

**MEETING MINUTES
CIVIL SERVICE COMMISSION
AUGUST 22, 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, Town Manager Robert Geiger

Absent and Excused: Commissioner Skip Marsh

Item #3: Approval of Minutes:

A motion was made by NICHOLS and seconded by DELANEY to accept the meeting minutes of July 25, 2019. All in favor. Unanimous.

Item #4: Executive Session:

Commission waived executive session and deferred from the orders of the day.

Item #5: Old Business:

Job Hiring Process

Chief William Fitzgerald reported that the special meeting of August 8, 2019, regarding Civil Service hiring processes, was positive and informative. Chief Fitzgerald recapped proper procedures for his Department to follow for future job searches and new hires. Civil Service applications will continue to be used for all Police Department job openings.

Police Dispatcher

Commissioner Nichols raised a concern regarding the impact LPD may have on the Police Department, as several dispatchers have left the Department for other employment opportunities. The Chief advised that negotiations on this matter are being discussed.

Maintainer III

The Commission will track the cutoff date for R. J. Williams to complete his high school diploma or GED equivalent. He needs to meet this requirement by June 2, 2020.

Certified Police Officer

Entry Level Police Officer

A motion was made by NICHOLS and seconded by DELANEY to appoint Larry Jetmore to act as Chief Examiner for the hiring of Certified Police Officers and Entry Level Police Officers following our special meeting of August 13, 2019. All in favor. Unanimous.

Chief Examiner

Commissioner Delaney is finalizing the job description for the Commission to review; after which, it will be sent on to Town Manager Robert Geiger for his input.

Crew Leader for Dept. of Public Works

The Commission received clarification from Jim Rollins that the OSHA requirements in the Crew Leader job description were exactly the same. Verbiage as in similar job descriptions.

A motion was made by NICHOLS and seconded by DELANEY to ratify Commissioner Delaney's actions of approval of the job description of Crew Leader in lieu of formal meeting of the Civil Service Commission. All in favor. Unanimous.

Item #6: New Business:

Police Dispatcher

A motion was made by NICHOLS and seconded by DELANEY to appoint Larry Jetmore to act as Chief Examiner for the job process of Police Dispatcher. All in favor. Unanimous.

Associate Tax Assessor & Collector of Revenues

Town Manager Robert Geiger announced that he was working with Finance Director Bruce Strafford to develop a new town position, Associate Tax Assessor & Collector of Revenues. The Commission will be given a new job description to review and approve. Candidates for this position must meet certification requirements.

Tax Collector & Assistant Tax Assessor

Town Manager Robert Geiger stated that, because of staffing changes, he would like the Commission to start a job search to fill this position. The job will be posted to members of the Supervisor's union to see if anyone is interested. The Commission is waiting for more details from Bob Geiger on the position.

Executive Session:

A motion was made by NICHOLS and seconded by DELANEY to enter executive session at 6:13pm. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by DELANEY to exit executive session at 6:16pm. All in favor. Unanimous.

Mechanic

The Commission received verification that only one name was left on the Eligible's List and, therefore, Civil Service is obliged to run a new job search. Commissioner Delaney will talk to Bob Geiger to start the advertising and work on how best to handle the testing.

Secretary/Office Assistant -Dept. of Public Works

Ongoing. No discussion by the Commission.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 6:18pm. 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