

**The Town of East Haven, CT  
Civil Service Commission Minutes  
July 19, 2017, 7:00 pm, 250 Main Street**

A Special Meeting of the Civil Service Commission was held on Wednesday, July 19, 2017 in the Mario Giaimo Conference Room, 250 Main Street, East Haven, CT.

The meeting was called to order at 7:00 p.m.

|            |                    |         |
|------------|--------------------|---------|
| Roll Call: | Mr. Albert Carocci | Present |
|            | Mr. John Stacey    | Present |
|            | Ms. Marlene Asid   | Absent  |

**STAFF PRESENT:** Assistant Chief Licata, EHFD

**PUBLIC COMMENT**

There was no public comment.

A MOTION was made by Mr. Stacey to suspend the order of the Agenda and move to Item #2, Firefighter/Paramedic.

Mr. Carocci seconded.

Vote: Unanimous

**FIRE DEPARTMENT**

**FIREFIGHTER/PARAMEDIC-NEW RECRUIT EXAM**

The exam is complete. 6 Firefighter/Paramedics successfully completed the exam along with 2 candidates who are completing a Paramedic Program. Assistant Chief Licata stated the Fire Commission will be hiring 3 candidates but they are sending all 6 of the candidates who passed for Background Investigations to be completed by the EHPD and physical exams. They anticipate hiring the beginning of August and would like the list certified.

A MOTION was made by Mr. Stacey to establish the Eligibility List for the position of Firefighter/Paramedic to be valid for a period 2 years and to certify the top 5 available names in rank order to fill 3 positions.

Mr. Carocci seconded.

Vote: Unanimous

**FIREFIGHTER/PARAMEDIC-LATERAL TRANSFER**

Two candidates were hired effective July 5, 2017

A MOTION was made by Mr. Carocci to certify the employment of Timothy Proto and Adam Ordway in the position of Firefighter/Paramedic effective July 5, 2017 and to send them the standard probation letter.

Mr. Stacey seconded.

Vote: Unanimous

**OLD BUSINESS**

**BOARD OF EDUCATION**

**ACCOUNT CLERK I, GRADE LEVEL 10**

The Board of Education has hired Jennifer Piercey in the position of Account Clerk I, Grade Level 10 effective August 2, 2017.

A MOTION was made by Mr. Carocci to certify the employment of Jennifer Piercey in the position of Account Clerk I, grade level 10 effective August 2, 2017 and send her the standard probation letter.

Mr. Stacey seconded.

Vote: Unanimous

**SECRETARY I, GRADE LEVEL 9**

The test has been completed and the list needs to be established and sent to the Board of Education.

A MOTION was made by Mr. Stacey to establish the Eligibility List for the position of Secretary I, Grade Level 9 to be valid for a period 2 years and to certify the top 3 available names in rank order to fill 1 position.

Mr. Carocci seconded.

Vote: Unanimous

**CUSTODIAN**

The Board of Education is in the process of interviewing and there is no action to be taken at this time.

**POLICE DEPARTMENT**  
**DETECTIVE EXAM**

The written exam was held today. 3 Officers took the exam. The Interview portion of the exam will be scheduled for the beginning of August.

**TAX COLLECTOR**  
**ACCOUNT CLERK I, GRADE LEVEL 10**

Loribeth Rodriguez has been hired effective June 5, 2017.

A MOTION was made by Mr. Carocci to certify the employment of Loribeth Rodriguez in the position of Account Clerk I, Grade Level 10 effective June 5, 2017 and send her the standard probation letter.

Mr. Stacey seconded.

Vote: Unanimous

**FINANCE DEPARTMENT**  
**ACCOUNT CLERK II, GRADE LEVEL 11**

The exam is completed and the list needs to be established and certified.

A MOTION was made by Mr. Carocci to establish the Eligibility List for the position of Account Clerk II, Grade Level 10 to be valid for a period 2 years and to certify the top 3 available names in rank order to fill 1 position.

Mr. Stacey seconded.

Vote: Unanimous

**PUBLIC WORKS**  
**MECHANIC**

There is no information regarding this position at this time.

**NEW BUSINESS**  
**BOARD OF EDUCATION**  
**ACCOUNT CLERK I, GRADE LEVEL 10**

Another vacancy in the position of Account Clerk I has opened up and the candidates of the current list are not interested in this position and there is

no longer a complete list of names. The Board of Education has requested a new exam be given.

The Commission discussed the issue of the passing score and the lack of candidates able to pass the test with the score set at 70 and weighed the possibility of going back to the required score of 60 as stated in the Civil Service Rules for this exam only.

A MOTION was made by Mr. Carocci to begin the testing process for the position of Account Clerk I. The exam will consist of a written exam with a pass point of 60 to be worth 100% of the final score.

Mr. Stacey seconded.

Vote: Unanimous

### **MAINTENANCE**

The Board of Education has a vacancy in this position and asked for a Certified List to fill one position.

A MOTION was made by Mr. Stacey to certify the top 3 available names in rank order to fill 1 position from the Eligibility List for Maintenance.

Mr. Carocci seconded.

Vote: Unanimous

### **BILLS**

A MOTION was made by Mr. Stacey to pay the following bills:

\$720.00 to CPS-HR, Test Rental

\$175.00 to Roberta DeLuca, Proctor

\$50.00 to Roberta DeLuca, Proctor

\$720.00 to CPS-HR, Test Rental

\$40.20 to Chief Marcarelli, Reimbursement

\$23.18 to Andrea Liquori, Reimbursement

Mr. Carocci seconded.

Vote: Unanimous

A MOTION was made by Mr. Carocci to adjourn the Meeting at 7:25 p.m.  
Mr. Stacey seconded.  
Vote: Unanimous

Respectfully submitted,

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Andrea M. Liquori  
Recording Secretary