failed, which leaves a list of 4 candidates.

A MOTION was made by Ms. Asid to establish the Eligibility List for the position of Firefighter D/Paramedic to be valid for a period of 2 years.

Mr. Janer seconded.

Vote: Unanimous.

NEW BUSINESS
POLICE DEPARTMENT
PUBLIC SAFETY DISPATCHER

The Police Department has requested a list to fill 2 positions. They asked for names from both the Certified and Entry Level list. Lt Tracey sent an email advising the Commission of the names of candidates who had passed and failed the background investigation. The email was missing some names and the Commission would like the Chief Examiner to find out what happened to the other candidates, but it does not impact this request at this time.

A MOTION was made by Ms. Asid to certify the top 4 available names from the Certified Public Safety Dispatcher List(2 names) and the Entry Level Public Safety Dispatcher List(2 names) to fill 2 positions.

Mr. Janer Seconded.

Vote: Unanimous.

2019 MEETING SCHEDULE

The Commission did not see a need to change the Regular Meeting Schedule.

A MOTION was made by Ms. Asid to continue to meet on the 2nd Monday of the Month. In the event of a holiday, the Regular Meeting will be held on a Tuesday.

Mr. Janer Seconded.

Vote: Unanimous

BILLS

A MOTION was made by Ms. Asid to pay the following bills:

\$25.00 to I/O Solutions, Test Rental

\$40.00 to Bardell, Supplies

Mr. Janer seconded.

Vote: Unanimous

A MOTION was made Mr. Janer by to adjourn the Meeting at 7:27 p.m.
Ms. Asid seconded.
Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori
Recording Secretary