

***MINUTES***  
**OF A REGULAR MEETING OF**  
**LAKEWOOD CIVIL SERVICE COMMISSION**  
**MAIN AUDITORIUM**  
**TUESDAY, FEBRUARY 18, 2025**  
***IMMEDIATELY FOLLOWING THE FEWB MEETING AT 5:00 P.M.***

Meeting called to order at 5:09 p.m.

I. Present: Commissioners John Mills, and Nathaniel Szep.

Also present: Human Resource Director Claudia Dillinger, Chief Ryan Fairbanks, Captain Albrecht, Secretary James Motylewski, and Nick Finotti.

II. Request to open the nomination to serve as President for the fiscal year 2025.

Motion by John Mills, second by Nathaniel Szep, to table the nomination until next month's meeting due to Commissioner Terry Vincent's absence from this meeting.

Ayes: 2

Nays: 0

Motion: Passed unanimously.

III. Reading and disposal of the minutes of the regular Civil Service Commission Meeting held on January 21, 2025, without necessity of reading.

Motion by John Mills, second by Nathaniel Szep, to approve the minutes of the regular Civil Service Commission Meeting held on January 21, 2025, without necessity of reading.

Ayes: 2

Nays: 0

Motion: Passed unanimously.

IV. Old Business: None

V. New Business:

1. Request the approval of the Assistant Fire Chief Promotional Examination Announcement, having a proposed announcement date of March 19, 2025.

The commissioners were provided with a copy of the Assistant Fire Chief Promotional Announcement for review. After a review of the proposed promotional announcement, the commission had no questions.

Motion by John Mills, second by Nathaniel Szep, to approve the Assistant Fire Chief Promotional Examination Announcement and proposed announcement date of March 19, 2025.

Ayes: 2

Nays: 0

Motion: Passed unanimously.

2. Request the approval of the Entry-Level Firefighter/Paramedic Written Examination Announcement, having a scheduled examination date of May 31, 2025. Applicants need a score of 70% or higher to be placed on the eligible list, and to receive extra credit listed in the announcement.

The commissioners were provided copies of the Entry Level Firefighter/Paramedic Written Examination and Application announcement, and the condensed announcement used with Cleveland.com.

After review, Commissioner Mills suggested underlining and having in bold print, the date applications must be turned into the Civil Service Office. It was also suggested not placing the condensed posting in the Sunday Plain Dealer newspaper, due to the probability of the targeted age of applicants not reading the newspaper these days. The commission did approve placing the ad in Cleveland.com and other social media websites.

Motion by John Mills, second by Nathaniel Szep, to approve the Entry-Level Firefighter/Paramedic Written Examination Announcement, and scheduled examination date of May 31, 2025, needing a minimum score of 70% to be placed on the eligible list, and to receive extra credit listed in the announcement.

Ayes: 2

Nays: 0

Motion: Passed unanimously.

3. Request to conduct an Entry-Level Police Officer online examination through the National Testing Network (NTN), due to the current eligible list scheduled to expire on April 1, 2025. Chief Fischer is requesting the testing to go live as soon as practical, having a proposed closing date to apply on May 14, 2025. A minimum combined score of 70% is required to be placed on the eligible list. Additionally, a passing score on the online examination is necessary to receive extra credit for Military Service, college degree, residency, and for current employment within the City of Lakewood.

Captain Albrecht informed the commission that the current list has been exhausted, and the department is not expecting to make any conditional offers from the current eligible list. Furthermore, the current eligible list is scheduled to expire on April 1, 2025, therefore, the department is requesting a new Entry Level Police Officer online

examination announcement to begin as soon as practical, with a closing date proposed on May 14, 2025.

The commission asked if there were currently any openings in the department at this time and Captain Albrecht stated there would be two positions to fill in April, however, there may be other openings depending on unexpected retirements or employees leaving to other departments.

Motion by John Mills, second by Nathaniel Szep, to hold a competitive examination for the position of Entry-Level Police Officer, to be conducted by the National Testing Network as soon as practical, having a closing date to apply on May 14<sup>th</sup>, 2025, and having minimum combined score of 70% is required to be placed on the eligible list and to receive extra credit.

Ayes: 2

Nays: 0

Motion: Passed unanimously.

4. Request to conduct Non-Competitive Examination for the position of Assistant Public Works Director, within the Division of Public Works. A minimum score of 80% is required to be placed on the eligible list, in accordance with Article 4, Section 411 of the Civil Service Rules & Regulations.

Motion by Nathaniel Szep, second by John Mills, to enter into executive session to conduct a non-competitive examination for the position Assistant Public Works Director, with a minimum score of 80% to be placed on the eligible list, in accordance with Article 4, Section 411 of the Civil Service Rules & Regulations.

Roll Call:

John Mills- Yes

Nathaniel Szep- Yes

Terry Vincent- Absent

*Enter Executive Session: 5:27 p.m.*

*Exit Executive Session: 5:37 p.m.*

We are now returning to the open session.

Motion by Nathaniel Szep, second by John Mills, to certify the eligible list for the position of Assistant Public Works Director, to be in effect for one (1) year in accordance with Article 5 of the Civil Service Rules & Regulations.

Ayes: 2

Nays: 0

Motion: Passed unanimously.

VI. Adjournment:

Motion by Nathaniel Szep, second by John Mills, to adjourn the meeting.

Ayes: 2

Nays: 0

Motion: Passed unanimously.

Meeting adjourned at 5:38 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
President

3/18/25  
Date

  
\_\_\_\_\_  
James Motylewski, Secretary