

**The Town of East Haven, CT
Civil Service Commission Minutes
April 9, 2012, 7:00 pm, 250 Main Street**

A Regular Meeting of the Civil Service Commission was held on Monday, April 9, 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.

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| Roll Call: | Mr. John Stacey | Present |
| | Mr. Albert Carocci | Present |
| | Ms. Linda Abbott | Absent |

READING AND APPROVAL OF MINUTES

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

Mr. Carocci seconded.

Vote: Unanimous

PUBLIC COMMENT

Dominic Cretella, 10 Burgess Street-Mr. Cretella's comments were directed at item #5. He state the position of Rink Maintainer was being removed from the Budget. He acknowledged that his FOI request was on the Agenda and also stated he had not gotten an answer to his other questions. Attorney Zullo stated he needed to make a formal request for documents which would then be directed to him(Attorney Zullo).

OLD BUSINESS

POLICE DEPARTMENT

POLICE OFFICER C EXAMINATION

SCCJA is in the process of completing the exam and should be releasing the results by May 1, 2012.

POLICE OFFICER C-CERTIFIED OFFICER EXAM

The Chief Examiner reported to the Commission that there were no certified officers left in the testing process currently underway. The Chairman opened the floor to comments. Frank Gentilesco asked if the commission could institute a process where P.O.S.T. Certified Officers

could apply on a continual basis. The idea of a "Rolling Application Process" was discussed. Police Chief Brent Larrabee stated due to the dire circumstances the department finds itself in, the only way to get Officers on the road quickly is to continually accept applications from Certified Officers. The process of using the SCCJA Exam in this instance is too slow. He stated the Department will be down by 15 officers and although he is in favor of rebuilding with new recruits in this case it has to be supplemented with P.O.S.T. Certified Officers. The issue of procuring a written exam was discussed as well as how to advertise. Attorney Zullo stated that this must be conducted within the Rules and Regulations of the Civil Service Commission. The Chairman stated he would be in favor of this for a term of one year.

A MOTION was made by Mr. Stacey to Authorize a Rolling Application Process for the position of P.O.S.T. Certified Police Officer to be conducted within the rules and regulations of the Civil Service Commission for a period of one year.

Mr. Carocci seconded.

Vote: Unanimous

SERGEANT

The written exam was conducted on March 27, 2012. Ten candidates participated and three passed. The Assessment Center will take place in April. Chief Larrabee expressed his concern about the test in general and discussed the option of video taping the Assessment Center. Charles Sherwood of SCCJA indicated in a memo to the Chief Examiner that this request was made and because it was not part of the original contract with the Civil Service Commission there would be an extra charge. The Chairman requested the Chief Examiner speak to Mr. Sherwood and ask if he would object if someone from the Town did the video taping.

RECORDS ATTENDANT/GRADE LEVEL 11

Background investigations are being conducted for the 4 candidates and will be sent to the Board of Police Commissioners for selection when complete. The Chief stated one candidate had dropped out.

A MOTION was made by Mr. Stacey to move to item #7 on the Agenda.
Mr. Carocci seconded.
Vote: Unanimous

CIVILIAN DISPATCHER

The Police Chief explained that he anticipates hiring 3-5 Dispatchers which will help alleviate the manpower shortage. Mr. Gentilesco stated hopefully at some point in the future the 911 Dispatchers and Police Civilian Dispatchers will be cross-trained. Attorney Zullo stated the Commission could use the existing 911 Dispatcher Eligibility List to fill these positions because of the manpower shortage at the Police Department and the emergency situation the Department finds itself in. The Police Chief state that at its last meeting the Board of Police Commissioners discussed the matter but did not formally vote to request a Certified List.

A MOTION was made by Mr. Carocci to release the applications of the top 15 applicants on the 911 Dispatcher to the Police Department for the purpose of conducting a background investigation until the process ifs complete or another meeting is called.

Mr. Stacey seconded.
Vote: Unanimous

FIRE DEPARTMENT

FIREFIGHTER D/PARAMEDIC

The written exam results was received with 78 candidates passing. The Oral Interview will be held on April 16, 2012.

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

Mr. Cretella's comments were discussed. The Commission discussed Attorney Kolb's letter regarding the release of his Legal Opinion. Attorney Zullo explained they Commission was not able to release this document due to Attorney/Client Privilege.

BOARD OF EDUCATION

SECRETARY, GRADE LEVEL 10-GUIDANCE

This position can not be tested due to the spending freeze imposed by the Mayor but the Chief Examiner did speak to the Finance Director about the possibility of the Board of Education paying for the cost if they wanted the exam conducted as soon as possible.

The Chairman took this opportunity to welcome Attorney Albert Carocci to his position on the Commission.

NEW BUSINESS

REQUEST TO REINSTATED PROMOTIONAL TESTING

Mr. Gentilesco stated he was not prepared to discuss the matter without Attorney Kolb being present but gave the Commission an overview of his ideas. He stated it would be a morale booster to current employees if they were able to be considered for positions that become available in their department and other town departments if they did not have to compete with outside applicants. This matter will be presented to the full commission next month.

BILLS

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

\$172.00 La Voz, Advertising

\$1051.00 New Haven Register, Advertising

Mr. Stacey seconded.

Vote: Unanimous

Chairman Stacey stated he could not attend next months meeting and that a Special Meeting may be held on May 15, 2012 instead.

A MOTION was made by Mr. Carocci to adjourn the Meeting at 8:05 p.m.
Mr. Stacey seconded.
Vote: Unanimous.

Respectfully submitted,

Andrea M. Liquori, Recording Secretary