

MINUTES
OF A REGULAR MEETING OF
LAKWOOD CIVIL SERVICE COMMISSION
EAST CONFERENCE ROOM
TUESDAY, FEBRUARY 17, 2026
IMMEDIATELY FOLLOWING THE FEWB MEETING AT 5:00 P.M.

Meeting called to order at 5:06 p.m.

I. Present: Commissioners John Mills, Nathaniel Szep, Terry Vincent, and Secretary James Motylewski.

Also present: Assistant Law Director Jennifer Swallow, Human Resources Director Claudia Dillinger, Chief Ryan Fairbanks, Captain William Albrecht and Captain Martin Wallenhorst.

II. Nomination and appointment to serve as President for the fiscal year 2026.

Motion by Terry Vincent, second by John Mills, to open the nominations for President in accordance with Article 1 of the City of Lakewood Civil Service Rules and Regulations.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

Motion by Nathaniel Szep, second by Terry Vincent, to nominate John Mills to serve as president of the commission for fiscal years 2026.

Ayes: 2

Abstain: 1

Nays: 0

Motion: Passed.

John Mills has been elected to serve as President of the Commission for Fiscal Year 2026.

III. Appointment of a Secretary to the Civil Service Commission.

Motion by John Mills, second by Terry Vincent, to appoint James Motylewski to serve as the secretary to the Civil Service Commission for fiscal year 2026, in accordance with Article 1 of the Lakewood Civil Service Rules and Regulations.

Ayes: 3

Nays: 0

Motion: Passed unanimously

IV. Reading and disposal of the minutes of the regular Civil Service Commission meeting held on January 20, 2026, and the Special Civil Service Commission meeting held remotely on January 27, 2026, without the necessity of reading.

Motion by Terry Vincent, second by Nathaniel Szep, to approve the minutes of the regular Civil Service Commission meetings held on January 20, 2026, and the Special Civil Service Commission meeting held remotely on January 27, 2026, without necessity of reading.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

V. Old Business: None

VI. New Business:

1. Review and approve the Police Promotional Announcements for Captain, Lieutenant and Sergeant. Also, review and approve the Sergeant Written Examination Material Lists.

The commission had no question regarding the promotional announcements and Sergeant reading list.

Motion by John Mills, second by Terry Vincent, to approve the submitted Police Promotional Postings for Captain, Lieutenant and Sergeant, and the Sergeant Written Examination Material/Reading Lists.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

2. Request the removal of Entry-Level Firefighter/Paramedic applicants **Stephen Novak** and **Jacob Dudley** from the eligible list, due to applicants being passed over three times, in accordance with Article 6, Section 601G. In addition, request the removal of Entry-Level Firefighter/Paramedic applicant **Spencer Carman** from the eligible list, due to disclosures made during the pre-polygraph interview, in accordance with Article 5, Section 505A.

Chief Fairbanks informed the commission that after interviewing both Stephen Novak and Jacob Dudley, he has decided to not move forward with the background process for both applicants. Additionally, both applicants are still only basic EMTs and currently do not have their paramedic certificates, which are required. Chief Fairbanks is requesting that both applicants be removed from the eligible list due to being passed over three or more times, allowing qualified applicants further down the list to move up.

Regarding Spencer Carman, Chief Fairbanks is requesting the removal of applicant Carman due to drug history disclosures made during his per-polygraph interview that were not disclosed to Chief Fairbanks during his in-person interview. Chief Fairbanks stated he provides each applicant with the opportunity to disclose and explain anything that might come up in their background investigation.

Motion by John Mills, second by Terry Vincent, to remove the three aforementioned entry-level Firefighter/Paramedic applicants from the eligible list, in accordance with Article 6, Section 601G and Article 5, Section 505A.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

3. Review and approve the updated job description of Project Specialist position in the Department of Human Service. These updates are intended to clarify the role as a professional, public-facing position with increased emphasis on marketing, communications, community engagement, and independent judgement. A one-page summary of the scope, significant additions and expanded qualifications have been provided as well.

Claudia Dillinger stated these updates will now reflect exactly what the job position entails. The commission had no further questions at this time.

Motion by Terry Vincent, second by John Mills, to approve the updated job description of Project Specialist in the Department of Human Service.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

4. Review the request from Fire Captain Martin Wallenhorst to be given a “make-up” promotional examination for the position of Assistant Fire Chief, due to his active-duty military deployment overseas during the time of the promotional announcement and testing. This is in accordance with Lakewood Codified Ordinances 144.07 and 144.08 and Uniformed Services Employment & Reemployment Rights Act (USERR).

Jennifer Swallow previously informed the commission via email that after reviewing Captain Wallenhorst’s request, and reviewing LCO 144.07, LCO 14408, and USERRA, Capt. Wallenhorst is permitted to request a make-up promotional exam within a reasonable amount of time from the return to employment. Furthermore, Capt. Wallenhorst does have the qualifications, including two years in the rank of Captain, in order to apply for the make-up Assistant Chief promotional.

The commission had no further questions.

Motion by Terry Vincent, second by John Mills, to approve Captain Wallenhorst’s request for a make-up promotional examination for the position of Assistant Fire Chief.

Ayes: 3
Nays: 0
Motion: Passed unanimously.

5. Review the proposed addition to the City of Lakewood Civil Service Commission Rules and Regulations, under Article 4: Examinations, to be placed under "Reserved" Section 406: Application Fee Waiver Request.

This new rule would allow applicants for entry-level Police Officer and Firefighter/Paramedic to submit a Waiver Fee Request to waive the cost of the entry level application fees and Physical Fitness Assessment fees, as long as proof of hardship is provided. This request would not exempt the applicant from meeting testing deadlines.

After a discussion between the commission and those present at the meeting, an agreement was made to add the language "may include but are not limited to" to Section 406 (A), in addition to adding section 406 (C).

Motion by John Mills, second by Nathaniel Szep, to approve the amended proposal of Article 4, Section 406: Application Fee Waiver Request, to be added to the Civil Service Commission Rules & Regulation, effective immediately.

Ayes: 3
Nays: 0
Motion: Passed unanimously.

VII. Adjournment:

Motion by Terry Vincent, second by John Mills, to adjourn the meeting.

Ayes: 3
Nays: 0
Motion: Passed unanimously.

Meeting adjourned at 5:43 p.m.

Respectfully submitted,

President

James Motylewski, Secretary

3-16-26

Date