

CIVIL SERVICE COMMISSION

Meeting
MINUTES
September 29, 2021
10:00 a.m.
Via Videoconference

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BY: [Signature]

Roll Call:

The meeting was called to order by Chair Shay Nagarsheth and Commissioner Andrew Wetmore. Also present were Denise Janey, Chief Examiner; Shaun McColgan, Deputy Chief of Police; Patrick Ridenhour, Chief of Police; Kevin R., Communication Specialist; and Mike Safranek, Airport Manager.

Minutes: Review and accept previous meeting's minutes

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to accept the previous meeting's minutes. Motion carried unanimously.

Personnel Status:

New Hires:

Ms. Janey noted three new hires: Alexander Zilbershteyn, Public Health Inspector; Michelle Laguerre, Public Health Inspector - Health & Human Services Department; and David Wixon, Maintenance Mechanic III - Public Buildings.

Promotions:

Ms. Janey announced the following promotions: William Lounsbury, Assistant Fire Chief; Jaime Schiller, Deputy Fire Chief; Robert Forbes, Deputy Fire Chief; Douglas Zaniewski, Fire Captain; Shawn McGee, Fire Captain; Jeffrey Nolet, Fire Lieutenant; Dickon Brown, Fire Lieutenant; Brian Peloso, Police Sergeant; and Matthew Malone, Police Sergeant.

Retirements:

Ms. Janey noted Superintendent of Apparatus David Kirkwood is retiring from the Fire Department.

Resignations: None

Separations:

Ms. Janey noted two separations: Wendy Aponte, Library Clerk Typist and Jim Hicks, Police Department Detective.

New Business:

Request to Extend Eligibility List (s)

- Entry-Level Fire Fighter

Ms. Janey noted the Fire Fighter List was recertified on December 10, 2020 and requested a 1-year extension.

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, moved to extend the Entry Level Fire Fighter List for a 1-year period. Motion carried unanimously.

Qualification of Applicants

- Certified Police Officer

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to qualify the following individuals for the Certified Police Officer with the person id ending in 9140, 3739, 4855, 8566 and 1236. Motion carried unanimously.

- Communication and Graphic Design Specialist

Ms. Janey noted the reason for rejection of other candidates is captured in the spreadsheet.

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to qualify the following individuals for the Communication & Graphic Design Specialist with the person id ending in 136, 725, 190, 005, 767, 049, 586, 231, 107, 834, 405, 076, 442, 743, 897, 434, 410, 821, 338, 623, 189, 013, 258, 575, 165, 315, 485, 148, 094 and 554. Motion carried unanimously.

- Clerk Typist II

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to qualify the following individuals for the Clerk Typist II with the person id ending in 082, 390 209, 802, 189, 401, 522, 202, 453, 395, 058, 658, 885, 363, 942, 346, 300, 884, 806, 118, 003, 785, 977, 552, 7300, 6300, 396, 188, 998, 756, 912, 219, 733, 697, 191, 242, 370, 830, 469, 455, 975, 763, 316, 455, 677, 431, 888, 455, 234, 318, 113 and 991. Motion carried unanimously.

- Equipment Mechanic

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to qualify the following individuals for the Equipment Mechanic with the person id ending in 414, 899, 883 and 179. Motion carried unanimously.

- Office Assistant - Promotional

Chair Nagarsheth noted the Office Assistant position is a promotional position.

Ms. Janey noted employees with the City of Danbury are ineligible for the position.

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to qualify the following individuals for the Office Assistant with the person id ending in 961, 889, 710 and 122. Motion carried unanimously.

- Tax Coordinator - Promotional

Chair Nagarsheth noted the Tax Coordinator position is a promotional position.

Ms. Janey noted City employees can compete for the position.

Commissioner Wetmore noted for candidate 616, he falsely attributed that the candidate does not meet the minimal requirements. He reevaluated the application and determined the applicant passed the minimal requirements.

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to qualify the following individuals for the Tax Coordinator with the person id ending in 871 and 616. Motion carried unanimously.

- Traffic Engineer

Ms. Janey noted an oral exam is not needed for one candidate and they will be interviewed by the department heads. If the candidate is selected, the request will be reviewed by the Mayor.

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to qualify the following individual for the Traffic Engineer with the person id ending in 486 and skip the oral examination for the position, as there is only one candidate. Motion carried unanimously.

Adjourn

Motion by Commissioner Wetmore, seconded by Chair Nagarsheth, to adjourn. Motion carried unanimously.