

**CITY OF SARATOGA SPRINGS CIVIL SERVICE COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBERS
WEDNESDAY JULY 25TH, 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 DelSette made a motion to approve the June 2018 Meeting Minutes. Seconded by Commissioner Kisselbrack. Ayes all.

ACCOUNTS

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

Brook Jobin	Assistant City Clerk	Effective 07/23/18
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DPW

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

Kari Donohue	Administrative Assistant Engineering	Effective 07/09/18
Mary Castanza	Senior Account Clerk	Effective 07/23/18

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

Glenn Raia	Heavy Equipment Operator	Effective 07/08/18
Kyle Phillips	Motor Equipment Operator	Effective 07/08/18

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

Vincent Kenyon	Laborer	Effective 07/08/18
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HOUSING AUTHORITY

Commissioner Kisselbrack made a motion to approve the following job specifications. Seconded by Commissioner DelSette. Ayes all.

Housing Authority Occupancy Specialist
Assistant Facilities Manager

MAYOR

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

Richard Tiersch	Assistant Building and Construction Inspector	Effective 07/16/18
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Commissioner DelSette made a motion to approve the following *Leave of Absence(s)*. Seconded by Commissioner Kisselbrack. Ayes all.

Michael Carlson	Effective 07/02/18 – 07/16/18
Richard Tiersch	Effective 08/20/18 – 08/24/18

PUBLIC SAFETY

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

Kelly Leabourne	Senior Clerk (part time)	Effective 07/16/18 – 12/31/18
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Commissioner DelSette made a motion to modify the agenda and move up the Civil Service discussion of Fire Captain. Seconded by Commissioner Kisselbrack. Ayes all

Chair Cacozza provided a summarized background on the matter of the promotional Fire Captain exam that was administered June 23rd 2018. An issue had arisen and was presented to the Commission concerning the possible disqualification of 8 Firefighters in the Fire Captain exam. The issue to be discussed was whether the 8 candidates met the minimum qualifications of Fire Captain as they were stated on the exam announcement; the minimum qualifications on the exam announcement reflected the minimum qualifications as they were stated on the Fire Captain job description. A request was made to the Civil Service Coordinator to extend the last filing date of the announcement, because there was some confusion within the firehouse. The date was extended from the 16th of May to the 22nd of May. The Fire Chief issued an email to the Union President that there was an extension on the last filing date, so that it could be distributed to the firefighters. After the exam was administered, an anonymous grievance was placed with NYS Civil Service, and the complaint was that this individual was not granted the same opportunity to take the Fire Captains exam.

Cacozza asked the Fire Chief for some clarification on the sentence in that email that read “firefighters who met the eligibility for Fire Lieutenant were able to take the Fire Captains exam”.

Fire Chief Williams’s response was that to take the exam and to be appointed were two different things in their opinion; an individual could be on the Fire Captains eligible list and not be eligible for appointment—you cannot be appointed to Fire Captain unless you are a Fire Lieutenant. Fire Chief used the comparison of for entry level Firefighters, an individual could take the test while only being an EMT – but could not be considered for appointment until they were a Paramedic. While that was their intent with the Fire Captains, he said he understood now that while implied, it may not have been communicated.

Chair Cacozza asked that, per the Chiefs email, if there were not enough Lieutenants on the Captains eligible list, the top Firefighters would be eligible for appointment- even though the job description clearly says that they must be a fire Lieutenant. Fire Chief Williams said that that was where the communication needs to be clarified between the job description and the exam announcement. Their intent is absolutely for the line of progression – Firefighter to Lieutenant to Captain etc order, but, there was some concern that they would run into a situation where there were less than 3 names on the eligible list; which is what will happen this time. There are only three Lieutenants who are taking the Captains exam. Chair Cacozza asked if historically, if Firefighters were able to take both the Fire Lieutenant and Fire Captain exams? Chief Williams’s response was yes, they have even had a few firefighters jump over Lieutenants to become a Fire Captain-which is why we wanted the Lieutenants to have priority and preference over any Firefighters on the list, regardless of grade placement. Chair Cacozza asked where that was written – Fire Chief Williams’s response was that it was not written at this point.

Commissioner DelSette wanted to clarify that regardless of what the plans were for the job spec in the future, that right now, what it says and how its read is what we must interpret and rely on while making this decision. Commissioner DelSette went on to read an excerpt from an email on this situation from NYS Civil Service.

“The announcement, as published, is binding and is in the nature of a contract between the civil service commission and the public. This not only includes the applicants, but it also includes those persons who may not have filed because they read the announcement and concluded in good faith that they did not meet the specified minimum requirements. The announcement should contain all necessary information related to the position, the examination and the application process so that applicants have sufficient knowledge to make informed decisions as to their interest in the job.

We understand that the decision to allow these applicants to take the examination was made at the last minute in an effort to accommodate the request of the Fire Chief and the union representing the firefighters.

We encourage local civil service agencies to be responsive to the needs of appointing authorities and organized labor groups. Your agency should be commended for working with appointing authorities and organized labor groups. Likewise, your appointing authorities and organized labor groups should be commended for communicating with your agency to clarify what accommodations they require in order to successfully recruit and retain qualified employees.

We must stress, however, that such accommodations must be made within the constraints of the Civil Service Law and rules. Such accommodations must also allow enough time for the new exam announcement to be disseminated. The Civil

Service Rules of Saratoga Springs govern the time-frame for announcing open competitive examinations, and we generally advise that the same time-frame be used as a guide for announcing promotion exams.”

Commissioner DelSette suggested rejecting this position and continue under the current spec-and prepare for another exam in the future.

Chair Cacoza made a motion to disqualify the 8 Firefighters who applied for the Fire Captain exam. Seconded by Commissioner DelSette. Ayes all. Motion carried.

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

Joseph DeCrosta	Public Safety Dispatcher	Effective 07/05/18 – 09/30/18
Sara Brennan	Vehicle Traffic Controller	Effective 07/10/18 – 09/03/18
Michael Cole	Vehicle Traffic Controller	Effective 07/10/18 – 09/03/18
Kristofer Dunn	Vehicle Traffic Controller	Effective 07/10/18 – 09/03/18
Julie Hastings	Vehicle Traffic Controller	Effective 07/10/18 – 09/03/18
Thomas Humes	Vehicle Traffic Controller	Effective 07/10/18 – 09/03/18
Cheryl LaPierre	Vehicle Traffic Controller	Effective 07/10/18 – 09/03/18
Tiffany Lucia	Vehicle Traffic Controller	Effective 07/10/18 – 09/03/18
Luke Mosseau	Vehicle Traffic Controller	Effective 07/10/18 – 09/03/18
Brian Noeker	Vehicle Traffic Controller	Effective 07/10/18 – 09/03/18
Myah Ondreyko	Vehicle Traffic Controller	Effective 07/10/18 – 09/03/18
Katelyn Reynolds	Vehicle Traffic Controller	Effective 07/10/18 – 09/03/18
Richard Robischon	Vehicle Traffic Controller	Effective 07/10/18 – 09/03/18
Luis Ruiz	Vehicle Traffic Controller	Effective 07/10/18 – 09/03/18
Juliana Santiago	Vehicle Traffic Controller	Effective 07/10/18 – 09/03/18
Janice Starteri	Vehicle Traffic Controller	Effective 07/10/18 – 09/03/18
Lucas Steele	Vehicle Traffic Controller	Effective 07/10/18 – 09/03/18
John Stowell	Vehicle Traffic Controller	Effective 07/10/18 – 09/03/18
Paul Swiers	Vehicle Traffic Controller	Effective 07/10/18 – 09/03/18
Ian Wetzel	Vehicle Traffic Controller	Effective 07/11/18 – 09/03/18
Noah Wetzel	Vehicle Traffic Controller	Effective 07/11/18 – 09/03/18
Julie Wilson	Vehicle Traffic Controller	Effective 07/10/18 – 09/03/18

Commissioner DelSette made a motion to approve the following *Leave of Absence(s)*. Seconded by Commissioner Kisselbrack. Ayes all.

Amber Tonkin Animal Control/Parking Enforcement Officer Effective 07/10/18 – 10/2/18

Commissioner Kisselbrack made a motion to approve the following *Extension of Probation – 67 Days*. Seconded by Commissioner DelSette. Ayes all.

Amber Tonkin Animal Control/Parking Enforcement Officer

RECREATION

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

Matthew Jensen	Camp Counselor	Effective 07/19/18
Taylor Lozier	Camp Counselor	Effective 07/23/18 – 08/31/18
Nicholas LoPresti	Campo Counselor	Effective 07/02/18
Addison Bonacio	Recreation Assistant	Effective 07/26/18 – 10/31/18
Elliot Lanne	Recreation Assistant	Effective 08/17/18
Autumn Soukup	Recreation Assistant	Effective 07/30/18 – 10/31/18
Trent Anthony Stokes	Recreation Leader	Effective 08/01/18
Mitchell Madigan	Youth Parker	Effective 07/18/18 – 09/4/18

SCHOOL

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

Tice Arpy	Cleaner	Effective 06/25/18 – 08/31/18
Grant Burns	Cleaner	Effective 06/25/18 – 08/31/18
Andrew Canjura	Cleaner	Effective 06/25/18 – 08/31/18
Michael Coppola	Cleaner	Effective 06/27/18 – 08/31/18
Christopher Daleney	Cleaner	Effective 06/25/18 – 08/31/18
Berry DaVaughn	Cleaner	Effective 06/25/18 – 08/31/18
Johathon Eckert	Cleaner	Effective 06/25/18 – 08/31/18
Zachary Ernst	Cleaner	Effective 06/27/18 – 08/31/18
Matthew Gailor	Cleaner	Effective 06/25/18 – 08/31/18
Nathaniel Greene	Cleaner	Effective 06/27/18 – 08/31/18
John Kelleher	Cleaner	Effective 06/27/18 – 08/31/18
Brian King	Cleaner	Effective 06/25/18 – 08/31/18
Vincent L’Hommedieu	Cleaner	Effective 06/25/18 – 08/31/18
Ryan Madulka	Cleaner	Effective 06/27/18 – 08/31/18
David Meidenbauer	Cleaner	Effective 06/25/18 – 08/31/18
Lorelei Meidenbauer	Cleaner	Effective 06/25/18 – 08/31/18
Calvin O’Connell	Cleaner	Effective 06/25/18 – 08/31/18
Kyle Ouimet	Cleaner	Effective 06/25/18 – 08/31/18
Morgan Peek-Britten	Cleaner	Effective 06/25/18 – 08/31/18
Matthew Querrard	Cleaner	Effective 06/25/18 – 08/31/18
Lena Ruggles	Cleaner	Effective 06/25/18 – 08/31/18
Connor Rumph	Cleaner	Effective 07/11/18 – 08/31/18
Robert Simpson	Cleaner	Effective 06/25/18 – 08/31/18
Samuel Smullen	Cleaner	Effective 06/25/18 – 08/31/18
Gillian Strothenke	Cleaner	Effective 06/25/18 – 08/31/18
Jakob Wiegand	Cleaner	Effective 06/27/18 – 08/31/18
Thiha Zaw	Cleaner	Effective 06/25/18 – 08/31/18
Dawn Champagne	Keyboard Specialist	Effective 07/01/18 – 08/31/18
	Teacher Aide	Effective 07/09/18 – 08/17/18
Rhonda Anderson	Teacher Aide	Effective 07/09/18 – 08/17/18
Choloe Olson	Teacher Aide	Effective 07/09/18 – 08/17/18
Aiden Scott Davies	Teacher Aide	Effective 07/09/18 – 08/17/18
Lillian Snyder	Teacher Aide	Effective 07/09/18 – 08/17/18

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

Margaret Mary DeBlasis	Senior Food Service Helper	Effective 07/16/18
Imelda Hommel	School Bus Assistant	Effective 05/31/18

CIVIL SERVICE

Prepared by Corissa Salvo, Civil Service Coordinator
Approved on __09/18/18__