

**MINUTES
CIVIL SERVICE COMMISSION
Monday, April 16, 2012 @ 9:00 AM
Conference Room of the Town Attorney**

Minutes of the meeting of the Civil Service Commission held on Monday, April 16, 2012 @ 9:00 AM.

**IN ACCORDANCE WITH A DECISION OF THE HAMDEN CIVIL SERVICE
COMMISSION, MINUTES WILL REFLECT INDIVIDUALS IN
ATTENDANCE, MOTIONS MADE AND VOTES TAKEN.**

Chairman Oneal called the meeting to order at 9:00 AM with Commissioner Kerzner present. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Fire Chief David Berardesca, Deputy Fire Chief Robert Surprise, Police Chief Thomas Wydra and Town Planner Leslie Creane.

1. Review and approval of the minutes of the April 2, 2012 Civil Service Commission meeting. On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to approve the minutes with the following amendments.
 - a) Item 1, Line 1: Comma after March 19, 2012.
 - b) Item 1, Line 2: Comma after Kerzner.
 - c) Item 2, Line 3: Comma after Oneal.
 - d) Item 2, Line 4: add October 18, 2012, ending date of certification.
 - e) Item 3, Line 2: Comma after Kerzner.
 - f) Item 3, Line 3: add October 2, 2012, ending date of certification.
 - g) Item 4, Line 4: replace the word will with shall.
 - h) Item 7, Line 1: Comma after Kerzner.

2. Review and certification of the following eligibility list(s):
 - a) Entry Level Police Officer – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending October 16, 2012.
 - b) Traffic Electronic Technician – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending October 16, 2012.

3. Review and action on the following eligibility list(s):
 - a) Certified Police Officer – No Action – List Expires May 10, 2012.
 - b) Deputy Police Chief – (certified on 11/01/10) – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending May 1, 2012.
 - c) Captain PD – (certified on 11/01/10) – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending May 1, 2012.
 - d) Lieutenant PD – (certified on 11/01/10) – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending May 1, 2012.

- e) Sergeant PD – (certified on 11/01/10) – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending May 1, 2012.
 - f) Detective PD – (certified on 11/01/10) – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending May 1, 2012.
 - g) Fire Captain (certified on 12/06/10) – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending June 6, 2012.
 - h) Administrative Assistant to Boards and Commissions – (certified on 05/02/11) – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending November 2, 2012.
 - i) Certified Firefighter/Paramedic – (certified on 10/17/11) – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending October 17, 2012.
4. Review and approval of the revised job description for Certified Firefighter. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the job description with two (2) edits.
 - a) Under Supervision Received: replace the word issue with issues.
 - b) Under Essential Job Duties: replace the word mans with staffs.
 5. Correspondence from the Hamden Fire Commission requesting an open competitive recruitment for Certified Fire Fighter. On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to commence with the recruitment.
 6. No motions were made under Old Business.
 7. No motions were made under New Business.
 8. On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to adjourn at 9:30 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary