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**The Town of East Haven, CT
Civil Service Commission Minutes
December 14, 2020, 7:00 pm,
Via Zoom**

A Regular Meeting of the Civil Service Commission was held on Monday, December 14, 2020 via Zoom.

The meeting was called to order at 7:00 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 Mrs. Deko to approve the minutes of the November Regular Meeting as submitted.

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.

Mrs. Murray seconds the motion.

Vote: Unanimous

OLD BUSINESS

FIRE DEPARTMENT

FIRE CAPTAIN EXAM

The exam for this position is posted until January 4th. There is no action to be taken at this time.

DEPUTY CHIEF/TRAINING OFFICER

Chief Marcarelli was in attendance. He presented the Commission with a new job description that contained a certification necessary for this position.

Deputy Chief Norwood has made the decision to retire. The exam can now go forward. The Chief Examiner stated she would have the Notice of Testing posted on Wednesday, December 16, 2020.

A MOTION was made by Ms. Asid to accept the job description for the position of Deputy Chief/Training Officer.

Mrs. Deko seconds the motion.

Vote: Unanimous

ASSISTANT CHIEF

There is no action to be taken at this time.

FIREFIGHTER/EMT

Chief Marcarelli stated there was one more issue to be agreed upon with the Union and then the test can proceed. Commissioner Murray asked the Chief how many retirements he has or expects. He stated in the next 18 months he anticipates 12 new firefighters will need to be hired.

BOARD OF EDUCATION

SECRETARY II, GRADE LEVEL 10

Candidates have been contacted by the testing company and are able to schedule their exams. Remote exams will take place the week of January 4, 2021.

ACCOUNT CLERK-PAYROLL, GRADE LEVEL 10

7 candidates took the exam, and none passed. The Commission discussed how to proceed. Historically, this has been the most difficult position to fill. It requires a lot of knowledge and experience, has a lot of responsibility and the salary is not competitive. The position is a Grade Level 10, and the salary is lower than Grade Level 10 positions in the Town Hall Union and the same position in the Town Hall Union is a Grade Level 11. There may be a \$10,000.00 difference and it is proving to be an

impediment in attracting qualified candidates. The Commission will go back to the Board of Education to see if they have made any progress in upgrading this position and discuss how to proceed.

A MOTION was made by Mrs. Deko to send the issue of Account Clerk-Payroll back to the Superintendent for her input on how to proceed and the status of upgrading the position.

Mrs. Murray seconds the motion.

Vote: Unanimous

**POLICE DEPARTMENT
LIEUTENANT**

The Police Commission has the list, they are going to make promotions next month. There is no action to be taken at this time.

DETECTIVE

6 officers applied to take this promotional exam. They are currently in their study period and will be taking the written exam the first week of February. There is no action to be taken at this time.

**POLICE OFFICER C-NEW RECRUIT HIRING
POLICE OFFICER C-LATERAL TRANSFER HIRING**

The Police Chief submitted the names of candidates who have failed the background investigation and who are eligible to continue in the hiring process for both New Recruits and Lateral Transfers.

A MOTION was made by Mrs. Deko to remove the 14 names of candidates from the Eligibility List for the position of Police Officer C due to failure of the background investigation.

Mrs. Murray seconds the motion.

Vote: Unanimous

A MOTION was made by Ms. Asid to certify the top 9 available names in rank order to fill 7 positions from the Eligibility List for the position of Police Officer C.

Mrs. Murray seconds the motion.

Vote: Unanimous

The Police Chief also stated in his email that there are 2 Lateral Transfers that are ready to go forward.

A MOTION was made by Ms. Asid to certify the top 2 available names in rank order to fill 2 Police Officer C positions.

Mrs. Deko seconds the motion.

Vote: Unanimous

Ms. Asid asked the Chief Examiner if Chief Lennon understood that if they hired the 2 lateral transfers the bottom 2 names from the New Recruit List must be dropped from consideration. The Chief Examiner stated the Chief understood that.

NEW BUSINESS
POLICE DEPARTMENT
SERGEANT

A request has been received for a Certified List to fill 2 positions from the List for Sergeant.

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 Sergeant.

Mrs. Deko seconds the motion.

Vote: Unanimous

BILLS

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

\$845.00 to IOS, Test Rental

\$115.00 to IOS, Test Rental

Mrs. Deko seconds the motion.

Vote: Unanimous

A MOTION was made by Mrs. Murray to adjourn the Meeting at 7:28 p.m.
Mrs. Deko seconds the motion.
Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori
Recording Secretary