

CIVIL SERVICE COMMISSION  
Meeting  
MINUTES  
January 9, 2019  
10:00 a.m.  
Conference Room 3C  
3rd Floor, City Hall

**Roll Call:**

The meeting was called to order by Commissioners Shay Nagersheth and Gerri George, who was present via teleconference. Also present were Denise Janey, Chief Examiner and T.J. Wiedl, Fire Chief.

**Minutes: Review and accept previous meeting's minutes**

*Motion by Commissioner George, seconded by Commissioner Nagersheth, to accept the previous meeting's minutes as presented. Motion carried unanimously.*

**Personnel Status:**

**New Hires:**

**Police Dept:** Tyler Hancock, Adam Cantor

Ms. Janey reported new Police hires Tyler Hancock and Adam Cantor will be on their way to the Academy shortly.

**Promotions: None**

**Reclassifications: None**

**Retirements: None**

**New Business:**

**Qualification of Applications:**

**- Fire Marshal**

The Commission did not find reason to reject any of the 3 applicants.

*Motion by Commissioner Nagersheth, seconded by Commissioner George, to accept the Fire Marshal qualification list as presented. Motion carried unanimously.*

RECEIVED FOR RECORD  
DANBURY TOWN CLERK

2019 JUN 14 A 9:57

BY: 

**- Sanitarian**

The candidates were discussed as follows: Rejected for not being registered Sanitarians: 101, and 102

*Motion by Commissioner George, seconded by Commissioner Nagersheth, to reject both Sanitarian applicants for not being registered Sanitarians. Motion carried unanimously.*

**- Maintenance Mechanic - HVAC**

The candidates were discussed as follows:

Accepted: 101

Rejected for not meeting requirements: 102

*Motion by Commissioner George, seconded by Commissioner Nagersheth, to accept Maintenance Mechanic candidate 101 and reject candidate 102. Motion carried unanimously.*

**- Customer Support Representative**

The candidates were discussed as follows:

Accepted: CSR-2, CSR-3, CSR-5, CSR-6, CSR-9, CSR-10, CSR-11, CSR-12, CSR-13, CSR-14, CSR-15, CSR-16, CSR-17, CSR-18, CSR-19, CSR-21, CSR-23, CSR-25, CSR-26, CSR-27, CSR-28, CSR-29, CSR-30, CSR-31, CSR-33, CSR-34, CSR-35, CSR-36, CSR-37, CSR-38, CSR-40, CSR-41, CSR-42, CSR-43, CSR-44, CSR-45, CSR-46, CSR-47, CSR-48, CSR-49, CSR-50, CSR-51, CSR-52, CSR-54, CSR-57, CSR-58, CSR-59, CSR-60, CSR-61, CSR-62, CSR-63, CSR-64, CSR-65, CSR-67, CSR-68, CSR-69, CSR-70, CSR-71, CSR-72, CSR-73, CSR-74, CSR-76, CSR-77, and CSR-78

Rejected for lack of required experience: CRS-1, CSR-4, CSR-7, CSR-8, CSR-10, CSR-20, CSR-22, CSR-32, CSR-39, CSR-53, CSR-61, CSR-66, and CSR-75

Rejected due to lack of required copies: CSR-55, and CSR-56

Note there is no CSR-24.

*Motion by Commissioner George, seconded by Commissioner Nagersheth, to accept the Customer Service Representative applicants who have met the requirements (as noted above). Motion carried unanimously.*

**- Clerk Typist II**

The candidates were discussed as follows:

Accepted: C-1, C-2, C-3, C-4, C-5, C-6, C-7, C-8, C-9, C-11, C-12, C-13, C-14, C-15, C-16, C-17, C-18, C-19, C-20, C-22, C-23, C-24, C-26, C-27, C-28, C-29, C-30, C-31, C-

32, CSR-33, C-34, C-35, C-36, C-37, C-38, C-39, C-40, C-42, C-43, C-44, C-45, C-46, C-47, C-48, C-49, C-50, C-51, and C-52

Rejected for lack of required experience: C-1, C-21, C-25, and C-41

Rejected due to lack of required copies: C-10

*Motion by Commissioner George, seconded by Commissioner Nagersheth, to accept the Clerk Typist applicants (as noted above). Motion carried unanimously.*

### **Request to Interview in Lieu of Examination**

#### **- Maintenance Mechanic - HVAC**

Ms. Janey read the memo noting there is only one applicant for Maintenance Mechanic - HVAC and requested an interview be held in lieu of an exam.

*Motion by Commissioner Nagersheth, seconded by Commissioner George, to conduct an interview in lieu of an examination for Maintenance Mechanic - HVAC. Motion carried unanimously.*

### **Request to Approve Position Description:**

#### **- Health Program Coordinator**

Ms. Janey stated this item should be tabled until the next meeting.

*Motion by Commissioner Nagersheth, seconded by Commissioner George, to table the request to approve the Health Program Coordinator Position Description to the next meeting. Motion carried unanimously.*

### **NOTE: Civil Service Meeting Reschedule: Wednesday, February 13, 2019**

Commissioner George stated she would not be present at the February meeting as she will be resigning.

### **Adjourn**

*Motion by Commissioner Nagersheth, seconded by Commissioner George, to adjourn. Motion carried unanimously.*