

**CIVIL SERVICE COMMISSION REGULAR MEETING
CITY HALL, WHEELER ROOMS A AND B
MAY 10, 2022 AT 4:30 P.M.**

MINUTES

Commissioner Falberg called the regular meeting of the Civil Service Commission to order at 4:36 p.m. Present were Commissioners Rodgers, Hall, Ford and Grech; Personnel Director Eric Amado; Clerk to the Commission Deborah Brelsford; Attorney John Mitola, Thomas Hebert, Mr. Michael Robinson, Carpenter’s Local 326, Mr. Robert Myer, Carpenter’s Local 326; Mr. Joe Pagan, Carpenter’s Local 326; Acting Fire Chief Lance Edwards

1. Meeting Minutes

The Minutes from regular monthly meeting on April 12, 2022 are submitted for review.

**** COMMISSIONER GRECH MOVED TO APPROVE THE MINUTES OF THE APRIL 12, 2022 REGULAR MONTHLY MEETING AS SUBMITTED.**

**** COMMISSIONER FORD SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES OF THE APRIL 12, 2022 REGULAR MONTHLY MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

2. Merit Increases – Certify for Payroll

MAY 2022 MEETING			Anniversary -
MERIT INCREASES EFFECTIVE			
ID	Employee	Position	Increase
	BOE - Employees		
219801	Isaiah Johson	Maintainer I, (Grade I)	\$34,573.00 (Step 1) to \$36,393.00 (Step 2)
	Retroactive Effective 4/1/22		
218230	Umberto Leon	Maintainer I, (Grade II)	\$42,964.00 (Step 4 to \$44,917.00 (Step 5)
	Retroactive Effective 4/1/22		
	Public Facilities - Employees		
219353	Melissa Hutchinson	Zoo Keeper	\$39,825.00 (Step 1) to \$41,922.00 (Step 2)
	Retroactive Effective 3/1/22		

**** COMMISSIONER FORD MOVED TO APPROVE THE MERIT INCREASES AS PRESENTED.**

**** COMMISSIONER RODGERS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

3. Permanent Appointments – Certify for Payroll

FIRE PERMANENCY MAY 10, 2022 C.S.C. MEETING

FIRE JOB	TITLE	EFFECTIVE
JOSE TORRES	PUMPER ENGINEER	5/16/2022
ALEX GOMEZ	FIRE LIEUTENANT	5/16/2022

PERMANENT APPOINTMENTS			
Dept	Employee	Position	Effective
Benefits Admin	Mayline Pellot	Clerk A	3/20/22
Housing & Community Development	Anjerice Miller	Senior Housing & Comm Devel Manager	3/13/22
Info Technology Services	Salah Eldin Elnagouda	Server Specialist	10/5/21
Print Shop	Brian McDevitt	Printer Foreman	1/1/22

PERMANENT APPOINTMENTS – MAY 2022 MEETING				
ID#	LAST NAME	FIRST NAME	JOB TITLE	EFFECTIVE DATE
31943	Gordon	Rudel	Maintainer I, Grade I	3/18/22
210946	Newton	Tevin	BOE - Mason	3/20/22
214674	Rosado	Angel	Maintainer I, Grade I	3/20/22
220584	Moyer	Melvin	Property Appraiser I	4/19/22
220588	Hayden	Alisha	Payroll Compensation Processor	4/28/22
220568	Lozada	Nicole	Typist I (35 Hours)	4/12/22
220612	Foster	Joanna	Typist I (35 Hours)	5/8/22

**** COMMISSIONER FORD MOVED TO CERTIFY THE PERMANENT APPOINTMENTS FOR PAYROLL.**

**** COMMISSIONER RODGERS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

4. Vacancy Report and Request to add Part-time Clerical Assistant to Tax Assessor Table of Organization

VACANCIES – Report 05/10/2022

Competitive Positions	Former	Replacement
Fire Lieutenant	Kevin Higgins	Marco Barrazo
Fire Inspector	Aaron Dzujna	Maurice Barnes
Non-competitive Positions	Former	Replacement
OPED		
Clerk	Marilyn Santacroce	Vacant

FINANCE

Clerical Assistant	Kathy Lombard	Vacant
Appraiser I	Brian Fitzgerald	Vacant

PUBLIC FACILITIES

Airport Certification Specialist	Jean Paul Chacur	Vacant
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Beach Lifeguard Operations Supervisor Seasonal

**** COMMISSIONER RODGERS MOVED TO APPROVE THE VACANCY REPORT AND TO ADD A PART-TIME CLERICAL ASSISTANT TO TAX ASSESSOR TABLE OF ORGANIZATION AS PRESENTED.**

**** COMMISSIONER HALL SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

5. Updated Job Description – Tabled from April 12, 2022

Attorney Tamara Titre, Senior Labor Relations Officer, has requested the Commission approve the updated job description for Executive Assistant in the Office of Planning and Economic Development (OPED).

Mr. Amado informed the Commissioners that the Budget had not yet been signed and there was a possibility that the position would not be funded, in which case, the request will be removed from the agenda. He reviewed the details.

**** COMMISSIONER FORD MOVED TO TABLE THE UPDATED JOB DESCRIPTION FOR EXECUTIVE ASSISTANT IN THE OFFICE OF PLANNING AND ECONOMIC DEVELOPMENT (OPED) TO THE JUNE MEETING.**

**** COMMISSIONER HALL SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

6. Reallocation Request

The Commission has received a request to reallocate two (2) Custodian IV to (2) Custodial Supervisor I positions on the BOE Table of Organization.

Mr. Amado reviewed the details of the request with the Commissioners. He noted that there were four active employees right now and that it was a competitive position that would require an exam.

**** COMMISSIONER RODGERS MOVED TO APPROVE THE REALLOCATION OF TWO (2) CUSTODIAN IV TO (2) CUSTODIAL SUPERVISOR I POSITIONS ON THE BOE TABLE OF ORGANIZATION.**

**** COMMISSIONER HALL SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

7. Request for Waiver – Firefighter Carlos A. Reyes

The Commission has received a request for a 6-month waiver from Firefighter Carlos A. Reyes regarding Fire Inspector exam #2373. This is his 2nd request for waiver for this exam.

Mr. Amado reviewed the details of the request with the Commissioners.

**** COMMISSIONER FORD MOVED TO APPROVE THE SECOND REQUEST FOR A 6-MONTH WAIVER FROM FIREFIGHTER CARLOS A. REYES REGARDING FIRE INSPECTOR EXAM #2373.**

**** COMMISSIONER GRECH SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

8. Request for Waiver – Firefighter Noam Meir

The Commission has received a request for a 6-month waiver from Firefighter Noam Meir regarding Fire Inspector exam #2373.

Mr. Amado reviewed the details of the request with the Commissioners.

**** COMMISSIONER GRECH MOVED TO APPROVE THE REQUEST FOR A 6-MONTH WAIVER FROM FIREFIGHTER NOAM MEIR REGARDING FIRE INSPECTOR EXAM #2373.**

**** COMMISSIONER FORD SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

9. Request for Waiver – LT Daniel Brelsford

The Commission has received a request for a 6-month waiver from Fire LT Daniel Brelsford regarding Fire Inspector exam #2373.

Mr. Amado reviewed the details of the request with the Commissioners.

**** COMMISSIONER GRECH MOVED TO APPROVE THE REQUEST FOR A 6-MONTH WAIVER FROM FIRE LT DANIEL BRELSFORD REGARDING FIRE INSPECTOR EXAM #2373.**

**** COMMISSIONER FORD SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

10. Request for Waiver – LT Louis Santiago

The Commission has received a request for a 6-month waiver from Fire LT Louis Santiago regarding Fire Inspector exam #2373.

Mr. Amado reviewed the details of the request with the Commissioners.

**** COMMISSIONER FORD MOVED TO APPROVE THE REQUEST FOR A 6-MONTH WAIVER FROM FIRE LT LOUIS SANTIAGO REGARDING FIRE INSPECTOR EXAM #2373.**

**** COMMISSIONER RODGERS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

11. Request for Waiver – Mr. Michael Terrio

The Commission has received a request for a 6-month waiver from Mr. Michael Terrio, regarding entry level Firefighter exam #2380.

12. Request for Waiver – Ms. Karen Murphy

The Commission has received a request for a 6-month waiver from Ms. Karen Murphy, regarding entry level Firefighter exam #2380.

13. Request for Waiver – Mr. Gadiel Tirado

The Commission has received a request for a 6-month waiver from Mr. Gadiel Tirado, regarding entry level Firefighter exam #2380.

Mr. Amado requested that Agenda Items 11, 12 and 13 be consolidated into one motion. This was agreeable to all.

**** COMMISSIONER HALL MOVED TO CONSOLIDATE THE FOLLOWING AGENDA ITEMS:**

**11. REQUEST FOR WAIVER – MR. MICHAEL TERRIO
THE COMMISSION HAS RECEIVED A REQUEST FOR A 6-MONTH WAIVER
FROM MR. MICHAEL TERRIO, REGARDING ENTRY LEVEL FIREFIGHTER
EXAM #2380.**

**12. REQUEST FOR WAIVER – MS. KAREN MURPHY
THE COMMISSION HAS RECEIVED A REQUEST FOR A 6-MONTH WAIVER
FROM MS. KAREN MURPHY, REGARDING ENTRY LEVEL FIREFIGHTER
EXAM #2380.**

**13. REQUEST FOR WAIVER – MR. GADIEL TIRADO
THE COMMISSION HAS RECEIVED A REQUEST FOR A 6-MONTH WAIVER
FROM MR. GADIEL TIRADO, REGARDING ENTRY LEVEL FIREFIGHTER
EXAM #2380.**

**** COMMISSIONER RODGERS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** COMMISSIONER RODGERS MOVED TO APPROVE THE FOLLOWING REQUESTS FOR WAIVERS:**

**REQUEST FOR WAIVER – MR. MICHAEL TERRIO
THE COMMISSION HAS RECEIVED A REQUEST FOR A 6-MONTH WAIVER
FROM MR. MICHAEL TERRIO, REGARDING ENTRY LEVEL FIREFIGHTER
EXAM #2380.**

**REQUEST FOR WAIVER – MS. KAREN MURPHY
THE COMMISSION HAS RECEIVED A REQUEST FOR A 6-MONTH WAIVER
FROM MS. KAREN MURPHY, REGARDING ENTRY LEVEL FIREFIGHTER
EXAM #2380.**

**REQUEST FOR WAIVER – MR. GADIEL TIRADO
THE COMMISSION HAS RECEIVED A REQUEST FOR A 6-MONTH WAIVER
FROM MR. GADIEL TIRADO, REGARDING ENTRY LEVEL FIREFIGHTER
EXAM #2380.**

**** COMMISSIONER HALL SECONDED.
** THE MOTION PASSED UNANIMOUSLY.**

12 Appeal – Mr. Thomas Hebert

The Commission has received a request for an appeal from Mr. Thomas Hebert regarding his termination from conditional employment as a Carpenter in the Board of Education.

Mr. Amado reviewed the details with the Commissioners. He asked Mr. Hebert if he wished to have the appeal heard in Public Session or Executive Session. Mr. Hebert stated his appeal could be heard in Public Session.

Mr. Amado said that Mr. Hebert was a probationary carpenter and gave a brief overview of the documents in the Commissioners' packet.

Mr. Hebert came forward and said he was a carpenter for 29 years with Carpenter's Local 326. There has never been any previous problems. His wife, who has cancer, made some brownies with cannabis and he unknowingly ate one.

Mr. Michael Robinson, a Carpenter's Local 326 representative, came forward and said that he had known Mr. Hebert for 14 years and there had never been an issue.

Mr. Robert Myer, a Carpenter's Local 326 building steward, came forward and said that he would never hesitate to recommend Mr. Hebert for a job.

Mr. Jose Pagan, a Carpenter's Local 326 Supervisor, came forward and said that he had known Mr. Hebert for a long time. Mr. Hebert was recommended by his union and was a good addition to the staff.

Discussion followed about the details of the issue. The BOE Public Facilities is in the random drug testing category.

Commissioner Grech pointed out that marijuana was being legalized in Connecticut and that there would be a number of cases like this.

There was also a comment made that a number of companies in New England and New York that were no longer testing for marijuana because it is legal now.

Commissioner Grech said that it was significant that the Supervisor came to the appeal hearing.

Mr. Amado said that the current policy would require termination during a probationary period. Mr. Hebert has been employed for three weeks.

Discussion followed about the difference between probationary employees and permanent employees along with possible solutions for the situation.

**** COMMISSIONER FALBERG ASKED THE COMMISSIONERS TO VOTE ON THE APPEAL FROM MR. THOMAS HEBERT REGARDING HIS TERMINATION FROM CONDITIONAL EMPLOYMENT AS A CARPENTER IN THE BOARD OF EDUCATION:**

COMMISSIONER FORD MOVED TO GRANT THE REQUEST SUBJECT TO ADDITIONAL DRUG SCREENINGS DURING THE PROBATIONARY PERIOD.

COMMISSIONER GRECH MOVED TO GRANT THE REQUEST SUBJECT TO ADDITIONAL DRUG SCREENINGS DURING THE PROBATIONARY PERIOD.

COMMISSIONER RODGERS MOVED TO GRANT THE REQUEST SUBJECT TO ADDITIONAL DRUG SCREENINGS DURING THE PROBATIONARY PERIOD.

COMMISSIONER HALL MOVED TO GRANT THE REQUEST SUBJECT TO ADDITIONAL DRUG SCREENINGS DURING THE PROBATIONARY PERIOD.

THE REQUEST FOR APPEAL FROM MR. THOMAS HEBERT REGARDING HIS TERMINATION FROM CONDITIONAL EMPLOYMENT AS A CARPENTER IN THE BOARD OF EDUCATION PASSED UNANIMOUSLY.

13. Request to Extend Probationary Period for Probationary Firefighters

- Roger Martinez
- Brian Zayas
- Alex Scott
- Tyshawn Porchea
- Victor Lopez
- Luis Olivares
- Helbert Paneto
- William Vollenweider

Mr. Amado then reviewed the details with the Commissioners. He explained that there were modifications to the listing as follows:

- Roger Martinez
- Brian Zayas
- Alex Scott
- Tyshawn Porchea
- William Vollenweider

Mr. Amado said Mr. Lopez, Mr. Olivares and Mr. Paneto are already on probation. Acting Fire Chief Edwards was present. The five individuals on the modified list have not passed their EMR test due to COVID and the certification testing.

Mr. Amado read the following details into the record:

- Roger Martinez – the request is to extend to August 17, 2022.
- Brian Zayas – the request is to extend to August 17, 2022
- Alex Scott – the request is to extend to August 17, 2022
- Tyshawn Porchea – the request is to extend to September 14, 2022
- William Vollenweider – the request is to extend for six months depending on medical status which will be evaluated sometime in November.

Acting Fire Chief Edwards came forward and gave an overview about the situation for the first four candidates. The first four candidates were accepted in 2020, and took the test once and failed to pass. During COVID, the test was revamped and made much more difficult.

**** COMMISSIONER GRECH MOVED TO EXTEND THE FOLLOWING PROBATIONARY PERIOD FOR PROBATIONARY FIREFIGHTERS AS FOLLOWS:**

- ROGER MARTINEZ – THE REQUEST IS TO EXTEND TO AUGUST 17, 2022.**
- BRIAN ZAYAS – THE REQUEST IS TO EXTEND TO AUGUST 17, 2022**
- ALEX SCOTT – THE REQUEST IS TO EXTEND TO AUGUST 17, 2022**
- TYSHAWN PORCHEA – THE REQUEST IS TO EXTEND TO SEPTEMBER 14, 2022**
- WILLIAM VOLLENWEIDER – THE REQUEST IS TO EXTEND FOR SIX MONTHS DEPENDING ON HIS MEDICAL STATUS WHICH WILL BE EVALUATED SOMETIME IN NOVEMBER.**

**** COMMISSIONER RODGERS SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

14. Legal Report

There was no legal report at this time.

15. Personnel Director Report

- **Exam Update**

-- **Police Chief** – There has been significant progress made in the process. There

will be forums for administration, public safety, community stakeholders and the Council Members and elected officials in order to determine the knowledge and skills that are needed for the Police Chief.

-- **Police Captain** – A job analysis is underway. The project is on schedule.

-- **Entry Level Police Officer** – Disqualification letters have been mailed. Once the exam list is exhausted, a new exam will be held.

-- **Fire Assistant Chief** – A job analysis is being reviewed.

-- **Entry Level Fire Fighter** – Some appeals have been received. They are being reviewed prior to submission to the Commission. Mr. Amado said that they were thinking about modifying the qualification sequence.

-- **Tax Assessor** – There will be a meeting with CPSHR about the job examination.

• **Next special CSC meeting**

Next regular monthly CSC meeting is scheduled for Tuesday, June 14, 2022.

ADJOURNMENT

**** COMMISSIONER HALL MOVED TO ADJOURN.**

**** COMMISSIONER RODGERS SECONDED.**

**** THE MOTION TO ADJOURN PASSED UNANIMOUSLY.**

The meeting adjourned at 5:26 p.m.

Respectfully submitted

Telesco Secretarial Services