

MINUTES
CIVIL SERVICE COMMISSION
Monday, October 17, 2011 @ 9:00 AM
Conference Room of the Town Attorney

Minutes of the regular meeting of the Civil Service Commission held Monday, October 17, 2011 @ 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 Cate Reynolds and Commissioner Elliott Kerzner present. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Morgan, Fire Chief David Berardesca, Deputy Fire Chief Robert Surprise and Finance Director Kathleen Etkin.

1. Review and approval of the minutes of the September 19, 2011 Civil Service Commission meeting. On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to approve the minutes.
2. Review and Action on the following eligibility lists:
 - a.) Deputy Assessor – (certified on 10/18/10) – On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to recertify the list for another six month period.
 - b.) Certified Police Officer – (certified on 05/10/10) – On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to recertify the list for another six month period.
 - c.) Police Detective – (certified on 11/01/10) – On a motion by Commissioner Reynolds, seconded by Chairman Oneal it was the unanimous decision of the Commission to recertify the list for another six month period.
 - d.) Police Sergeant – (certified on 11/01/10) – On a motion by Commissioner Kerzner, seconded by Chairman Oneal it was the unanimous decision of the Commission to recertify the list for another six month period.
 - e.) Police Lieutenant – (certified on 11/01/10) - On a motion by Commissioner Kerzner, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to recertify the list for another six month period.
 - f.) Police Captain – (certified on 11/01/10) – On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to recertify the list for another six month period.
 - g.) 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 recertify the list for another six month period.
 - h.) Administrative Secretary/Personnel/Civil Service – (certified on 05/02/11) On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to not recertify the list.
 - i.) Administrative Assistant/Boards & Commissions – (certified on 05/02/11) On a motion by Commissioner Reynolds, seconded by Chairman Oneal it was the unanimous decision of the Commission to recertify the list for another six month period.
 - j.) Assistant Town Clerk – (Expired on 10/05/11) – No Action taken. Noted for the record.

3. Review and Action on the following applications:
 - a.) Budget Coordinator – 13 Applicants – On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission that ten applicants met the minimum qualifications and will continue on in the process.
 - b.) Certified Fire Fighter/Paramedic – 4 Applicants – On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission that four applicants met the minimum qualifications and will continue on in the process. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to certify the eligibility list for Certified Fire Fighter/Paramedic to include the same four applicants.
4. Review and approval of the revised job description for the position of Fire Marshal. On a motion by Commissioner Reynolds, seconded by Chairman Oneal it was the unanimous decision of the Commission to approve the job description.
5. Correspondence from Fire Chief David Berardesca requesting a promotional recruitment from with the Fire Department for the position of Fire Marshal. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to commence with the recruitment.

On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to adjourn at 9:45 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary