



## Civil Service Commission Minutes June 23, 2022

Commission Present: Chairman Frank Bova, John Budi

Excused: Jim Griffith

Administration Present: Mayor Gallo, Assistant Director O'Malley and Safety Director Heffernan.

Guests Included: Chief Scharschmidt, Chief Bernard, Assistant Chief Steve Clark and Civil Service Commission Clerk, Barbara Allen

The meeting was called to order by Chairman Bova at 6:08 p.m.

**Approve Minutes:** April 14, 2022

John Budi made a motion to approve the minutes of April 14, 2022; Seconded by Chairman Bova.

Roll Call: Yes: Bova, Budi

Motion Passes

**Reports:** None at this time

**Unfinished Business:** None at this time

**New Business:** Review and approve the entry level candidates results from NTN (National Testing Network) for the police and fire. Discussion.....

Director O'Malley stated that before the commission you have two spreadsheets. One for fire with the raw test scores from NTN followed by the addition of extra credit. The fire and police departments vetted the information. The Clerk then certified the submission of documents and calculations performed. Shaded in yellow did not pass and your Clerk can walk you through this as well. Items 33 – 45, also you have some people that didn't submit all the materials required 46 – 58.

Clerk Allen followed up with the police departments items 33 – 36 are highlighted in yellow; those individuals didn't pass one of the exam areas, items 37 – 46 didn't turn in the necessary documents. On the fire department items 33 – 45 highlighted in yellow are persons that didn't pass a certain part of the exam, and 46 – 58 are in grey, who didn't submit the necessary documents to be considered.

Director O'Malley referred to the spreadsheets that show a computation of the scores left to right, the addition of extra credit and then the total score. You have another document that just by coincidence have a total of 32 names on both eligible lists. Those are the rank names with their scores. The folks that did not qualify, will not be placed on the eligibility list. Those in yellow and grey are dropped from that final eligibility list.

Chairman Bova asked if the candidates that did not turn in the proper materials, are they going to be notified and the reason why they were removed from the eligibility list.

Director O'Malley said that he understands there would be a letter, but he's not sure if NTN notifies them that their submissions were defective.

Assistant Chief Clark stated that as soon as the individual clicks into their account it is explained to them on the NTN page. It says right on there that it has not been completed, that is part of the application process. We also took the e-mails from all the applicants and requested any documentation be submitted by (this date and time) if they still wanted to be considered.

Chairman Bova asked and we have proof that we e-mailed everyone?

Chief Scharschmidt added that yes, we have the proof and that the police department did the same e-mail process with the candidates.

Chairman Bova mentioned that in the past the Commission verified all the scores.

Director O'Malley discussed that all of the subparts to the NTN testing was provided to the departments, then the extra credit computation both by the departments and double checked by your Clerk. Verification of the submission requirements and the extra credit too.

Chairman Bova asked if there were any further questions or comments?

Chief Scharschmidt asked about the hiring process. We are hoping to certify and release the 20 names, we will then be certified to hire off that, what's the process moving forward releasing additional names?

Chairman Bova stated that his understanding was that this evening we will certify the list tonight, you can start the interviewing process and I believe it comes back one more time.

Chief Bernard stated that in the past you would certify for the scores tonight and then we would meet again to certify for hire. I think what we'd like to do all of that this evening.

Director O'Malley asked the Chairman, if tonight number one a motion to approve the entry level results together with the extra credit, number two to certify the eligible list of 32 names for both police and fire, number three authorizing the release of information from the top 20 candidates would be addressed. I think what the appointing authority (the mayor) is concerned about, is that if you release the top 20 but 10 names are no longer available. Can they have approval this evening to pull 10 names to assure that they have a full 20 to interview for?

Chairman Bova made a motion to approve the entry level exam results from National Testing Network for the Fire Department. Seconded by Budi.

Aye: Budi, Bova  
Motion Passes

Chairman Bova made a motion to certify the fire entry level eligibility list and release the top 20 ranked fire candidates to the appointing authority. Seconded by Budi.

Aye: Bova, Budi

Motion Passes

Chairman Bova made a motion to approve the final rank and eligibility list for the police examination candidates. Seconded by Budi.

Aye: Budi, Bova  
Motion Passes

Chairman Bova made a motion to authorize the release of the top 20 rank police candidates for the appointing authority. Seconded by Budi.

Aye: Bova, Budi  
Motion Passes

Chairman Bova made a motion to accept and approve the entry level examination results for the police. Seconded by Budi.

Aye: Budi, Bova  
Motion Passes

Chairman Bova asked if there was any further discussion?

Director O'Malley stated that it was his determination that it's the appointing authorities position to hire, and that the commission doesn't have to approve. The commission is set forth to certify the list.

Mayor Gallo stated that in her experience once the list is certified and the names are release the appointing authority hires and they don't have to come back to the commission.


Chairman Bova agreed with the mayor. He further stated that if the Chief takes one of the people off the list, then we come back in.

Director O'Malley stated that the commission could authorize the clerk to release names if the appointing authority finds that any number of the top 20 reports that they are no longer available tonight.

Motion to Adjourn by Chairman Bova was made.  
Aye: Bova, Budi

We are adjourned at 6:25 p.m.

  
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Frank Bova  
Chairman, Civil Service Commission

  
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Barbara Allen  
Civil Service Commission Clerk