



PERSONNEL/CIVIL SERVICE
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CIVIL SERVICE COMMISSION
ACTIONS
NOVEMBER 15, 2005
6:00 P.M.
CIVIL SERVICE CONFERENCE ROOM
3RD FLOOR, CITY HALL

Informal Discussion

Upon conclusion of informal discussion among attendees, the meeting was called to order.

Roll Call

Chief Examiner John Whitcomb called the meeting to order. In attendance were Chairman Michael Finn, Commissioner Frank Caracansi and Commissioner Geraldine George.

NEW BUSINESS:

Deputy Chief of Police Position

Commissioner Caracansi puts forth a motion that the Commission requests legal counsel's opinion as to the Deputy Chief of Police position in that the future requirement is calling for a bachelor's degree whereas it has been pointed out by the Police Union that City Ordinance Section 15-8, Subsection 6, sets forth the minimum requirements for the Deputy Chief Police. Commissioner Caracansi wants to ask the Corporation Counsel's opinion as to which takes precedence: the ordinance or does the Commission have the right under the Rules and Regulations to change those requirements or to add to them.

Commissioner Caracansi also wants to ask for a legal opinion as to whether or not they can change the minimum requirements or add to the minimum requirements of any position that is considered a Civil Service position that has a Union contract or bargaining unit agreement such as Lieutenant or Captain. Commissioner George seconded the motion. The motion passed unanimously.

Minutes of October 19, 2005 meeting

Commissioner Caracansi made a motion to accept the previous meeting's minutes. Commissioner George seconded the motion. The motion passed unanimously.

List Consolidation Practice

There was discussion regarding the Maintenance Mechanic III position and the Utility Mechanic position. It was thought that candidates who applied for these positions could be placed on one list and selected accordingly. There appears to be confusion regarding this. Two different job titles in two different bargaining units, similar qualifications and requirements where when a vacancy occurred, there was only one list to cover both positions. The Teamsters have said the positions are different and should be two separate eligibility lists. Chief Examiner Whitcomb is asking that the Maintenance Mechanic III list be approved tonight and that the Utility Mechanic position be separate and advertised either internally or externally. Commissioner Caracansi put forth a motion that Utility Mechanic and Maintenance Mechanic III be on separate eligibility lists. Commissioner George seconded the motion. The motion passed unanimously.

Maintenance Mechanic III

Eight candidates passed the exam. Commissioner Caracansi made a motion to certify the Maintenance Mechanic III list. Commissioner George seconded the motion. The motion passed unanimously.

Auto Equipment Operator III

This position will be advertised this weekend. The Commission will review the applications at the next meeting.

Auto Equipment Operator II

Exam to be held on November 22, 2005 and November 23, 2005.

Pipe Installer

Exam to be held on November 22, 2005 and November 23, 2005.

Truck Driver

This position will be advertised this weekend. The Commission will review the applications at the next meeting.

Assistant Fire Chief Exam

This exam has been an oral exam in the past. There is no written exam. The Mayor, the Fire Chief and the Union have asked the Commission to remain consistent with past practice. This will be posted this coming week. A test date has not been finalized yet.

Entry Level Firefighter Candidate(s)

Several candidates did not make requests for points during the Firefighter recruit process that have subsequently provided information, i.e., a resident who did not request residency points. He has provided more information to those points and Chief Examiner Whitcomb is recommending that if these candidates can document that it was a mistake on their part not to make the request and they can substantiate that the points are valid, that they receive the points. Commissioner Caracansi asks if there was an initial time limit to provide this information. This information was to be submitted in the application period but there is no time limit.

Commissioner Caracansi puts forth a motion to deny extra points to those who did not comply with the procedures for establishing residency, Firefighter I or II or Veteran's status at the time they applied for the position. Commissioner George seconded the motion. The motion passed unanimously.

Deputy Chief of Police Position

Test date has been moved to January 23, 2006 to give candidates time to study.

Assistant Tax Assessor

This position will need to be advertised as open, competitive. Due to the qualifications of the position, this may need to be advertised in specific trade publications.

OLD BUSINESS:

Fire Captain Position

A test orientation session was held on November 14, 2005. Another is scheduled for November 18, 2005. The written exam is scheduled for December 7, 2005. The oral exam is scheduled for January 5, 2006. This position closed November 14, 2005. All candidates have had at least one year's experience as a Lieutenant and six years as an employee in the Fire Department. Commissioner George put forth a motion that the candidates be accepted and be allowed to move forward in the testing process. Commissioner Caracansi seconded the motion. The motion passed unanimously.

Fire Recruit CPAT Orientation Session

This is being held on Saturday, November 19, 2005 at the Fire Academy. There is an eight week period of time after the orientation before the candidates are allowed to take the test. The test is dependent on whether the Academy is going to give the City short notice on the day of the actual test and we will have to notify candidates by phone. The Academy starts in March.

Police Recruit Agility Test

This was held on October 29, 2005 at Danbury High School. The officers did a superior job putting this together. Candidates are now being interviewed for the January Academy. The results of their agility test are available to the interviewers. Each of the candidates was told to be prepared in the interview process in case they were deficient in the Agility Test and they would need to explain what plan they have set. Chairman Finn asks if this was a practice test. Chief Examiner Whitcomb states that yes, no candidates failed the Agility Test. Chairman Finn points out that some candidates did fail, but they were told what they needed to do in order to pass the next test that will be held before they go to the Academy. Chief Examiner Whitcomb states that that is correct and the candidates will be taking the Cooper Test and they will not be allowed to attend the Academy if they do not pass. Chief Examiner Whitcomb is hoping candidates will work on their physical agility and pass.

Adjourn:

Commissioner Caracansi made a motion the meeting be adjourned. Commissioner George seconded the motion. The motion passed unanimously.

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