

MINUTES
OF A REGULAR MEETING OF
LAKWOOD CIVIL SERVICE COMMISSION
MAIN AUDITORIUM
TUESDAY, APRIL 16, 2024
IMMEDIATLEY FOLLOWING THE FEWB MEETING AT 5:00 P.M.

Meeting called to order at 5:05 p.m.

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

Also present: Assistant Law Director Jennifer Swallow, Captain William Albrecht, Fire Chief Timothy Dunphy, and James Motylewski, Secretary.

- II. Reading and disposal of the minutes from the regular meeting held on March 19, 2024, and the special meeting held via Zoom on March 28, 2024.

Motion by John Mills, second by Nathaniel Szep, to approve the minutes of the regular meeting held on March 19, 2024, and the special meeting held on March 28, 2024, without the necessity of a reading.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

- III. **Old Business:**

1. Review and discuss the drafting of the 2024 salary recommendations for mayor and city council on or before July 1, 2024, in accordance with the Third Amended Charter of the City of Lakewood, Article 6, section 6.7.

The Commission asked Jen Swallow to obtain data on the number of hours City Council is in session or attending meetings per month. Chief Dunphy added, he attends City Council meetings held twice a month and on these days the council is in session approximately 3 hours each meeting. Chief Dunphy stated the council also attends other meetings in addition to monthly City Council meetings held twice a month.

Jen Swallow suggested having the intern in the City Council office research the number of hours council members are working and submit their findings to the Commission. Additionally, Ms. Swallow requested the Commission attend the next Charter Review Meeting held in May, which the Commission agreed.

The Commission proposed having an outline and rough draft for the 2024 Salary Survey by the June 11th Civil Service Commission Meeting in order for the survey to be completed by the July 1st deadline.

Motion by John Mills, second by Terry Vincent, to defer the 2024 Salary Survey until next month's Civil Service Commission regularly scheduled meeting.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

IV. **New Business:**

1. Request approval of the Fire Marshal Promotional Examination Announcement and Resource Material/Reading List for Written Examination conducted by Ohio Fire Chief's Association scheduled on July 20, 2024.

The Commission was presented with a copy of the Fire Marshal Promotional Examination Announcement Posting and Reading List for their review. With the Commission's approval, the Fire Marshal promotional announcement will be posted on June 10, 2024, and a written examination will be scheduled for July 20, 2024.

The Commission had no questions regarding the announcement or reading/reference list.

Motion by John Mills, second by Nathaniel Szep, to approve the Fire Marshal Promotional Examination Posting and Resource Material/Reading List for Written Examination conducted by Ohio Fire Chief's Association scheduled on July 20, 2024.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

2. Request to extend the Entry-Level Police Officer eligibility list to August 01, 2024. This is the first extension of the current eligibility list scheduled to expire on May 16, 2024.

Chief Kevin Fischer's letter to the Commission was read out loud, requesting the extension of the Entry-Level Police Officer's eligible list, scheduled to expire on May 16th, 2024. Chief Fischer requested the eligible list be extended to August 1st, 2024. This is the first extension requested by the Police Department. The maximum extension date for this eligible list is January 16th, 2025.

Captain Albrecht added, the department is currently 2/3 of the way down on the list. There is a possibility the department may have more openings in the future, and they believe there are still good candidates on the eligible list.

Motion by Terry Vincent, second by John Mills, to extend the Entry-Level Police Officer eligibility list to August 01, 2024. In accordance with Article 5, Section 502C of the Civil Service Commissioner Rules and Regulations.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

3. Adjournment:

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

Ayes: 3

Nays: 0


Motion: Passed unanimously.

Meeting adjourned at 5:24 p.m.


Respectfully submitted,



John Mills, President



Date



James Motylewski, Secretary