



**Civil Service Commission Minutes**  
September 22, 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: Assistant Chief Steve Clark, Captain Czack and Civil Service Commission Clerk Barbara Allen

The meeting was called to order by Chairman Bova at 6:05 p.m.

**Approve Minutes:** June 23, 2022

John Budi made a motion to approve the minutes of June 23, 2022; Seconded by Chairman Bova.

Roll Call: Yes: Budi, Bova

*Minutes Approved*

**Reports:** None at this time

**Unfinished Business:** None at this time

**New Business:** Chairman Bova began the meeting with: Authorize the release of information for additional Fire and Police candidates to the approving authority.

Captain Czack provided her list of the seven individuals the Police Department are requesting to be removed and the 7 new individuals the Police Department would like to add to the eligibility list.

Chairman Bova began with the Fire Departments request to remove 7 individuals from the Civil Service list. Their names are Brian, Douds, Seth Shier, David Ineman, Jesse Dean, Ryan Jech, Jeffrey Norris and Scott Marzano.

Chairman Bova made a motion to remove them on their own recognizances.

Assistant Chief Clark stated that they have made every attempt in every way possible in this digital age to contact these individuals and all of them have requested to be removed from the list.

Chairman Bova made a motion to remove these 7 individuals from the Civil Service list. Seconded by Mr. Budi.

Roll Call: Aye: Budi, Bova  
Nay: None

Chairman Bova made a motion to Rule #7, Section 1, the third paragraph to be updated to amend the word ten and insert the word twenty if it has not been done prior. Seconded by Mr. Budi.

Roll Call: Aye: Bova, Budi  
Nay: None

*Motion Passes*

Assistant Director O'Malley: With regards to the people that were removed, I would recommend that the Commission issue notices and, in the future, take some type of notification of their voluntary consensual notice of them removing themselves in some form of writing and a notice from the commission back to them as to them understanding the removal.

Chairman Bova stated that he agrees with the director, I thought we had as a commission.

Clerk Allen shared that we did write letters stating where their rank was at and their overall test score, but not as a removal process. I can certainly take care of that for the commission.

Chairman Bova stated that yes, if we can prepare a letter and I'll stop in and sign them.

Assistant Chief Clark stated that the Fire Department was able to produce a letter and had each person sign them and return them removing themselves.

Captain Czack stated that she is unable to get people to communicate with them on the removal of themselves. They just didn't show up, didn't answer calls.

Clerk Allen asked if she can get the copies of the ones that did respond, requesting removal for the file.

Mayor Gallo asked that if we begin getting documentation like this, it should be included in the packet prior to the meeting for your review.

Assistant Director O'Malley stated that he feels some of the language that could be used would be: In consideration of your voluntary withdrawal of your application, the commission has therefore removed your name from the eligibility list.

Chairman Bova believes that sounds great for the ones that are volunteering, but what can we use for the ones that are abandoning, how would we word that so that we're legally protected?

Assistant Director O'Malley stated he would quote Rule #6, Section 4, failed to respond to notice, failed to respond to interview, I'd be happy to review that draft with Clerk Allen moving forward. Might be different language for those three.

Captain Czack asked what do you do when your ready to remove for just cause, meaning they don't pass the background check, examinations, that kind of thing?

Assistant Director O'Malley stated he thinks it's the same process, they can petition the commission and 2 they can place names. The commission wisely separated those two. Because you may or may not removed the names, and you may or may not need replacement of those names.

Chairman Bova stated that he thought that if it was for just cause, I thought that they had the opportunity to have a hearing with the Commission.

Assistant Director O'Malley: They can.

Chairman Bova stated that then we have to in that letter have to say that you have "x" amount of time to come in front of us, we hear their case, and then weigh it against your findings. Right? Then we make a determination and then they're out.

Assistant Director O'Malley: Sometimes the procedure is you remove them first and then hear their appeal. This can expedite the process and some people don't want that blemish on their name and would opt to withdrawal their application and dispose of it as well rather than show a removal. When this is brought to their attention, they'll withdrawal their application when it's brought to pass that you don't meet the qualifications and you can either withdrawal or we will seek to have you removed. That's easy when they're communicating but if they're not communicating with us, then what? The commission might say we gave you 20 names and glad to hear 14 are viable. If I'm one of the 14 I'm happy that 6 withdrew. On the other hand, the departments would like to have as big of pools that they can have but this can't go on forever.

Chairman Bova said he is good either way.

**Adjournment:** Motion to Adjourn by Chairman Bova was made.

Aye: Budi, Bova

Nay: None

We are adjourned at 6:23 p.m.

  
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Frank Bova  
Chairman, Civil Service Commission

  
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Barbara Allen  
Civil Service Commission Clerk