

**The Town of East Haven, CT
Civil Service Commission Minutes
June 8, 2020, 7:00 pm,
Via Zoom**

A Regular Meeting of the Civil Service Commission was held on Monday, June 8, 2020 via Zoom.

The meeting was called to order at 7:02 p.m.

Roll Call:	Ms. Marlene Asid	Present
	Mrs. Sue Deko	Present
	Mrs. Ann Murray	Present

PUBLIC COMMENT

There was no public comment.

READING AND APPROVAL OF MINUTES

A MOTION was made by Ms. Asid to approve the minutes of the May 27, 2020 Special Meeting with the following correction to the motion under Public Safety Dispatcher, “Mrs. Murray seconds the motion.”

Mrs. Deko seconds the motion.

Vote: Unanimous

OLD BUSINESS

BOARD OF EDUCATION

SECRETARY I, GRADE LEVEL 9

Prior to the shut down this position had been advertised and 14 candidates applied. The test was postponed due to shut down. The Chief Examiner reviewed the procedure for remote testing with the test rental company to be used for this exam and then contacted the applicants. The applicants do not seem to have the capability necessary to participate in a remote exam and the company did not recommend doing some remote test and others in person. The Chief Examiner stated the administration was open to having 2 small groups use the Senior Center, the room is large enough to keep the candidates far apart. The Chief Examiner will work on scheduling this exam in the next few weeks.

**POLICE DEPARTMENT
DETECTIVE**

The Commission has not been advised of any promotions at this time. There is no action to take.

CAPTAIN

The Commission was advised that David Emerman and Joseph Murgo have been promoted to the rank of Captain effective July 1, 2020.

A MOTION was made by Ms. Asid to certify the promotion of David Emerman and Joseph Murgo to the rank of Captain effective July 1, 2020 and to send them the standard probation letter.

Mrs. Murray seconds the motion.

Vote: Unanimous

LIEUTENANT

The Commission was advised that Kevin Klarman was promoted to the rank of Lieutenant effective July 1, 2020.

A MOTION was made by Ms. Asid to certify the promotion of Kevin Klarman to the rank of Lieutenant effective July 1, 2020 and to send him the standard probation letter.

Mrs. Deko seconds the motion.

Vote: Unanimous

SERGEANT

The Commission has not been advised of any promotions at this time. There is no action to take.

POLICE OFFICER C

The Board of Police Commissioners has hired 2 candidates from the Eligibility List for Police Officer C.

A MOTION was made by Ms. Asid to certify the employment of Dean Bibens and Tyler Pelham in the position of Police Officer C effective June 12, 2020 and send them the standard probation letter.

Mrs. Murray seconds the motion.

Vote: Unanimous.

**FIRE DEPARTMENT
BATTALION CHIEF**

The exam has been posted. 2 candidates have applied to date. The deadline to apply is June 16, 2020

FIREFIGHTER/PARAMEDIC

The Commission has not been advised if the Fire Commission has hired anyone yet. The new exam was posted and the deadline to apply is June 30, 2020. Mrs. Deko and Mrs. Murray both questioned what would happen to the candidates left on the old list. The Chief Examiner explained that she would contact them and give them the option to retest or stay on the new list with their own score, per the Civil Service Rules.

PUBLIC SAFETY DISPATCHER

The Commission has not been advised of any hiring at this time. There is no action to take.

**PUBLIC WORKS
LABORER**

The position has been posted and applications are available on the Town's website. There is nothing for the Commission to do currently.

ASSISTANT TO PUBLIC WORKS

The Commission had reviewed this matter prior to the shutdown of Town Hall. A job description had been created by the Town and Union. The Commission reviewed the job description and asked that the section "Training and Experience" be added. To date this has not been done although it was brought to the attention of the Administration. Mrs. Deko asked what the logic was, what was the reason

behind refusing to add this section to the job description. The Chief Examiner stated she was never given a reason. Mrs. Murray agreed this was an important part of the job description and wanted it added. Ms. Asid agreed and stated it is an important part of the job description that guides the Commission in testing, and it is included in all other job descriptions. The Commission members agreed another effort should be made to amend this job description and directed the Chief Examiner to send a letter to the Assistant Director of Administration and Management requesting the job description be amended.

NEW BUSINESS

FIRE DEPARTMENT

FIREFIGHTER/PARAMEDIC-LATERAL TRANSFER

A request was made by Chief Marcarelli to repost the position of Firefighter/Paramedic-Lateral Transfer. In the past, the only testing requirement was a CPAT Certificate but due to Covid-19 the candidates may not be able to test for CPAT. Chief Marcarelli felt this requirement could be temporarily waived until the Fire Academy is running the test again. He was comfortable that anyone who would apply for a lateral transfer would be in good shape since they are currently working. The Commission members felt the same. All the other qualifications would be consistent with the last posting.

A MOTION was made by Mrs. Deko to post the position of Firefighter/Paramedic-Lateral Transfer requiring all qualifications required in the last recruitment except the requirement of CPAT certification, which will be temporarily waived.

Ms. Asid seconds the motion.

Vote: Unanimous

A MOTION was made by Ms. Asid to add the matter of Public Works-DPW Dispatcher to the Agenda.

Mrs. Deko seconds the motion.

Vote: Unanimous

Prior to the shutdown at Town Hall, the position of DPW Dispatcher was posted for a lateral transfer within the Union. Robert Mingione will move into the position effective June 26, 2020.

A MOTION was made by Mrs. Murray to certify the transfer of Robert Mingione effective June 26, 2020 into the position of DPW Dispatcher.

Mrs. Deko seconds the motion.

Vote: Unanimous

BILLS

A MOTION was made by Mrs. Murray to pay the following bills:

\$1115.69 to Hearst Media, Advertising

\$360.00 to Penfield Publication, Advertising

\$345.00 to LaVoz, Advertising

\$195,00 to N. E. Minority News, Advertising

Ms. Asid seconds the motion.

Vote: Unanimous

A MOTION was made by Ms. Asid to adjourn the Meeting at 7:34 p.m.

Mrs. Murray seconds the motion.

Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori
Recording Secretary