

**The Town of East Haven, CT**  
**Civil Service Commission Minutes**  
**September 12, 2011, 7:00 pm, 250 Main Street**

A Regular Meeting of the Civil Service Commission was held on Monday, September 12, 2011 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. Brian Wood	Present
	Mr. John Stacey	Present

Member of the Public: Paul Hongo

**READING AND APPROVAL OF MINUTES**

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

Ms. Wood seconded.

Vote: Unanimous

**OLD BUSINESS**

**POLICE DEPARTMENT**

**P.O.S.T. CERTIFIED POLICE OFFICER C**

The Police Commission has hired Joseph Velardi effective August 29, 2011.

A MOTION was made by Mr. Wood to certify the employment of Joseph Velardi effective August 29, 2011 and to send him the standard probation letter.

Mr. Stacey seconded.

Vote: Unanimous.

**SERGEANT**

The Board of Finance granted our request and we have the funds to move forward with this exam. SCCJA has been notified to proceed.

**RECORDS ATTENDANT/GRADE LEVEL 11**

The exam date is September 17, 2011 with 278 candidates participating.

**FIRE DEPARTMENT**

**FIREFIGHTER D/PARAMEDIC**

3 candidates have been hired effective September 6, 2011.

A MOTION was made by Mr. Wood to certify the employment of Casey Blake, Gordon Stewart and Robert Black effective September 6, 2011 and to send them the standard probation letter.

Mr. Stacey seconded.

Vote: Unanimous.

**911 DISPATCHER**

The advertisement for this position has been running in the New Haven Register and applications will be accepted until September 28, 2011.

**ATHLETIC COMPLEX**

**RINK MAINTAINER**

Mr. Hongo stated interviews were held but due to financial constraints no one has been hired. He anticipates this will take place in October.

**NEW BUSINESS**

**POLICE DEPARTMENT**

**POLICE OFFICER C**

A letter was received from the Police Commission requesting an exam for the position of Police Officer C. The Chief Examiner explained that SCCJA is already in the process of administering their Fall exam and the next exam cycle we could participate in would be Spring, 2012.

A MOTION was made by Mr. Stacey to begin the testing process for Police Officer C to consist of a written exam worth  $2/3^{\text{rds}}$  of the total score, an oral exam worth  $1/3^{\text{rd}}$  of the total score and a physical agility exam which will be pass/fail.

Mr. Wood seconded.

Vote: Unanimous

**DEPUTY CHIEF**

The Commission was notified that John Mannion has been hired as Deputy Chief. This is an exempt position and no action is necessary.

**FINANCE DEPARTMENT**

**ACCOUNT CLERK II**

The Commission received a letter from the Finance Director requesting a list for this position. Mr. Stacey asked if the position has been posted for a lateral transfer within the Union. It has been when the first vacancy occurred but not recently. The Commission suggested that be done before the list is sent to the Finance Director.

A MOTION was made by Mr. Wood to post the position for a lateral transfer to satisfy any Union requirements and then certify the top three available names in rank order to fill one position from the list for Account Clerk II.

Mr. Stacey seconded.

Vote: Unanimous.

**BILLS**

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

\$31.19 to Bardell, Office Supplies

\$250.00 to The Inner City Newspaper, Advertisement

\$2000.00(est.) to the New Haven Register, Advertisement

\$3129.50 to CPS, Test Rental

\$128.73 and \$95.88 to Minuteman Press, Supplies

Mr. Wood seconded.

Vote: Unanimous.

A MOTION was made by Mr. Stacey to adjourn the Meeting at 7:32 p.m.

Mr. Abbott seconded.

Vote: Unanimous.

Respectfully submitted,

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Andrea M. Liquori, Recording Secretary