

**The Town of East Haven, CT  
Civil Service Commission Minutes  
May 13, 2019, 7:00 pm, 250 Main Street**

A Regular Meeting of the Civil Service Commission was held on Monday, May 13, 2019 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:	Ms. Marlene Asid	Present
	Mr. John Stacey	Present
	Mr. Clayton Janer	Absent

**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 8, 2019 Regular Meeting with the following corrections: change the sentence in the first paragraph from “A Special Meeting of the Civil Service Commission was held on March 4, 2019” to “A Regular Meeting of the Civil Service Commission was held on April 8 2019”; add to the paragraph concerning the discussion of the Engineering Administrative Assistant, Grade Level 13 that the Commission agreed to use and attach the Job Description for the position per Mr. Coppola’s request and that Ms. Asid stated that she was also unhappy with the situation and she instructed Mr. Coppola that he will not be able to bypass the names on the list unless he has submitted documentation supporting the candidates rejection.

Ms. Asid seconds the motion.

Vote: Unanimous

**OLD BUSINESS**  
**REORGANIZATION**

Ms. Asid was reappointed to another term

Mr. Stacey nominated Ms. Asid to be the Chairperson of the Commission. Ms. Asid accepted. There being no other nominations, the nominations

were closed. Ms. Asid received 2 votes and will be the Chairperson of the Commission for the remainder of the year.

Ms. Asid nominated Mr. Stacey to be the Vice-Chairperson of the Commission. Mr. Stacey accepted. There being no other nominations, the nominations were closed. Mr. Stacey received 2 votes and will be the Vice-Chairperson of the Commission for the remainder of the year.

**BOARD OF EDUCATION**  
**SUBSTITUTE CUSTODIAN**

The Commission has not received any information regarding this position.

**ENGINEERING**  
**ADMINISTRATIVE ASSISTANT, GRADE LEVEL 13**

39 candidates applied, 5 were not qualified, 34 are taking the exam. The exam was originally scheduled for May 28, 2019 but Mr. Coppola asked the Chief Examiner if she could do it sooner. She is working on changing the exam to Thursday, May 23, 2019.

**POLICE DEPARTMENT**  
**PROMOTIONAL EXAMINATIONS-SERGEANT, LIEUTENANT, CAPTAIN  
SERGEANT, LIEUTENANT & CAPTAIN**

The Sergeant exam is scheduled to be held on 7/20/19 at the Police Department. Nothing has been done with other 2 positions at this time.

**FIRE DEPARTMENT**  
**FIREFIGHTER/PARAMEDIC**

The Firefighter/Paramedic position is posted until 5/31/19. Six applications have been received.

**NEW BUSINESS**

A MOTION was made by Ms. Asid to add "Public Safety Dispatcher" and "Certified Firefighter/Paramedic-Lateral Transfer" to the Agenda.

Mr. Stacey seconds the motion.

Vote: Unanimous.

**POLICE DEPARTMENT**  
**PUBLIC SAFETY DISPATCHER**

A request for a Certified List to fill 1 position was received from the Police Chief's Office. It is unclear as to which list was requested. There is a Certified Dispatcher who is eligible and the New Recruit List. The Chief Examiner thought they might be hiring from the Certified Dispatcher List but she will verify before sending the list.

A MOTION was made by Mr. Stacey to certify the top 3 available names in rank order to fill one Public Safety Dispatcher position.

Ms. Asid seconded.

Vote: Unanimous

**FIRE DEPARTMENT**  
**CERTIFIED FIREFIGHTER/PARAMEDIC-LATERAL TRANSFER**

A request for a Certified List to fill 1 position from the eligible candidates for a lateral transfer was received. There is one candidate eligible.

A MOTION was made by Ms. Asid to certify the 1 available name to fill one Firefighter/Paramedic position from the Certified Firefighter/Paramedic Lateral Transfer List.

Mr. Stacey seconded.

Vote: Unanimous

**BILLS**

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

\$700.00 to Hearst Media, Advertising

\$696.85 to Hearst Media, Advertising

\$360.00 to Penfield Publication, Advertising

\$360.00 to Penfield Publication, Advertising

\$345.00 to La Voz, Advertising

\$294.00 to La Voz, Advertising

\$25.00 to I/O Solutions, Test Rental

Ms. Asid seconded.

Vote: Unanimous

A MOTION was made Ms. Asid by to adjourn the Meeting at 7:35 p.m.  
Mr. Stacey seconds the motion.  
Vote: Unanimous

Respectfully submitted,

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Andrea M. Liquori  
Recording Secretary