

*Lisa Baller*  
TOWN CLERK

**Civil Service Commission Minutes  
January 8, 2024, 7:00 pm**

A Regular Meeting of the Civil Service Commission was held on Monday, January 8, 2024, in the East Haven Town Hall, 250 Main Street.

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

Roll Call:	Mrs. Sue Deko	Present
	Mrs. Ann Murray	Present
	Mr. Richard DePalma	Present

**PUBLIC COMMENT**

There was no public comment.

**READING AND APPROVAL OF MINUTES**

A Motion was made by Mr. DePalma to approve the minutes of the December Meeting as submitted.

Mrs. Deko seconds the motion.

Vote: Unanimous

**OLD BUSINESS**

**BOARD OF EDUCATION**

**SECRETARY II**

12 candidates applied for this position. The exam will be held on January 22, 2024, there is no action to be taken at this time.

**ACCOUNTANT**

The Board of Education has not advised the Commission that they have hired anyone from the Certified List. There is no action to be taken at this time.

**CUSTODIAN**

40 candidates applied for this exam, which is in the process of being scheduled. There is no action to be taken at this time.

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**POLICE DEPARTMENT**

**POLICE OFFICER C-NEW RERUIT**

The Police Department has not advised the Commission that they have hired anyone yet. There is no action to be taken at this time.

**PUBLIC SAFETY DISPATCHER**

The Police Department has not advised the Commission that they have hired anyone yet. There is no action to be taken at this time.

**TOWN CLERK**

**INDEX CLERK**

Ed Sabatino advised the Commission that he interviewed the one candidate on the list. Per Rule 9, Section 2 of The Civil Service Rules and Regulations, he would like the Commission to advertise the position again to give the Town a larger pool of candidates. He would like the exam to be waived in this instance because it is becoming very difficult to find a good fit for this position. Rule 5 Section 10(b) states that a test can be waived on a case-by-case basis in order to fill a position where the degree of professional or technical training or administrative ability is not readily available. This has been the case with this particular position. Mrs. Deko was very adamant that this would be done only for this particular position at this time.

A Motion was made by Mr. DePalma to waive the exam for the position of Index Clerk only for this particular instance at this time per Rule 5 Section 10(b).

Mrs. Murray seconds the motion.

Vote: Unanimous

## **PUBLIC WORKS**

### **MECHANIC**

The one candidate who applied was not found to be qualified and the position is still open and they are still looking for a qualified mechanic to fill the position.

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## **FIRE DEPARTMENT**

### **FIREFIGHTER/PARAMEDIC**

The written exam was held today, of the 13 candidates who we're scheduled to take the exam only eight showed up. This is becoming an issue because not all of the candidates who apply have to be paramedics at this point in time. The pool is very limited. The Chief Examiner discussed the option of keeping the application process open, using a rolling process such as the Police Department does with their Police Officer C position. The Commission members stated it is becoming very difficult to fill positions and they understand the problem that the Fire Department is having. There was discussion regarding keeping the position open and testing when there are 15 or 20 applicants.

A Motion was made by Mr. DePalma to post the position of Firefighter/Paramedic using a rolling application process consisting of a written exam with a pass point of 70 worth 2/3rds of the final score and an oral interview with a pass point of 70 worth 1/3<sup>rd</sup> of the final score.

Mrs. Murray seconds the motion.

Vote: Unanimous

A MOTION was made by Mrs. Murray to adjourn the Meeting at 7:42 p.m.

Mr. DePalma seconds the motion.

Vote: Unanimous

Respectfully submitted,

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Andrea M. Liquori  
Recording Secretary