

**MINUTES  
OF A SPECIAL MEETING OF  
LAKEWOOD CIVIL SERVICE COMMISSION  
MEETING HELD REMOTELY VIA ZOOM  
MARCH 28, 2024 @ 3:45 P.M.**

Meeting called to order at 3:46 p.m.

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

Also present: Fire Chief Timothy Dunphy, Assistant Law Director Jennifer Swallow, Fire Marshal Ryan Fairbanks, and James Motylewski, Secretary.

- II. **Old Business:** None

- III. **New Business:**

1. Recommendation for the Ohio Fire Chief's Association (OFCA) to administer and score promotional examinations for the positions of Fire Captain and Fire Marshal, each having a written weight of 50% and Assessment Center weight of 50%. Applicants for both promotional examinations must achieve a minimum score of 75% on the written examination to proceed to the Assessment portion of the promotional components.

The results of the request for quotes were provided to the Commission. Two of the three vendors were able to provide quotes. Ryan-Ramsey HR Solutions was unable to provide a quote at this time due to their current workload. The quote received by PRADCO only included an assessment component since this company does not provide written testing. Ohio Fire Chief's Association (OFCA) was able to provide quotes for a written examination and an assessment component, which was lower than PRADCO's quote for assessment only. Chief Dunphy added, for the positions of Fire Captain and Fire Marshal, his administration believes both positions need a written knowledge examination component due to these positions being more of a first line supervisor position, rather than strictly administration. Fire Chief Dunphy and the City recommend that OFCA be selected as the vendor for the two Fire Promotional examinations.

Motion by John Mills, second by Nathaniel Szep, to recommend the Ohio Fire Chief's Association (OFCA) to administer and score promotional examinations for the positions of Fire Captain and Fire Marshal, each having a written weight of 50% and Assessment Center weight of 50%. Applicants for both promotional examinations must achieve a minimum score of 75% to proceed to the Assessment portion of the promotional components.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

1. Recommendation for Personnel Selection Services to administer and score the entry level Firefighter/Paramedic written examination. To be placed on the eligible list, applicants must score 70% or higher on the written examination. Additionally, a passing score on the written exam is necessary to receive extra credit for Military Service, residency and for current employment with the City of Lakewood.

The results of the request for quotes were provided to the Commission. All three vendors provided quotes ranging from \$1,910 to \$2,100 for the cost of one-hundred applicants. Two of the vendors, Fire & Police Selection, Inc. and Stanard & Associates, were located outside of Ohio. Fire & Police Selections, Inc. had the highest quote of \$2,100, while Stanard & Associates had the lowest quote of \$1,910. Local vendor, Personnel Selection Services (PSS) provided a quote of \$2,000, which included proctoring and scoring the test. Chief Dunphy spoke to the Commission, stating the City of Lakewood has had the opportunity to work with PSS numerous times (since 2016) on administering entry-level Firefighter/Paramedic written examination. Chief Dunphy and the department have been very happy with the results of candidates and PSS' testing procedures. The City and Fire Department also recommend PSS as the vendor for our entry-level firefighter examination.

Motion by John Mills, second by Terry Vincent, to recommend Personnel Selection Services to administer and score the entry level Firefighter/Paramedic written examinations. To be placed on the eligible list, applicants must score 70% or higher on the written examination. Additionally, a passing score on the written exam is necessary to receive extra credit for Military Service, residency and for current employment with the City of Lakewood.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

## 2. Adjournment:

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

Ayes: 3

Nays: 0

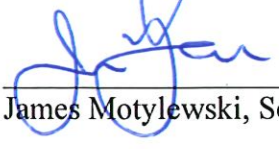
Motion: Passed unanimously.

Meeting adjourned at 4:02 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
John Mills, President

4/16/24  
\_\_\_\_\_  
Date

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