

CIVIL SERVICE COMMISSION  
ACTIONS  
OCTOBER 20, 2004  
6:00 P.M.  
CIVIL SERVICE CONFERENCE ROOM  
3RD FLOOR, CITY HALL

Roll Call

Chairman Michael Finn called the meeting to order. He explained this meeting was originally scheduled for October 13, 2004 but postponed until today. In attendance was Commissioner Geraldine George. Commissioner Frank Caracansi was not able to attend.

NEW BUSINESS:

Points System for Volunteer Firefighters - This topic has been discussed at length for approximately four months. The Fire Chief decided not to attend today's meeting. Chairman Finn did speak to Tom Saadi. Mr. Saadi put together the plan in the beginning. Chairman Finn explained to Mr. Saadi about how the Civil Service Commission was discussing it. Chairman Finn believes a good conclusion has been reached. If the Commission votes in the points for volunteer firefighters, it should be set up as follows: one (1) point for a Firefighter 1; two (2) points for a Firefighter 2. In order for a candidate to receive those points, the candidate has to bring with them the identification that shows they are a Firefighter 1 or 2 and a letter from the Chief of their department stating that they are up to date on their HAZMAT, OSHA and fire training. Commissioner George agrees with this. Three (3) points will be given to residents of Danbury. It is advantageous to our community to have First Responders be from Danbury. This will help build up the ranks of the Fire Department with Danbury residents. In the future, residency points to Police Department candidates could be instituted as well. Chairman Finn put forth a motion to institute a points system for firefighter candidates. Commissioner George asks about the residency points. What happens if the candidate is given the points for residency, gets hired by the Fire Department, and then moves out of Danbury? Chairman Finn answers that there is nothing that can be done about that. Commissioner George seconded the motion. The motion passed unanimously.

Points for residency for Police Tests - Chairman Finn said that if we allow residency points to firefighter candidates that it should be allowed to give points to Police candidates as well. Chairman Finn put forth a motion to institute a residency points system for police officer candidates. Commissioner George seconded the motion. The motion passed unanimously.

Upcoming Tests - Promotional exams (Captain, Lieutenant, Sergeant, and Detective) for the Police Department have been scheduled at Danbury High School. The written tests have been scheduled as follows:

- Sergeant Exam: Friday, November 19, 2004, 6:00 to 8:30 p.m.
- Lieutenant Exam: Saturday, November 20, 2004, 10:00 a.m. to 12:30 p.m.
- Detective Exam: Saturday, November 20, 2004, 2:00 p.m. to 4:30 p.m.
- Captain Exam: Tuesday, November 23, 2004; 6:00 to 8:30 p.m.

The oral exams have been scheduled as follows

- Sergeant Interviews: Monday, December 6, 2004 and Tuesday, December 7, 2004.
- Captain Interviews: Friday, December 10, 2004
- Lieutenant Interviews: Monday, December 13, 2004
- Detective Interviews: Wednesday, December 15, 2004 and Thursday, December 16, 2004

There is an opening for General Foreman. There has been discussion about going outside to hire or extending the old eligibility list. Chairman Finn put forth a motion to extend the General Foreman eligibility list. The Mayor can then select a candidate from the list. This will expedite the process. As Commissioner Caracansi mentioned before, we need a General Foreman in place before the winter. Commissioner George reviewed the list and seconded the motion. The motion passed unanimously.

Firefighter Eligibility List - The list expires in November 2004. A test will have to be set up for entry-level firefighters.

Chief Examiner Position - We sent applications that we reviewed to the Mayor. Ms. Julie Schmitter had the necessary degrees and Mr. John Whitcomb seemed to be overqualified. Mr. Whitcomb submitted copies of his diplomas and transcripts to attach to his application. The Mayor interviewed Mr. Whitcomb. Ms. Schmitter was no longer interested in the position because she accepted another job. The Mayor sent a letter to the Civil Service Commission recommending Mr. Whitcomb for the position. Chairman Finn read the letter to the Commission. Chairman Finn put forth a motion to accept Mr. John Whitcomb as the Chief Examiner. Commissioner George seconded the motion. The motion passed unanimously. An offer letter will be sent out to Mr. Whitcomb.

Engineer - This position was advertised and two applicants responded. Chairman Finn recommended to the Personnel/Civil Service Department that this position be re-advertised. The ad should run in the Danbury News-Times, the Hartford Courant, the Bridgeport Post, and any Connecticut trade journals. This will be reviewed at the next meeting.

Current Open Positions - The following positions are advertised as open: Lead Tree Operator in the Forestry Department and a Webmaster for the Library. The Webmaster position is a new position. This position was originally a Librarian position. The Webmaster position was created because the technical part of the Library has become so advanced that the Library needs someone to handle the technical situations that other Librarians are not qualified for. Chairman Finn has a request for a position reclassification for the Librarian position to Webmaster. Actually, the Webmaster position is a new position and not a reclassification of a Librarian position. The Library requested that the Webmaster position be a Grade 14. After the request was reviewed by Deputy Personnel Director Julio Lopez, it was decided the position be placed at a Grade 13. Chairman Finn put forth a motion to accept the Webmaster position for the Library as a new position. Commissioner George seconded the motion. The motion passed unanimously.

The Head Mechanic position was advertised on October 17, 2004.

The Assistant Building Inspector position is a part-time position. They are having difficulty locating candidates. This may be re-advertised to attract retired Building Inspectors. Commissioner George agrees that this position is really needed. Chairman Finn said that Deputy Personnel Director Julio Lopez

was going to make a few calls and see if he could find a candidate for the position and see if they are interested.

The Director of Recreation position was advertised on October 10, 2004.

The Assistant Planning Director position has been advertised. No local candidates have applied for this position. This position will be re-advertised outside of the Danbury area: Hartford Courant and Bridgeport Post.

Laborer II/Mason Position - Of 17 candidates, 15 were considered qualified. The two disqualified candidates will be notified by mail. A test will be set up within the next two weeks. Once the test date is finalized, the 15 qualified candidates will be notified.

Senior Field Person - Out of seven candidates, six were considered qualified. The one disqualified candidate will be notified by mail. A test will be set up shortly. Once the test date is finalized, the six qualified candidates will be notified.

Previous Meeting Minutes - Chairman Finn made a motion to accept the previous meeting minutes. Commissioner George seconded the motion. The motion passed unanimously.

Police Explorer Program - Chairman Finn brought up his discussion with the Mayor to look into the Police Explorer's Program. Participants in the Police Explorer's Program attend high school and work as cadets for the Police Department. Some of them go to college to pursue degrees in Criminal Justice. Once they graduate from college, we should look at points for them if they apply for Police Department positions. Commissioner George agrees with this. Chairman Finn will talk to Sgt. McNally about the Police Explorer's Program.

Commissioner George made a motion to adjourn the meeting. Chairman Finn seconded the motion. The motion passed unanimously. Chairman Finn adjourned the meeting.

MF/ecc