

**The Town of East Haven, CT**  
**Civil Service Commission Minutes**  
**February 14, 2012, 7:00 pm, 250 Main Street**

A Regular Meeting of the Civil Service Commission was held on Tuesday, February 14, 2012 in the Mario Giamo Conference Room, Town Hall, 250 Main Street, East Haven, CT.

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

Roll Call:	Ms. Linda Abbott	Present
	Mr. John Stacey	Present

**READING AND APPROVAL OF MINUTES**

A MOTION was made by Mr. Stacey to accept the minutes of the January Meeting as submitted.

Ms. Abbott seconded.

Vote: Unanimous

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

**POLICE DEPARTMENT**

**POLICE OFFICER C-CERTIFIED OFFICER EXAM**

**POLICE OFFICER C EXAMINATION**

SCCJA is currently advertising this exam from until February 29, 2012.

The Physical Agility Test and Written Exam will take place March 11<sup>th</sup> and 12<sup>th</sup>. Applications are available in the Civil Service Office, The Mayor's Office and at the Police Department.

Mayor Maturo had requested the Chief Examiner check into the possibility of using the test results from SCCJA's Fall cycle. She sent a letter to Charles Sherwood and he was able to obtain permission from the Towns participating in that exam to share the results with East Haven. There may be some certified officers on that list.

A MOTION was made by Ms. Abbott to pursue the Fall Test Results from South Central Criminal Justice Administration.

Mr. Stacey seconded.

Vote: Unanimous

**SERGEANT**

The written exam will take place the end of March and the Assessment Center will take place in April.

**RECORDS ATTENDANT/GRADE LEVEL 11**

This position has not been filled due to the hiring freeze.

**LIEUTENANT**

A letter was received from the Police Commission promoting Edward Lennon to the rank of Lieutenant effective January 18, 2012.

A MOTION was made by Mr. Stacey to certify the promotion of Edward Lennon to the position of Lieutenant effective January 18, 2012 and send him the standard probationary letter.

Ms. Abbott seconded.

Vote: Unanimous

**FIRE DEPARTMENT**

**911 DISPATCHER**

The Fire Commission has requested a Certified List to fill 5 position from the Eligibility List for Dispatcher. Due to the unforeseen circumstances at the EHPD, if the situation warrants creating and hiring civilian dispatchers, the Fire Commission would like to be prepared.

A MOTION was made by Mr. Stacey to certify the top 7 available names in rank order to fill 5 positions from the Eligibility List for Dispatcher.

Ms. Abbott seconded.

Vote: Unanimous

**FIREFIGHTER D/PARAMEDIC**

The deadline to submit an application for this position was February 10, 2012. Approximately 110 applications were received and are being reviewed. The written exam is scheduled for Thursday, March 8, 2012 at 5:00 pm at the East Haven High School.

**FINANCE DEPARTMENT  
ACCOUNT CLERK II**

This position remains unfilled due to the hiring freeze.

**ENGINEERING**

**ADMINISTRATIVE ASSISTANT, GRADE LEVEL 13**

This exam is on hold due to the spending freeze and is being filled by a temporary employee.

**ATHLETIC COMPLEX**

**RECREATIONAL FACILITIES MAINTAINER**

The Chairwoman read a statement regarding this issue(attached). Mr. Stacey stated he agreed with Ms. Abbott's statement.

A MOTION was made by Ms. Abbott that Mr. Cretella be allowed to be employed in the position of Recreation Facilities Maintainer.

Mr. Stacey seconded.

Vote: Unanimous.

**NEW BUSINESS**

**BOARD OF EDUCATION**

**SECRETARY, GRADE LEVEL 10-GUIDANCE**

The Board of Education requested an exam to fill this position. It is not possible to conduct an exam for this position due to the spending freeze imposed by the Mayor. The exam will be conducted as soon as it is lifted.

**REORGANIZATION**

A MOTION was made by Ms. Abbott to select Mr. Stacey to be the Chairman of the Commission.

Mr. Stacey seconded.

Vote: Unanimous

A MOTION was made By Mr. Stacey to select Ms. Abbott to be the Vice-Chairwoman of the Commission.

Ms. Abbott seconded.

Vote: Unanimous

**BILLS**

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

\$1300.00 to CPS, Testing EHFD

Mr. Stacey seconded.

Vote: Unanimous

A MOTION was made by Ms. Abbott to adjourn the Meeting at 7:20 p.m.

Mr. Stacey seconded.

Vote: Unanimous.

Respectfully submitted,

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Andrea M. Liquori, Recording Secretary