

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBERS
TUESDAY JUNE 26TH, 2018
MINUTES**

PRESENT: MARK CACOZZA, CHAIRPERSON
ELIO DELSETTE, COMMISSIONER
PAUL KISSELBRACK, COMMISSIONER

CHAIRPERSON CACOZZA CALLED THE MEETING TO ORDER AT 9:30am and opened the public comment section. There being no one wishing to speak, Chair Cacozza closed the public comment section at 9:31.

Commissioner Kisselbrack made a motion to approve the May 2018 Meeting Minutes. Seconded by Commissioner DelSette. Ayes all.

PUBLIC SAFETY

Chair Cacozza gave a brief background introduction to the first item to be discussed under Public Safety. Chief Williams and Deputy Commissioner of Public Safety John Daley appeared before the Civil Service Commission to discuss the proposal of a new title/new position of Battalion Chief. The position would fall under the Fire Chief and Assistant Fire Chief in the department rank structure and over see one of the departments divisions. The position would be competitive and assigned within the Fire Administrative bargaining unit. The Job Description has been prepared. Chair Cacozza invited Chief Williams the option to discuss the rationale behind the new position request.

Fire Chief Williams's proposal explained that part of the restructuring of building up their professionalism and administrative staff. He went on to mention that there was possible talk with the Charter Change, of merging Code Enforcement with the Fire Department, which would be another division added to the Fire Department.

Commissioner Kisselbrack asked Chief Williams if this proposal and this merging was something that the Fire Department was in favor of? To which Chief Williams answered yes; there had been previous talks of a merging plan back 2011-2012. Chief Williams described the current Code Enforcement 'reactive' than 'proactive', where the Fire Department is much more 'proactive' as well as 'reactive' to different situations.

Chair Cacozza asked Chief Williams if they currently performed the fire inspections. Chief Williams's response was yes; they currently do both the fire prevention and fire inspections. They are just trying to lay the foundation.

Chair Cacozza inquired that the current Code Enforcement employees directly report to the Commissioner and Deputy Commissioner of Public Safety, under this new position, they would now be reporting to the Battalion Fire Chief, and the Battalion Fire Chief would report to the Fire Chief and the Assistant Chief; Chief Williams response was yes.

Chair Cacozza asked if there was a time frame as to when this would all be implemented. Chief Williams response was that if its approved at this meeting, they will then take it to Council for the funding approval.

Commissioner DelSette acknowledged Deputy Commission of Public Safety John Daley as he joined the meeting. Commissioner DelSette asked if he had met the members of the Commission yet; Mr. Daley said no and proceeded to introduce himself to the Commission.

Commissioner Kisselbrack had a few questions about the Battalion Chief, such as if it was a Union or Non Union position, and does the Union support this creation of a new position. Chief Williams explained that he had a recent meeting with James Morrow and Brian Moran (Union Representatives for the Fire Department) to review the proposed job description, and to discuss what their vision was and how they saw this being implemented.

Commissioner Kisselbrack asked, based on the proposed minimum qualifications, how many would be qualified for this proposed position. Chief Williams's response was that that would be almost every Officer (Lieutenant and Captain). Commissioner Kisselbrack asked how many that was in numbers, Chief Williams responded with roughly 5 Captains and 5 Lieutenants.

Chairperson Cacoza asked since this will be filled on a Promotional basis, would they intend to replace that Lieutenant or Captain that was promoted. Chief Williams said that if it is filled in the 2018 year, that they would not fill the vacant Lieutenant/Captain position this year, but would request it in the budget for the 2019 year.

Chairperson Cacoza asked Chief Williams if this proposed job specification was something that he had worked together on with the Civil Service Coordinator and the Union. Response was yes.

Chairperson Cacoza asked Deputy Commissioner John Daley if he had anything he would like to add, to which he said he supported the Chief, as did Commissioner Martin, and that all around it's what makes sense from an efficiency perspective as well as a work flow perspective.

Chairperson Cacoza wanted clarification that this does not include the Building Department, solely the Code Enforcement Department; Deputy Commissioner Daley responded with correct, only the Code Administrator as well as the Code Enforcement Technicians. Chairperson Cacoza asked where this would physically take place. Would there be anyone relocating offices? Chief Williams said no one would be physically moving offices.

Commissioner DelSette wanted to discuss the notion of combining the Code Department with the Mayors Department. Deputy Daley responded with that while in the beginning of the Charter Review Commission, there was talk of such an option that has since been removed from the table of considerations. Building will be staying with the Mayor and Code will be staying with Department of Public Safety.

Commissioner Kisselbrack made a motion to approve the New Position Duty Statement and Job Specification for Battalion Fire Chief. Seconded by Commissioner DelSette. Ayes all.

Commissioner DelSette made a motion to approve the following *Provisional Appointment(s)*. Seconded by Commissioner Kisselbrack. Ayes all.

Andrew Krupski	Traffic Maintenance Manager	Effective 06/16/18
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Commissioner DelSette made a motion to approve the following *Labor Class Appointment(s)*. Seconded by Commissioner Kisselbrack. Ayes all.

Matthew Gailor	Laborer	Effective 06/04/18 – 09/01/18
Robert Haughton	Laborer	Effective 06/18/18 – 08/17/18
Aaron Walsh	Laborer	Effective 06/04/18 – 09/01/18

ACCOUNTS

Commissioner Kisselbrack made a motion to approve the following *Temporary Non Competitive Class Appointment(s)*. Seconded by Commissioner DelSette. Ayes all.

Henry Jaffe	Senior Clerk	Effective 05/29/18 – 08/29/18
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DPW

Commissioner Kisselbrack made a motion to approve the following *Provisional Appointment(s)*. Seconded by Commissioner DelSette. Ayes all.

Barbara Maughan	Department of Public Works Purchasing Coordinator	Effective 07/09/18
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Commissioner DelSette made a motion to approve the following *Labor Class Appointment(s)*. Seconded by Commissioner Kisselbrack. Ayes all.

Eleanor Collins	Laborer	Effective 05/22/18 – 10/31/18
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FINANCE

Commissioner Kisselbrack made a motion to approve the proposed revisions of the *Help Desk Technician Job Specification*. Seconded by Commissioner DelSette. Ayes all.

HOUSING AUTHORITY

Commissioner DelSette made a motion to approve the proposed *Housing Authority Occupancy Specialist Job Specification*. Seconded by Commissioner Kisselbrack. Ayes all.

Commissioner Kisselbrack made a motion to approve the following *Non Competitive Class Appointment(s)*. Seconded by Commissioner DelSette. Ayes all.

John Dundass III	Building Maintenance Mechanic	Effective 06/18/18
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MAYOR

Commissioner DelSette made a motion to approve the following *Provisional Appointment(s)*. Seconded by Commissioner Kisselbrack. Ayes all.

Katie Farone	Administrative Assistant	Effective 06/30/18
Michael Carlson	Assistant Building Inspector	Effective 06/11/18
John Barney	Assistant Building and Construction Inspector	Effective 06/09/18
Patrick Cogan	Assistant Building and Construction Inspector	Effective 06/02/18

RECREATION

Commissioner DelSette made a motion to approve the following *Non Competitive Class Appointment(s)*. Seconded by Commissioner Kisselbrack. Ayes all.

Amanda Bell	Camp Saradac Counselor	Effective 06/13/18 – 08/31/18
Sophia DiNinni	Camp Saradac Counselor	Effective 06/13/18 – 08/31/18
Emily Jackson	Camp Saradac Counselor	Effective 06/13/18 – 08/31/18
Isabella LoPresti	Camp Saradac Counselor	Effective 06/13/18 – 08/31/18
Demetri Swann	Camp Saradac Counselor	Effective 06/13/18 – 08/31/18
Sawyer Kingsley	Camp Saradac Counselor Lifeguard	Effective 06/13/18 - 08/31/18
Jeanine Newell	Recreation Assistant	Effective 07/15/18 – 08/24/18
Willie Davis	Recreation Specialist	Effective 06/25/18 – 11/29/18
Jacquelyne Danek	Recreation Specialist	Effective 07/09/18 – 10/30/18
Ronald Lewis	Recreation Specialist	Effective 07/02/18 – 08/08/18
Linda Byers	School Bus Driver	Effective 06/12/18 – 08/31/18
Karen Groff	School Bus Driver	Effective 06/25/18 – 08/31/18
Lillian Johnson	School Bus Driver	Effective 06/25/18 – 08/31/18
Cathy LaMontain	School Bus Driver	Effective 06/25/18 – 08/31/18
Daniel Winters	Water Director	Effective 06/13/18 – 08/31/18
Mason Bloem	Youth Parker	Effective 07/18/18 – 09/09/18
Ryan Czarnecki	Youth Parker	Effective 07/06/18 – 09/09/18
Joshua D'Addio	Youth Parker	Effective 07/06/18 – 09/09/18
Sydney DeLeonardis	Youth Parker	Effective 07/06/18 – 09/09/18
Ethan Dietz	Youth Parker	Effective 07/06/18 – 09/09/18
John Gleason	Youth Parker	Effective 07/18/18 – 09/09/18
Mike Merton	Youth Parker	Effective 07/06/18 – 09/09/18
Ryan Postlethwait	Youth Parker	Effective 07/06/18 – 09/09/18
Schuyler Scirocco	Youth Parker	Effective 07/06/18 – 09/09/18
Luke Veith	Youth Parker	Effective 07/18/18 – 09/09/18
Stephen Porto	Youth Parking Coordinator	Effective 06/04/18 – 09/07/18
Sara Parker	Youth Parking Supervisor	Effective 06/30/18 – 09/04/18
Olivia Shapiro	Youth Parking Supervisor	Effective 06/30/18 – 09/04/18

SCHOOL

Commissioner Kisselbrack made a motion to approve the following *Temporary Labor Class Appointment(s)*. Seconded by Chair Cacoza. Ayes all.

Austin Roggen	Cleaner	Effective 06/13/18 – 08/31/18
Gillian Verdu	Food Service Helper	Effective 06/01/18 – 06/01/19
Megan Benner	School Monitor	Effective 05/24/18 – 05/24/19
Deborah Snyder	School Monitor	Effective 05/30/18 - 05/30/19
Lori Terrell	School Monitor	Effective 05/29/18 – 05/29/19
Gillian Verdu	School Monitor	Effective 06/01/18 – 06/01/19

Commissioner DelSette made a motion to approve the following *Non Competitive Class Appointment(s)*. Seconded by Commissioner Kisselbrack. Ayes all.

Thomas Giorgio III	Automotive Mechanic	Effective 07/05/18
Jerald T. Niles	Building Maintenance Worker	Effective 06/13/18
Deborah Snyder	Clerk (part time)	Effective 05/30/18 – 05/30/19
	Keyboard Specialist	Effective 05/30/18 – 05/30/19
	Teacher Aide	Effective 05/30/18 – 05/30/19
Gillian Verdu	Clerk (part time)	Effective 06/01/18 – 06/01/19
	Food Service Cashier	Effective 06/01/18 – 06/01/19
Lori J. Terrell	Clerk (part time)	Effective 05/29/18 – 05/29/19
	Keyboard Specialist (part time)	Effective 05/29/18 – 05/29/19
	Teacher Aide	Effective 05/29/18 – 05/29/19
Kerry Vishneowski	Clerk (part time)	Effective 06/11/18 – 06/11/19
	Keyboard Specialist (part time)	Effective 06/11/18 – 06/11/19
Felicia Golinski	Registered Professional Nurse	Effective 05/22/18 – 05/22/19
Ulises Guterrez	School Bus Assistant	Effective 04/27/18 – 04/27/19
Brett VanZandt	School Bus Driver	Effective 05/21/18 – 05/21/19
Megan Benner	Teacher Aide	Effective 05/27/18 – 05/27/19

CIVIL SERVICE

Nothing discussed.

Commissioner Kisselbrack made a motion to adjourn the meeting. Seconded by Chair Cacoza. Ayes all.

Prepared by Corissa Salvo, Civil Service Coordinator

Approved on __07/25/18__