

***MINUTES***  
**OF A REGULAR MEETING OF**  
**LAKWOOD CIVIL SERVICE COMMISSION**  
**EAST CONFERENCE ROOM**  
**MONDAY, MARCH 16, 2026**  
**5:00 P.M.**

Meeting called to order at 5:00 p.m.

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

Also present: Chief Ryan Fairbanks, Chief Kevin Fischer, Assistant Law Director Jennifer Swallow, Captain William Albrecht, and Caden Bomback.

- II. Reading and disposal of the minutes of the regular Civil Service Commission meeting held on February 17, 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 February 17, 2026, without necessity of reading.

Ayes: 2

Nays: 0

Motion: Passed unanimously.

- III. Old Business: None

- IV. New Business:

1. Request by Chief Ryan Fairbanks to begin the process of conducting a promotion examination for the position of Fire Captain, due to the current eligible list scheduled to expire on 06/26/2026. Chief Fairbanks respectfully requests that the examination be administered by the Ohio Fire Chief's Association (OFCA), given their experience and established process in conducting fire service promotional assessments.

Chie Fairbanks stated, the department prefers to have a running eligible list for the position of Captain. Due to the current list expiring in June, he is requesting that a new Captain promotion examination be approved to have the ability to place applicants temporarily in the position while a Captain is off. This is also a great evaluation tool to see who is qualified for the position when the time comes to be promoted.

Motion by Nathaniel Szep, second by Terry Vincent, to approve beginning the process of conducting a Fire Captain Promotion Examination, to be administered by OFCA, who the city has a current contract with.

Ayes: 2

Nays: 0

Motion: Passed unanimously.

2. Review the request submitted by **Jacob Dudley** to be reinstated on the Firefighter/Paramedic eligible list after being removed from the eligible list after being passed over three or more times without receiving a conditional offer, in accordance will Article 6, Section 601(G).

Mr. Dudley was sent a letter on February 18, 2026, regarding his removal from the eligible list. On February 25, 2026, I received a certified letter from Mr. Dudley, requesting to be reinstated on the Firefighter/Paramedic eligible list. This written notice was received within ten days as required by our Rules and Regulations.

Mr. Dudley was unable to be present during the meeting and according to his letter, he is currently scheduled to complete paramedic school on May 20, 2026, and plans to take the National Registry examination at the earliest opportunity.

The Commission asked Chief Fairbanks if Mr. Dudley had ever been considered for the firefighter/paramedic position while he was on the eligible list. Chief Fairbanks confirmed that Mr. Dudley was passed over three times and was never given a conditional offer of employment.

It should be noted that John Mills arrived at the meeting during this discussion.

Motion by Nathaniel Szep, second by Terry Vincent to deny Jacon Dudley's request to be reinstated on the Firefighter/Paramedic eligible list.

Ayes: 2

Nays: 0

Abstain: 1

Motion: Passed.

3. Review request made by Entry-Level Police Officer applicant **Dylan Boff**, to allow his Ohio Peace Officer Training Academy (OPOTA) Basic Academy Physical Fitness Assessment scores in lieu of taking Tri-C physical ability test.

Mr. Boff submitted a copy of his OPOTA Physical Fitness Final Assessment, dated 08/01/2025, while he was enrolled in the University of Akron Police Academy, which is an OPOTA certified police academy. Mr. Boff is requesting these scores be submitted due to his current work schedule and having a difficult time taking off to schedule a physical ability test with Tri-C.

The Commission reviewed Mr. Boff's University of Akron Police Academy Physical Fitness Final Assessment scores of 40 sit ups, 33 pushups and 1.5-mile run of 10:50 and was informed by Captain Albrecht that these scores far exceeded the standards of the Tri-C physical ability test. Additionally, Captain Albrecht stated the department will accept physical ability certificates/scores that were issued within the past twelve months and Mr. Boff's scores were taken within this period.

Motion by John Mills, second by Terry Vincent, to approve Dylan Boff's request to accept his OPOTA Basic Academy Physical Fitness Assessment scores in lieu of taking Tri-C physical ability test.

Ayes: 3

Nays: 0

Motion: Passes unanimously.

4. Review request made by **Caden Bomback**, to consider allowing his National Testing Network (NTN) examination scores, and required documents, to be submitted to the Lakewood Police Officer Entry-Level Job Posting and eligible list. Mr. Bomback's NTN examination scores were finalized after the deadline period.

Mr. Bomback informed the commission that he has two jobs and works for the Cleveland Cavaliers as a basketball operations assistant and with Ken Ganley Chevrolet as a porter. This has made it very difficult to set aside time to take the NTN entry level police officer examination. Mr. Bomback stated he is very interested in the police officer position with the City of Lakewood and finally was able to find the time to schedule the NTN examination on 3/03/2026. Mr. Bomback stated he did start the exam before the deadline period, however, by the time he finished the exam on 3/03/2026 at approximately 7:00pm, it was past the deadline. As a result, his scores were not added to Lakewood's eligible list.

Mr. Bomback was able to provide the commission with his NTN scores and provided his weighted score of 86.19. Mr. Bomback also provided a copy of his driver's license and copy of his Baldwin Wallace University Bachelor of Arts degree, which would provide him with 5% extra credit.

The commission asked Captain Albrecht if Mr. Bomback's scores would put him high enough to schedule an interview and Captain Albrecht said it would. Chief Fischer asked Mr. Bomback if he was aware the job posting was announced in January of 2026 and Mr. Bomback said he was aware but again said he was unable to make the time to take the test earlier.

Motion by John Mills, second by Nathaniel Szep, to approve Caden Bomback's request to accept his NTN examination scores and be added to the Police Office Entry Level Eligible List.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

5. Review request made by **Justice Bixel**, to accept his Cleveland Heights Police Academy Physical Conditioning scores, which are considered passing for the police academy. Mr. Bixel is scheduled to graduate from the police academy on June 11, 2026.

I spoke to Mr. Bixel who confirmed his most recent physical agility scores were 42 sit-ups, 35 push-ups and his run time was 12:54, and is scheduled to either meet or exceed the exit standards. Mr. Bixel is unable to attend tonight's meeting due to his police academy schedule.

The commission asked Captain Albrecht if the time for the 1.5mile run was reasonable. Captain Albrecht stated the scores and run time provided by Mr. Bixel meets the Tri-C physical ability score which are the required scores needed to be accepted into a police academy.

Motion by John Mills, second by Terry Vincent, to approve Justice Bixel's request to accept his Cleveland Heights Police Academy Physical Conditioning scores, in lieu of taking Tri-C physical ability test.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

At this time, the commission briefly discussed an email Captain Albrecht sent on 3/13/26, which was not listed on the agenda. Due to some issues reported by entry-level police officer candidates about scheduling their Tri-C physical ability test before the May 1, 2026, deadline, Captain Albrecht was asking the commission to consider some options to remedy the situation.

The commission agreed on a Special Meeting to be held via ZOOM on 3/24/26 at 1:00pm to discuss the options provided by the police.

6. Review and certify the 2026 Police Officer Entry-Level Eligible List, scheduled to expire on July 16, 2026, and having the option to extend the eligible list up to March 16, 2027. In accordance with Civil Service Commission Rules and Regulations, Article 5, Section 502C.

Due to Caden Bomback's approval on being allowing on the entry-level police officer eligible list, the commission requested the certification of the eligible list be tabled until the Special Meeting on March 24, 2026, in order for the eligible list to be updated.

Motion by John Mills, second by Nathaniel Szep, to table the certification the 2026 Police Officer Entry-Level Eligible List, until the Special Meeting scheduled on March 24, 2026.

Ayes: 3

Nays: 0

Motion: Passes unanimously.

7. Conduct two non-competitive examinations for the positions of Project Specialist II and Nutrition Supervisor, both within the Department of Human Services. A minimum score of 80% is required to be placed on the eligible list.

Motion by Terry Vincent, second by Nathaniel Szep, to enter into executive session to conduct two non-competitive examinations for the positions of Project Specialist II and Nutrition Supervisor, needing 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- Yes

*Enter Executive Session: 5:36 p.m.*

*Exit Executive Session: 6:04 p.m.*

We are now returning to the open session.

8. Certification of non-competitive examinations given to **Amy Chodzin** for the position of Project Specialist II and **Erin Henning** for the position of Nutrition Supervisor, both with Human Services. Both candidates received passing scores in order to be placed on the eligible list for one year.

Motion by John Mills, second by Terry Vincent, to certify the eligible lists for the positions of Project Specialist II and Nutrition Supervisor, both within the Department of Human Services. The lists will be in effect for one (1) year in accordance with Article 5 of the Civil Service Rules & Regulations.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

#### V. Adjournment:

Motion by Terry Vincent, second by Nathaniel Szep, to adjourn the meeting.

Ayes: 3

Nays: 0

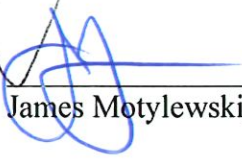
Motion: Passed unanimously.

Meeting adjourned at 6:05 p.m.

Respectfully submitted,



\_\_\_\_\_  
President



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

4-21-26

\_\_\_\_\_  
Date