

CITY OF SARATOGA SPRINGS
MUNICIPAL CIVIL SERVICE COMMISSION
SARATOGA SPRINGS, NEW YORK 12866
REGULAR MEETING
City council chambers
Tuesday, april 15, 2016 9:30am

MINUTES

PRESENT: elio delsette, chairperson
robert mains, commissioner
Kimberly Galvin, Commissioner

Assistant Police Chief John Catone
Fire Chief Robert Williams

CHAIRPERSON DELSETTE CALLED THE MEETING TO ORDER AT 9:30am

Chairperson DelSette opened the public speaking session at 9:31am

There being no one wishing to speak, Chairperson DelSette closed the public speaking session at 9:32am.

Commissioner Mains made a motion to approve the February 25, 2016 minutes. Seconded by Commissioner Galvin. Ayes all.

PUBLIC SAFETY: Assistant Police Chief John Catone addressed the Commission regarding a disqualification of a Police Officer candidate. The Commission reviewed the information submitted by the Assistant Chief; the candidate did not submit any information in opposition to the disqualification.

Commissioner Galvin made a motion to approve the disqualification as requested by the Commissioner of Public Safety. Seconded by Commissioner Mains. Ayes all.

The Assistant Police Chief addressed the Commission regarding the revisions being requested to the Police Chief and Assistant Police Chief job specifications. Due to management structural changes there is a need for the command staff to have a higher level of education and training. The current job specifications have not been revised since 2005.

Commissioner Galvin asked about the timing of these changes. Assistant Chief Catone explained that this was a four year time-line which would give everyone an opportunity to achieve the educational and training level; there are on-line programs to assist with the completion of courses and/or training. Currently the majority of the staff already has a college education and the new recruits are coming in with either a Bachelors or Associates Degree.

Commissioner Mains made a motion to approve the proposed revisions to the Assistant Police Chief job specification. Seconded by Commissioner Galvin. Ayes all.

Commissioner Galvin made a motion to approve the proposed revisions to the Police Chief job specification. Seconded by Commissioner Mains. Ayes all.

Assistant Police Chief Catone explained that in their management structural study it was ascertained that the Captain's position was not essential; the department could use an additional Police Officer position. Chairperson DelSette asked the Deputy Commissioner of Public Safety if she wished to make any comments regarding this proposal; Deputy Commissioner Finneran declined.

Commissioner Galvin made a motion to abolish the Police Captain position as request. Seconded by Commissioner Mains. Ayes all.

Commissioner Galvin made a motion to classify an additional 10 Firefighter positions as requested by the Commissioner of Public Safety. Seconded by Commissioner Mains. Ayes all.

Commissioner Mains made a motion to classify an additional 1 Police Officer position as requested by the Commissioner of Public Safety. Seconded by Commissioner Galvin. Ayes all.

Commissioner Mains made a motion to classify on additional Senior Clerk position as requested by the Commissioner of Public Safety. Seconded by Commissioner Galvin. Ayes all.

PUBLIC SAFETY: Commissioner of Mains made a motion to approve the Non-Competitive appointment of Robert Robischon to the position of School Crossing Guard effective March 1, 2016. Seconded by Commissioner Galvin. Ayes all.

Task Oriented Skills Assessment Fire Chief Robert Williams addressed the Commission regarding the Task Oriented Skills Assessment program that he had been working on with area Fire agencies. This program is an effort to make the agility test for Firefighter recruits more job related. The new skills assessment program will include the current qualification of the 1.5 mile run, sit-ups and push-ups plus the additional tasks which will be more job related such as climbing stairs, operating hoses, maneuvering confined spaces, lifting and pulling. The new program will be closely related to the CPAT nationally approved agility test for basic Firefighter training. The program is based on state curriculum and is used by some agencies as a pre-appointment selection process as the agility test at the Fire Academy is very stringent.

The Fire Chief addressed Chairperson DelSette's concerns regarding the lack of testing for "fear of heights." The Chairperson is concerned that a firefighter candidate who has a problem with heights may not be identified which couldThe Fire Chief responded that candidates will be monitored during the academy and will be trained in the art of ascending and descending ladders while in full gear. The Chief assured the Chairperson that if there is a candidate who is unable to achieve the established standards, the candidate will not be successful.

The Commission discussed the time allotment and the allowance of a retest on one of the subtest. There would be no retest for the run, sit-ups and push-ups. The retest would apply to the work related subtest only. Commissioner Galvin recommended the time allotment be accumulative instead of individual time per station.

Chairperson DelSette thanked Fire Chief Williams for all the time and dedication he put into this program and presentation. Chairperson DelSette said that when he first joined the Civil Service Commission there were no qualifications or agility test for Firefighter; we have come a long way to make the job specifications, minimum qualifications, and agility test more job related resulting in an excellent department of professional men and woman.

Commissioner Galvin made a motion to adopt the Task Orientated Skills Assessment (TOSA) program to become effective upon the establishment of the next Firefighter eligible list resulting from the March 2016 examination. Seconded by Commissioner Mains. Ayes all.

CITY CENTER: Commissioner Mains made a motion to approve the Non-Competitive appointment of Susan Baker to the position of Sales Director effective April 11, 2016. Seconded by Commissioner Galvin. Ayes all.

Commissioner Galvin made a motion to approve the Labor Class appointment of Debra Trails to the position of Cleaner effective April 5, 2016. Seconded by Commissioner Mains. Ayes all.

MAYOR: Commissioner Galvin made a motion to approve the revisions proposed by the Mayor to the Executive Assistant's job specification. Seconded by Commissioner Mains. Ayes all

PUBLIC WORKS: Commissioner Galvin made a motion to table the review of the Water Treatment Plant job specifications while the secretary researches the number of city positions that require the use of ladders and the kind of training is offered to employees who are required to use ladders as a routine part of the job duties/responsibilities. Seconded by Commissioner Mains. Ayes all.

Commissioner Mains made a motion to approve the re-instatement of Donna Buckley to the position of Executive Assistant to the Commissioner of Public Works effective March 26, 2016. Seconded by Commissioner Galvin. Ayes all.

Chairperson DelSette made a motion to approve the temporary Non-Competitive appointment of Ryan Veitch to the position of Maintenance Mechanic effective March 21, 2016 until June 7, 2016 for leave coverage. Seconded by Commissioner Mains. Ayes all.

Commissioner Mains made a motion to approve the following Labor Class appointments. Seconded by Commissioner Galvin. Ayes all.

Nicholas Kearney	Laborer	effective April 4, 2016
Luke Kenyon	Laborer	effective April 4, 2016
John Prevost	Laborer	effective April 4, 2016

Chairperson DelSette made a motion to approve the Non-Competitive appointment of Russell Hord to the position of Heavy Equipment Operator effective March 21, 2016. Seconded by Commissioner Mains. Ayes all.

RECREATION: Commissioner Mains made a motion to approve the following Non-Competitive appointments. Seconded by Commissioner Galvin. Ayes all.

Christian Aria	Sports Program Counselor	effective March 11, 2016
Thomas Austin	Recreation Leader	effective April 2, 2016
	Cleaner	effective April 2, 2016
William Capuano	Recreation Leader	effective March 26, 2016
	Cleaner	effective March 26, 2106
John Capozzola	Sports Program Coordinator	effective February 27, 2016
Duncan Moller	Sports Program Coordinator	effective March 12, 2016
Ryan Sesselman	Sports Program Coordinator	effective March 12, 2016

SCHOOL DISTRICT: Commissioner Mains made a motion to approve the Provisional appointment of Lucille Murphy to the position of District Treasurer effective April 1, 2016. Seconded by Commissioner Galvin. Ayes all.

Commissioner Mains made a motion to confirm the following Labor Class appointments. Seconded by Commissioner Galvin. Ayes all.

		effective
Jodie Burton	March 90, 2016	March 9, 2016
Theresa Davoult	Food Service Helper	February 10, 2016
Tina Marie DeVincenzo	School Monitor	March 9 2016
Judtih Dooley	School Monitor	January 29, 2016
Carl Harris	School Monitor	March 9, 2016
Virigina Jones	Food Service Helper	March 9, 2016
Leila Meybaum	School Monitor	February 26, 2016
Judith McPhee	School Monitor	April 6, 2016
Donna Wendell	Food Service Helper	March 9, 2016
	School Monitor	March 1, 2016
Kim Stahl	Food Service Helper	February 16, 2016
Colleen Welch	School Monitor	March 25, 2016

Commissioner Galvin made a motion to confirm the following Non-Competitive appointments. Seconded by Commissioner Mains. Ayes all.

		effective
Mohamed Amin	Teacher Aide	March 1, 2016
Jim Baker	Maintenance Mechanic	March 9, 2016
David Benson	School Bus Driver	February 2, 2016
Richard Bietka	School Bus Driver	April 4, 2016
Shaun Brode4rick	School Bus Driver	March 31, 2016
Jodie Burton	Food Service Cashier pt	March 9, 2016
Michael Conley	School Bus Driver	February 2, 2016
	School Bus Assistant	February 2, 2016
Theresa Davoult	Food Service Cashier	February 10, 2016
Tina Marie DeVincenzo	Teacher Aide	March 9, 2016
	Clerk part time	March 9, 2016
	Keyboard Specialist pt	March 9, 2016
Timothy Devine	School Bus Driver	March 28, 2016
Judith Dooley	Clerk part time	January 29, 2016
	Teacher Aide	January 29, 2016
Joanne Dillon	Keyboard Specialist pt	April 6, 2016
	Clerk part time	April 6, 2016
Sandra Fecura	Teacher Aide	March 9, 2016
Paula Galvin	Keyboard Specialist pt	March 9, 2016
Dominic Gina	Teacher Aide	February 1, 2016
Carl Harris	Teacher Aide	March 9, 2016
Courtney Hayner	Teacher Aide	January 29, 2016
Joshua House	Custodian part time	February 10,2016
Virgina Jones	Food Service Cashier Pt	March 9, 2016
Lelia Meybaum	Teacher Aide	February 26, 2016
Charles Muller	School Bus Driver	March 31, 2016
Miriam O'Callaghan	Clerk part time	March 25, 2016
	Keyboard Specialist pt	March 25, 2016
Denise Robinson	Teacher Aide	January 13, 2016
Samuel Segrave	School Bus Driver	April 2, 2016
Kim Stahl	Food Service Cashier Pt	February 16, 2016
Conrad Swiers	Custodian part time	January 13, 2016

Commissioner Galvin made a motion to confirm the following Non-Competitive appointments. Seconded by Commissioner Mains. Ayes all.

Brian Timpe	School Bus Driver	March 28, 2016
Colleen Welch	Clerk part time	March 25, 2016
	Keyboard Specialist pt	March 25, 2016
	Teacher Aide	March 25, 2016
Donna Wendell	Food Service Cashier PT	March 1, 2016
	Clerk part time	March 1, 2016
	Keyboard Specialist Pt	March 1, 2016

CIVIL SERVICE: The Commission reviewed the 2015 Annual Report prepared by the Secretary. Chairperson DelSette made a motion to approve the annual report and to submit the report to the New York State Department of Civil Service. Seconded by Commissioner Mains. Ayes all.

Chairperson DelSette made a motion to submit the School District Reimbursement bill to the Accounts Department as drafted by the secretary. Seconded by Commissioner Mains. Ayes all

The secretary presented the examination fees billing and revenue to the Commission. The expenditure to the State for examination assistance for 2015 amounted to \$1,786.00; leaving a revenue in the fees account of \$419.00 The Chairperson made a motion to submit the voucher for payment of \$1,786.00 to NYS Department of Civil Service. Seconded by Commissioner Galvin. Ayes all.

Chairperson DelSette made a motion to approve a 52(7) appointment for Anthony Klick to the position of Payroll & Benefits Manager effective April 15, 016. Seconded by Commissioner Mains. Ayes all.

Commissioner Mains made a motion to approve an alternate test date for Richard Miller (Public Works Director) for May 16, 2016 at 11:00am in the City Council Chambers. Seconded by Commissioner Galvin. Ayes all.

EXAMINATIONS WERE ORDER for the following class titles:

- Department of Public Works Business Manager – ordered March 24, 2016
- Police Officer – ordered April 13, 2016
- Tenant Relations Assistant – ordered March 24, 2016

EXAMINATIONS WERE ANNOUNCED for the following class titles:

- Payroll Clerk #60-351

APPLICATIONS APPROVED for the following examinations:

Assistant School Food Service Director	#65-387	approved – 6	disapproved - 1
Firefighter	#61-563	approved – 20	disapproved - 7
Human Resources Manager	#61-989	approved – 1	disapproved - 0

ELIGIBLE LISTS WERE ESTABLISH for the following examinations:

Assistant Fire Chief	#70-969	established April 15, 2015 to April 15, 2020
Civil Service Clerk	#65-973	established April 15, 2016 to April 15, 2020
Custodian	#10-616	established April 15, 2016 to April 15, 2020
Fire Chief	#70-970	established April 15, 2016 to April 15, 2020

Chairperson DelSette adjourned the meeting at 11:45am. The next Civil Service Commission meeting is scheduled for June 3, 2016.

Approved: August 5, 2016

Respectfully submitted by: Patsy Berrigan, Secretary