

RECEIVED FOR FILING  
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EAST HAVEN, CT  
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TOWN CLERK

**The Town of East Haven, CT  
Civil Service Commission Minutes  
November 9, 2020, 7:00 pm,  
Via Zoom**

A Regular Meeting of the Civil Service Commission was held on Monday, November 9, 2020 via Zoom.

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

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

**STAFF PRESENT:** Chief Marcarelli, EHFD

**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 October Regular Meeting with the following correction: under Roll Call change Marlene Asid to "Present".

Mrs. Murray seconds the motion.

Vote: Unanimous

A MOTION was made by Ms. Asid to suspend the order of the Agenda and move to Item #3 under Old Business and then to Item #2 under New Business.

Mrs. Murray seconds the motion.

Vote: Unanimous

**FIRE DEPARTMENT**  
**BATTALION CHIEF**

The Commissioner was informed that Christopher Rosa was promoted to the position of Battalion Chief effective October 26, 2020.

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A MOTION was made by Ms. Asid to certify the promotion of Christopher Rosa in the position of Battalion Chief effective October 26, 2020 and send him the standard probation letter.

Mrs. Murray seconds the motion.

Vote: Unanimous

**DEPUTY CHIEF/TRAINING OFFICER**

Chief Marcarelli stated the current Deputy Chief/Training Officer has expressed an interest on retiring. A test would need to be given. The Commission asked the Chief if he had any preference regarding testing, test score etc. He was comfortable using a passing score of 70 with both a written and oral component.

A MOTION was made by Ms. Asid to begin the testing process for the position of Deputy Chief/Training Officer consisting of a written exam worth 2/3rds of the final score with a passing score of 70 and an oral interview worth 1/3<sup>rd</sup> of the final score with a passing score of 70.

Mrs. Murray seconds the motion.

Vote: Unanimous

A MOTION was made by Ms. Asid to add the matters of "Fire Department-Captain", "Firefighter-EMT" and "Certified Firefighter-EMT/Lateral Transfer" to the agenda.

Mrs. Murray seconds the motion.

Vote: Unanimous

Chief Marcarelli address the Commission regarding the new position of Captain. He presented a new job description which is in the process of being accepted by the Town and Union. The Chief stated this position is a

1<sup>st</sup> line supervisory position, it has already been added to the budget and there are 4 openings that will be filled. He stated he would expect the test to consist of the same components that the other promotional positions have.

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A MOTION was made by Ms. Asid to accept the job description for the position of Captain and begin the testing process consisting of a written exam worth 2/3rds of the final score and an oral interview worth 1/3<sup>rd</sup> of the final score with each component having a passing score of 70.

Mrs. Murray seconds the motion.

Vote: Unanimous

The Chief stated the Fire Department is pursuing the possibility of hiring Firefighter-EMT. He would like to post this test immediately once the Town and Union come to an agreement. There is already a job description for this position.

A MOTION was made by Ms. Asid to begin the testing process for the position of Firefighter-EMT consisting of a written exam worth 2/3rds of the final score and an oral interview worth 1/3<sup>rd</sup> of the final score with each component having a passing score of 70 and a passing CPAT Exam.

Mrs. Murray seconds the motion.

Vote: Unanimous

This Chief also asked the Commission to add the option of taking applications from Certified Firefighter-EMT-Lateral Transfer. Candidates would be eligible if they are currently certified as an EMT in the State of Connecticut and have attended the Connecticut Fire Academy or equivalent within the last 2 years as a volunteer firefighter or the last 5 years a career(paid) firefighter.

A MOTION was made by Ms. Asid to post a rolling application for the position of Certified Firefighter-EMT/Lateral Transfer with the requirement of current certification as an EMT in the State of Connecticut and have

attended the Connecticut Fire Academy or equivalent within the last 2 years as a volunteer firefighter or the last 5 years a career(paid) firefighter. Mrs. Murray seconds the motion.  
Vote: Unanimous

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**OLD BUSINESS**

**BOARD OF EDUCATION**

**SECRETARY II, GRADE LEVEL 10**

50 applications were received, 40 were qualified. The Chief Examiner is researching the option of using remote testing due to increased Covid-19 numbers. Nothing has been done at this time.

**ACCOUNT CLERK-PAYROLL, GRADE LEVEL 10**

10 applications were received and 8 were qualified. The Chief Examiner is in the process of scheduling remote testing for this position.

**POLICE DEPARTMENT**

**LIEUTENANT**

The written exam was held on October 23, 2020. 7 officers participated with 5 passing. The Oral Interview was held on November 9, 2020 and all 5 have passed. There are currently 2 vacancies in the rank of Lieutenant.

A MOTION was made by Ms. Asid to establish the Eligibility List for the position of Lieutenant to be valid for a period of 2 years.

Mrs. Deko seconds the motion.

Vote: Unanimous

A MOTION was made by Ms. Asid to certify the top 4 available names in rank order to fill 2 positions from the Eligibility List for the position of Lieutenant to be valid for a period of 2 years.

Mrs. Murray seconds the motion.

Vote: Unanimous

**POLICE OFFICER C-NEW RECRUIT EXAM**

89 candidates applied, 60 candidates registered for exam and 40 passed. The Oral Interviews were held on Wednesday, October 14, 2020 and Friday, October 16, 2020. 30 candidates passed.

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A MOTION was made by Ms. Asid to Establish the Eligibility List for the position of Police Officer C to be valid for a period of 2 years.

Mrs. Murray seconds the motion.

Vote: Unanimous

**NEW BUSINESS**  
**POLICE DEPARTMENT**  
**DETECTIVE**

A request has been received to begin a test for the position of Detective.

A MOTION was made by Ms. Asid to begin the testing process for the position of Detective consisting of a written exam worth 50% of the final score and an oral interview worth 50% of the final score with each component having a passing score of 70.

Mrs. Deko seconds the motion.

Vote: Unanimous

**BILLS**

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

\$100.00 to Minuteman Press, Supplies

\$245.00 to LTI, Testing

\$50.00 to IOS, Test Rental

\$83.98 to Andrea Liquori, Reimbursement

Mrs. Deko seconds the motion.

Vote: Unanimous

A MOTION was made by Mrs. Deko to adjourn the Meeting at 7:45 p.m.

Mrs. Murray seconds the motion.

Vote: Unanimous

Respectfully submitted,

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Andrea M. Liquori  
Recording Secretary