

**MEETING MINUTES
CIVIL SERVICE COMMISSION
SEPTEMBER 26, 2019
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:35pm in the Lee Anne LeClaire Room, 2nd Floor, Town Hall, 338 Main Street, Winsted, CT 06098.

Item #2: Roll Call:

Present: Commissioners Fran Delaney and Joe Nichols, Police Chief William Fitzgerald
Absent and Excused: Commissioner Skip Marsh

Item #3: Approval of Minutes:

A motion was made by NICHOLS and seconded by DELANEY to table the meeting minutes of August 13, 2019. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by DELANEY to accept the meeting minutes of August 22, 2019. All in favor. Unanimous.

Item #4: Executive Session:

A motion was made by NICHOLS and seconded by DELANEY to defer from the orders of the day so the Commission could discuss Police Department matters with Chief William Fitzgerald. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by DELANEY to enter Executive Session at 6:00pm. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by DELANEY to exit Executive Session at 6:05pm. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by DELANEY to enter Executive Session at 6:15pm. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by NICHOLS to exit Executive Session at 6:30pm. All in favor. Unanimous.

Item #5: Old Business:

Job Hiring Process

Chief William Fitzgerald reported to the Commission that Larry Jetmore provided 2 Eligibility Lists from July and August for Police Officers for consideration. The two lists were combined, and emails sent to applicants who had a grade above 70. 25 candidates completed their applications by the recommended due date. Chief Fitzgerald would like to start oral panels on 10/7/19 or 10/15/19.

Specific to the current Police Department job processes, the Commission has deemed it to be in the best interest of the town, and Civil Service, to have Larry Jetmore act as Chief Examiner. Further discussion ensued for consideration of Civil Service rules and procedures, candidate eligibility, due dates for applications, union input, and advertising, as they impact job postings and eventual hiring's within the Police Department. The Chief thanked the Commission for its help in streamlining the hiring process for job applicants providing a greater number of quality candidates.

Item #5: Old Business:

Certified Police Officer

Entry Level Police Officer

Entry Level Police Officer and Certified Police Officer job searches are underway with Larry Jetmore. The Commission is tentatively scheduling panel boards on or about 10/15/19 that will provide the testing to create a list of potential candidates.

Police Dispatcher

Commissioner Delaney will confirm with Town Manager Geiger that the Commission can proceed with the process after getting an estimated cost from Larry Jetmore to conduct the search.

Maintainer III

Ongoing. Tracking diploma-GED due date requirement of 6/2/20.

Chief Examiner

Commissioner Nichols recommends that the word “analyze” be changed to “assess” in the job description for Chief Examiner. Commissioner Delaney agreed with the word change and will review the job description with the Town Manager.

Item #6: New Business:

Associate Tax Assessor & Collector of Revenues

Commissioner Delaney will contact Bob Geiger for clarification on these job descriptions and job titles and ascertain which job descriptions were approved. Commissioner Delaney will report his findings to the Commission at the next meeting.

Tax Collector & Assistant Tax Assessor

Commissioner Delaney will contact Bob Geiger for clarification on job description and title.

Mechanic

Commission received a total of 5 applications for the Mechanic position. After having reviewed the applications, 2 candidates clearly met the minimum qualifications for the job. 3 applications did not have enough information to substantiate that they met the minimum qualifications and were rejected. The 2 qualified candidates will be given to Public Works Director Jim Rollins for interview consideration.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 6:32pm. All in favor. Unanimous.

Respectfully submitted,

Irene Connole

Above Minutes have not been approved by the Civil Service Commission. Approval date will be the next regularly scheduled meeting.

cc: Commissioners Francis Delaney, Joseph Nichols, Skip Marsh
Town Manager Robert Geiger
Board of Selectmen