

**The Town of East Haven, CT**  
**Civil Service Commission Minutes**  
**August 11, 2014, 7:00 pm, 250 Main Street**

The Regular Meeting of the Civil Service Commission was held on Monday, August 11, 2014 in the Mario Giamio Conference Room, Town Hall, 250 Main Street, East Haven, CT.

The meeting was called to order at 7:06 p.m.

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

**READING AND APPROVAL OF MINUTES**

A MOTION was made by Mr. Carocci to approve the minutes of the July 14, 2014 Regular Meeting as submitted.

Ms. Asid seconded.

Vote: Unanimous.

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

**POLICE DEPARTMENT**

**DETECTIVE/YOUTH DETECTIVE EXAMINATION**

A letter was received from the Police Chief advising the Commission that Joseph Finoia and Shawn Hatchell have been promoted to the rank of Detective, effective August 31, 2014 and November 30, 2014 respectively.

A MOTION was made by Ms. Asid to certify the promotion of Joseph Finoia and Shawn Hatchell to the rank of Detective effective August 31, 2014 and November 30, 2014 respectively and to send them the standard probation letter.

Mr. Carocci seconded.

Vote: Unanimous

**POLICE OFFICER C-NEW EXAM**

The exam is complete. 76 Candidates successfully completed the exam.

A MOTION was made by Mr. Carocci to establish the Eligibility List for the position of Police Officer C to be valid for a period of 1 year.

Ms. Asid seconded.

Vote: Unanimous.

### **LIEUTENANT EXAM**

At the last meeting the Commission reviewed recommendations from Chief Larrabee and Deputy Chief Lennon regarding the weighting of the components of promotional examinations but the Commission did not move on this exam because there was no indication that a vacancy was eminent. Chief Larrabee has subsequently informed the Chief Examiner that a retirement will be taking place and an examination should be given for this rank. Ms. Asid 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 recommendation for Lieutenant was 25% written and 75% Oral Component.

A MOTION was made by Ms. Asid to begin the testing process for the position of Lieutenant with a written exam with a pass point of 70 worth 25% of the final grade and an oral component with a pass point of 70 worth 75% of the final grade.

Mr. Carocci seconded.

Vote: Unanimous

### **SERGEANT**

Chief Larrabee informed the Chief Examiner that Ben DeCrosta and Kevin Klarman have been promoted to Sergeant effective August 31, 2014.

A MOTION was made by Mr. Carocci to certify the promotion of Benjamin "Paul" DeCrosta and Kevin Klarman to the rank of Sergeant effective August 31, 2014 and to send them the standard probation letter.

Ms. Asid seconded.

Vote: Unanimous

**PLANNING AND ZONING**

**ADMINISTRATIVE ASSISTANT/GRADE LEVEL 13**

The Commission received a letter from Mr. Gentilesco advising them that Kirstin Franzman has been hired effective August 18, 2014.

A MOTION was made by Ms. Asid to certify the employment of Kirstin Franzman in the position of Administrative Assistant, Grade Level 13 effective August 18, 2014 and to send her the standard probation letter. Mr. Carocci.

Vote: Unanimous

**BOARD OF EDUCATION**

**ADMINISTRATIVE ASSISTANT/SECRETARY III**

The exam for this position was held July 29, 2014. Approximately 12 applicants passed.

A MOTION was made by Ms. Asid to establish the Eligibility List for the position of Administrative Assistant , Secretary III to be valid for a period of 2 years and to certify the top 3 available names in rank order to fill one position.

Mr. Carocci seconded.

Vote: Unanimous.

**ACCOUNTANT I**

The exam for this position was held July 28, 2014. Approximately 7 applicants passed and will move on the Oral Interview portion of the exam.

**FIRE DEPARTMENT**

**FIREFIGHTER D/PARAMEDIC**

The Chief Examiner has not been informed of the starting date for the other 2 new hires.

**FINANCE DEPARTMENT**

**ACCOUNT CLERK I, Grade Level 10**

The exam was held July 30, 2014. Approximately 10 applicants passed the exam.

**ACCOUNT CLERK II, Grade Level 11**

The exam was held July 30, 2014. Approximately 4 applicants passed the exam.

A MOTION was made by Mr. Carocci to establish the Eligibility List for the positions of Account Clerk I, Grade Level 10 and Account Clerk II, Grade Level 11 to be valid for a period of 2 years and to certify the top 3 available names in rank order from the List for Account Clerk II, Grade Level 11 to fill one position.

Ms. Asid seconded.

Vote: Unanimous.

**PUBLIC WORKS**

**GENERAL FOREMAN**

The applications have been reviewed. 5 Applicants met all the requirements.

A MOTION was made by Ms. Asid to establish the Eligibility List for the position of General Foreman , Grade Level 14 to be valid for a period of 2 years and to certify the top 3 available names in rank order to fill one position.

Mr. Carocci seconded.

Vote: Unanimous.

**NEW BUSINESS**

**PUBLIC SAFETY DISPATCHER-LEAD**

A letter was received from Frank Gentilesco that Raymond Kline and Ralph Vuolo were assigned to the Lead positions for Public Safety Dispatcher.

A MOTION was made by Ms. Asid to add the matter of Detective Exam to the Agenda.

Mr. Carocci seconded.

Vote: Unanimous

A letter was received requesting an exam for Detective. Per the Memo previously discussed, the written/oral ratio should be 50:50.

A MOTION was made by Mr. Carocci to begin the testing process for the position of Detective with a written exam with a pass point of 70 worth 50% of the final grade and an oral component with a pass point of 70 worth 50% of the final grade.

Ms. Asid seconded.

Vote: Unanimous

**BILLS**

A MOTION was made by Ms. Asid to pay the following bills:

\$181.00, Bardell, Supplies

\$158.55, Andrea Liquori, Reimbursement

Mr. Carocci seconded.

Vote: Unanimous

A MOTION was made by Mr. Carocci to adjourn the Meeting at 7:30 p.m.

Ms. Asid seconded.

Vote: Unanimous

Respectfully submitted,

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Andrea M. Liquori, Recording Secretary