

**MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES – April 21, 2022 – 8:00 A.M.
CONFERENCE ROOM 2C**

ROLL CALL

Meeting called to order

Members present: Tom Brickey, Chair
Bill Becker, Vice-Chair
Kathleen Batliner

Staff Present: Megan Ellis, Acting Civil Service Secretary
Chelsea Sprulock, Human Resources Specialist
David Birk, Police Chief
Jacquelyn Phillips, Health Commissioner

APPROVAL OF MINUTES

Motion: Moved by Ms. Batliner to approve the minutes of the meeting held March 17, 2022. Mr. Becker seconded the motion. **Motion passed.**

NEW BUSINESS

1. Police Promotional Ordinance Revisions

Megan Ellis advised that Chief Birk was present to discuss amendments to the current police promotional ordinance. Chief Birk reviewed the recommended amendments with Commission. He stated he wanted to increase the age limit when hiring patrol officers not to exceed the age of 41 at the time of appointment. Chief Birk stated he is missing out on candidates that exceed the current age requirements. Mr. Becker suggested looking into the possibility of waiving the entry level test for patrol officer for those that are currently working as a corrections officer for the City of Middletown to maybe help with recruitment. Chief also stated additional language was being added regarding seniority points in regards to Sergeants. He further stated the ordinance changes will require City Council approval. **Motion:** Moved by Mr. Brickey to approve the Police Promotional Ordinance Revisions. Mr. Becker seconded the motion. **Motion Passed.**

2. Eligibility Lists

- a) **HVAC Building Maintenance Technician-** Megan Ellis advised that 3 applied, 2 were no shows, and 1 passed the written exam held on Thursday, March 31, 2022. The department is recommending the passing candidate to remain on the eligibility list. Mr. Brickey came in prior to the meeting to review the application. **Motion:** Moved by Ms. Batliner to approve the eligibility lists for HVAC Building Maintenance Technician. Mr. Becker seconded the motion. **Motion passed.**

- b) **Dispatcher** – Megan Ellis advised that 11 applied, 8 were no shows, and 3 passed the written examination held on Saturday, April 9, 2022. Ms. Ellis further

stated the department is recommending the three to remain on the eligibility list. Mr. Brickey came in prior to the meeting to review the application. **Motion:** Moved by Mr. Brickey to approve the eligibility lists for Dispatcher. Ms. Batliner seconded the motion. **Motion passed.**

- c) **Firefighter EMT- request to extend name on list-** Megan Ellis advised that Forest Weiss sent in a request for his name to be extended for an additional year on the eligibility list . She stated he is currently on a list that expires on August 18, 2022. **Motion:** Moved by Ms. Batliner to approve the name to be extended on the eligibility list for an additional year for Firefighter EMT. Mr. Brickey seconded the motion. **Motion passed.**

3. Exceptional Appointment-

- a) **Sanitarian in Training (Environmental Health Specialist in-Training)-** Megan Ellis advised that Health Commissioner Jacquelyn Phillips was present to discuss the exceptional appointment of Sarah Chaney. Ms. Phillips stated the health department has a workforce development grant for two years and it could be extended to five years. The requirement for this position is a Bachelors Degree in Science . Ms. Phillips advised commission Ms. Chaney is graduating with her Bachelors Degree in Biology and she is a Middletown resident who is intergetic and great fit for the Health department. **Motion:** Moved by Mr. Brickey to approve the exceptional appointment of Sarah Chaney. Ms. Batliner seconded the motion. **Motion passed.**

4. Update on Job Announcements/Exams

Commission received the job postings for Firefighter EMT, Water Treatment Operator, Corrections Officer, Maintenance Worker, and an update on Fire Captain and Lieutenant Promotion update. Ms. Ellis advised the commission the candidates for Fire Captain finished the assessment portion. Ms. Ellis stated the Fire Lieutenant assessment center will be held on April 30, 2022. She stated the Commission will be receiving those eligibility lists at the next meeting.

REPORTS

1. Personnel Transactions

Commission received the Personnel Transactions for the month of March 2022 as well as the Civil Service Commission Annual Report of Activities for 2021.

ADJOURN

Ms. Ellis advised that the next meeting is scheduled for May 19, 2022.**Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Brickey seconded the motion. **Motion passed.**

Tom Brickey, Chair

Approved: _____