

***MINUTES***  
**OF A REGULAR MEETING OF**  
**LAKESWOOD CIVIL SERVICE COMMISSION**  
**MAIN AUDITORIUM**  
**TUESDAY, MARCH 18, 2025**  
**5:00 P.M.**

Meeting called to order at 5:02 p.m.

- I. Present: Commissioners John Mills, Terry Vincent, and Nathaniel Szep.

Also present: Chief Ryan Fairbanks, Director of Public Works Chris Gordon, Secretary James Motylewski, and Brian Dawson.

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

Motion by Terry Vincent, second by Nathaniel Szep, to open the nomination to serve as President to the Civil Service Commission for the Fiscal Year 2025, in accordance with Article 1 of the Civil Service Rules & Regulations.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

Motion by Terry Vincent, second by Nathaniel Szep, to nominate John Mills to serve as President of the Commission for the Fiscal Year 2025, in accordance with Article 1 of the Civil Service Rules & Regulations.

Roll call on the nomination of John Mills for President of the Commission.

Mills- Abstain

Szep- Yes

Vincent- Yes

John Mills has been elected to serve as President of the Commission for the Fiscal Year 2025.

- III. Reading and disposal of the minutes of the regular Civil Service Commission and regular Fair Employment Wage Board meetings held on February 18, 2025, without the necessity of reading.

Motion by John Mills, second by Nathaniel Szep, to approve the minutes of the regular Civil Service Commission and Fair Employment Wage Board meetings held on February 18, 2025, without necessity of reading.

Ayes: 2

Nays: 0  
Abstain: 1  
Motion: Passed.

IV. Old Business: None

V. New Business:

1. Request the removal of below listed Firefighter/Paramedic entry level applicants from the eligible list, due to be passed over three times, in accordance with Article 6, Section 601G.

1. Joseph Zimmerman
2. Makyle Grant
3. Valerie Knight

Chief Fairbanks addressed the commission, stating the above three entry-level firefighter applicants have been passed over on three different certified eligible lists and are not being considered for employment. Additionally, Valerie Knight is not a certified paramedic at this time, which is required for the entry-level firefighter/paramedic position.

The commission had no questions for Chief Fairbanks.

Motion by John Mills, second by Nathaniel Szep, to remove the aforementioned three entry level firefighter/paramedic applicants from the eligible list, in accordance with Article 6, Section 601G of the Civil Service Rules and Regulations.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

2. Request to conduct Non-Competitive Examination for the position of Project Manager in the Division of Streets & Forestry. 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 John Mills, second by Nathaniel Szep, to enter into executive session to conduct non-competitive examinations for the position of Project Manager in the Division of Streets & Forestry, 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- Yes

*Enter Executive Session: 5:06 p.m.*

*Exit Executive Session: 5:24 p.m.*

We are now returning to the open session.

Motion by Terry Vincent, second by John Mills, to certify Brian Dawson on the eligible lists for the position of Project Manager in the Division of Streets & Forestry, to 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.

VI. Adjournment:

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

Ayes: 3

Nays: 0

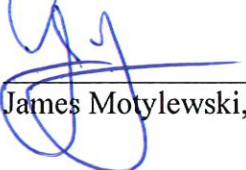
Motion: Passed unanimously.

Meeting adjourned at 5:25 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Date

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