

**The Town of East Haven, CT
Civil Service Commission Minutes
July 14, 2014, 7:00 pm, 250 Main Street**

The Regular Meeting of the Civil Service Commission was held on Monday, July 14, 2014 in the Mario Giamio Conference Room, Town Hall, 250 Main Street, East Haven, CT.

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

Roll Call:	Mr. Albert Carocci	Present
	Mr. John Stacey	Present
	Ms. Marlene Asid	Present

Ms. Asid requested a moment of silence be held for our Arthur DeSorbo who was the Town's Director of Administration and Management who was a fine gentleman, who lived and died for the Town of East Haven and was a friend to all. We will miss him.

READING AND APPROVAL OF MINUTES

A MOTION was made by Ms. Asid to approve the minutes of the June 9, 2014 Regular Meeting as submitted.

Mr. Stacey seconded.

Vote: Unanimous.

STAFF IN ATTENDANCE

Chief Larrabee, EHPD

PUBLIC COMMENT

There was no public comment.

A MOTION was made by Mr. Carocci to suspend the order of the Agenda and move to Old Business Item #1c.

Ms. Asid seconded.

Vote: Unanimous.

OLD BUSINESS
POLICE DEPARTMENT
LIEUTENANT

At the last meeting the Commission requested a memo from Deputy Chief Lennon outlining his vision of the changes he and the Chief would like to see take place with the testing and scoring regarding this rank and others for promotion at the Police Department. Chief Larrabee was in attendance to discuss the matter with the Commission. Ms. Asid had reviewed the Memo extensively and reviewed the proposal rank by rank. For each rank there was a written and oral component, with the oral component or assessment center having greater weight the higher the rank. The Chief spoke of his vision for an exam for the Captain's position to contain a paper written to address a problem in the Town and the candidates would need to express their vision and plans to address the issue and then defend it, like a Doctoral Thesis. Mr. Stacey stated in the past the Commission had adjusted the weight of the components on a one time basis and he thought it worked out well and would have no problem with this.

With regard to a Lieutenant's Exam, there is not a vacancy at this time and a test is not going to be needed. The matter of the scoring will be taken under review and acted on when a Promotional Exam is to be given.

DETECTIVE/YOUTH DETECTIVE EXAMINATION

There have not been any promotions made as of this meeting.

POLICE OFFICER C-NEW EXAM

The application is available online at PoliceApp.com until July 15, 2014. Everything seems to be going smoothly. The written exams will be held July 21 & 22, 2014. We should have approximately 150 applicants taking the exam.

SERGEANT

There have not been any promotions made as of this meeting.

PUBLIC SAFETY DISPATCHER

6 Public Safety Dispatchers were hired effective June 23, 2014.

A MOTION was made by Mr. Stacey to certify the employment of Catlin Mulherin, Shauna Chavous, David Ciarelli, Elizabeth Christian, Erin Lawlor and Nancy Xu effective June 23, 2014 and to send them the standard probation letter.

Ms. Asid seconded.

Vote: Unanimous

BOARD OF EDUCATION

ADMINISTRATIVE ASSISTANT/SECRETARYIII

The exam for this position is scheduled for July 29, 2014. Approximately 32 applications were received.

ACCOUNTANT I

The exam for this position is scheduled for July 28, 2014. Approximately 17 applications were received.

FIRE DEPARTMENT

FIREFIGHTER D/PARAMEDIC

Three firefighters were hired. Andrew Calhoun will be starting on July 1, 2014. The Chief Examiner has not been informed of the starting date for the other 2.

A MOTION was made by Mr. Stacey to certify the employment of Andrew Calhoun effective July 1, 2014 and to send him the standard probation letter.

Ms. Asid seconded.

Vote: Unanimous

FINANCE DEPARTMENT

ACCOUNT CLERK II, Grade Level 11

ACCOUNT CLERK I, Grade Level 10

The exam for this position is scheduled for July 30, 2014. Approximately 36 applications were received.

PUBLIC WORKS

GENERAL FOREMAN

The applications will be available until July 18, 2014.

NEW BUSINESS

PLANNING AND ZONING

ADMINISTRATIVE ASSISTANT/GRADE LEVEL 13

The Administrative Assistant in this Department has retired. There is a valid Eligibility List for this position.

A MOTION was made by Mr. Carocci to certify the top three available names in rank order to fill one position from the Eligibility List for Administrative Assistant Grade Level 13.

Ms. Asid seconded.

Vote: Unanimous.

BILLS

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

\$250.00, Inner City, Advertising

\$85.00, Chris Distasio, IT Consultant

\$181.00, La Voz, Advertisement

\$2250.00, CPSHR, Test rental

\$3750.00, I/O Solutions, Test Rental

\$75.00, I/O Solutions, Test Rental

\$500.00, EHHS, Security

\$375.00 Roberta DeLuca, Proctor(5 Exams)

\$567.00 New Haven Register, Advertisement

\$1134.00 New Haven Register, Advertisement

Ms. Asid seconded.

Vote: Unanimous

A MOTION was made by Mr. Stacey to adjourn the Meeting at 8:00 p.m.
Ms. Asid seconded.
Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori, Recording Secretary