

**The Town of East Haven, CT
Civil Service Commission Minutes
May 8, 2017, 7:00 pm, 250 Main Street**

The Regular Meeting of the Civil Service Commission was held on Monday, May 8, 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	Absent
	Mr. John Stacey	Present
	Ms. Marlene Asid	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 April 10, 2017 Meeting as submitted.

Ms. Asid seconded.

Vote: Unanimous.

OLD BUSINESS

BOARD OF EDUCATION

ACCOUNT CLERK

The Board of Education has the list and has not hired anyone yet.

FIRE DEPARTMENT

FIREFIGHTER/PARAMEDIC-EXAM

The application process should be open on FirefighterApp Wednesday, May 10, 2017.

POLICE DEPARTMENT

DETECTIVE EXAM

The exam has been posted. The deadline to apply is May 15, 2017. The exam will be held in July to accommodate the 60 day study period required by the test vendor.

TAX COLLECTOR

ACCOUNT CLERK I, GRADE LEVEL 10

Loribeth Rodriguez has been offered the position and has accepted. Her starting date has not been determined, it should be sometime in June.

NEW BUSINESS

REQUEST FOR EXAM

ACCOUNT CLERK II, GRADE LEVEL 11

A vacancy has been created in the Finance Department due to the resignation of Donald Russo. The current list has been drawn from and is set to expire in June. Mr. Rizza and Mr. Gentilese both requested a new test be administered. The Chief Examiner stated there are not enough funds left in the Advertising Account to advertise this position. She will request funding from The Board of Finance before advertising.

A MOTION was made by Mr. Stacey to begin the testing process for the position of Account Clerk II. The exam will consist of a written exam with a pass point of 70 to be worth 100% of the final score.

Ms. Asid seconded.

Vote: Unanimous

SECRETARY I, GRADE LEVEL 9

The Board of Education has requested we hold an exam for Secretary I. The current vacancy is in the Adult Education Department.

A MOTION was made by Ms. Asid to begin the testing process for the position of Secretary I. The exam will consist of a written exam with a pass point of 70 to be worth 100% of the final score.

Mr. Stacey seconded.

Vote: Unanimous

A MOTION was made by Mr. Stacey to suspend the order of the Agenda and move to bills to allow Chief Marcarelli more time and then move to Item #2 under new business.

Ms. Asid seconded.

Vote: Unanimous

BILLS

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

\$849.00 to New Haven Register, Advertising

\$300.00 to Penfield Publication, Advertising

\$294 La Voz, Advertising

\$150.00 to CCM, Advertising

\$180.00 to New Haven Register, Advertising

Mr. Stacey seconded.

Vote: Unanimous

FIRE DEPARTMENT

FIREFIGHTER/PARAMEDIC-LATERAL TRANSFER

Chief Marcarelli was not able to make the meeting. A request was received from Chief Marcarelli and the Board of Fire Commissioners to open the process to Lateral transfers. A lateral transfer must be a paramedic and must have attended the Connecticut Fire Academy or equivalent. Career Firefighters must have attended within the last 5 years and volunteers within the last 2 years.

A MOTION was made by Ms. Asid to open a rolling application process for the position of Firefighter/Paramedic open to only those candidates who are Licensed Paramedics and have been through the Connecticut Fire Academy or equivalent. Qualifications for Lateral transfers are:

- Hold a valid Driver's License from the State of Connecticut
- High School Diploma or GED
- Must be 18 years of age
- Current licensure as a Paramedic with the State of Connecticut preference toward Yale New Haven Sponsor Hospital Medical Authorization.
- Successful completion of the Connecticut Fire Academy Recruit Training Program or equivalent within the last 5 years for career firefighter or within the last 2 years for volunteer firefighter.
- Valid CPAT Card at time of appointment.
- Capable of passing a physical examination, drug screening and background check.

- Must not use tobacco products.
- Successfully complete an interview process made up of the Board of Fire Commissioners and Fire Chiefs.

The process will be opened indefinitely.

Mr. Stacey seconded.

Vote: Unanimous

A MOTION was made by Ms. Asid to adjourn the Meeting at 7:30 p.m.

Mr. Stacey seconded.

Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori
Recording Secretary