

**MINUTES  
OF A REGULAR MEETING OF  
LAKEWOOD CIVIL SERVICE COMMISSION  
MEETING HELD REMOTELY VIA ZOOM  
TUESDAY, JUNE 18, 2024 @ 12:00 P.M.**

Meeting called to order at 12:10 p.m.

I. Present: Commissioners Nathaniel Szep, and Terry Vincent

Also present: Assistant Law Director Jennifer Swallow, Director Human Resources Claudia Dillinger, Chief Timothy Dunphy, Fire Marshal Ryan Fairbanks, Assistant Chief Nicholas Sambula, and James Motylewski, Secretary.

II. Reading and disposal of the minutes from the regular meeting held on May 21, 2024.

Motion by Nathaniel Szep, second by Terry Vincent, to approve the minutes of the regular meeting held on May 21, 2024, without the necessity of a reading.

Ayes: 2

Nays: 0

Motion: Passed

III. **Old Business:** None

IV. **New Business:**

1. Review scores and Certification of the 2024 Firefighter-Paramedic Entry Level Eligible List, scheduled to expire on June 18, 2025, with an option of a one-year extension. In accordance with Civil Service Rules & Regulations Article 5, Section 502A.

Breakdown: 65 Applications received.

60 candidates took the written examination.

10 candidates failed the examination.

50 candidates were placed on the eligible list with a score of 70% or higher.

After reviewing the 2024 Firefighter-paramedic Entry Level written examination Sign-Out sheet, which was prepared by Personnel Selection Services, it was found that on the third page of the Sign Out Sheet (listing Test ID number 051 through 075), the top of the Sign Out Sheet was titled "Lancaster Firefighter- May 12, 2023). It appeared the testing company did not update the title of third page of the Sign Out Sheet. However, the 2024 Lakewood Firefighter Entry Level candidates test ID numbers 051 through 060, were

confirmed to have their printed names and signatures on this page. Additionally, when candidate Makyle Grant signed out, he mistakenly printed and signed his name next to ID number 045, when in fact his ID number was confirmed to be 047. Also, candidate Kyle Bauman, printed and signed his name next to ID number 047, when in fact his ID number was confirmed to be 045. The numbers were corrected by Secretary Motylewski after confirmation was made after reviewing their test ID index cards filled out by each candidate.

Motion by Terry Vincent, second by Nathaniel Szep, to certify the 2024 Firefighter-Paramedic Entry Level Eligible List, scheduled to expire on June 18, 2025, with an option of a one-year extension. In accordance with Civil Service Rules & Regulations Article 5, Section 502A.

Ayes: 2

Nays: 0

Motion: Passed

2. Review scores and Certification of the 2024 Fire Captain Promotional Eligible List, which will take effect on June 27, 2024, and will expire on June 26, 2026. In accordance with Civil Service Rules & Regulations Article 5, Section 502B.

Breakdown: 12 applications received

11 candidates took the written examination, all passed

11 candidates completed the Assessment Center Exercises and all 11 were placed on the eligible list.

Commissioner John Mills arrived during this agenda item. After reviewing the scores with Chief Dunphy and the commission, no questions were brought up with the scoring and placement on the eligible list. Chief Dunphy did ask that I confirm when the current Fire Captain eligible list expires since his list did not have the same date provided by the Civil Service Secretary.

A review of the Civil Service Commission Minutes dated June 21, 2022, revealed the Fire Captain eligible list was certified on this date, listing an effective date of June 27, 2022, through June 26, 2024.

Motion by Nathaniel Szep, second by Terry Vincent, to certify the 2024 Fire Captain Promotional Eligible List, which will take effect on June 27, 2024, and will expire on June 26, 2026. In accordance with Civil Service Rules & Regulations Article 5, Section 502B.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

3. Review and discuss the Final Draft of the 2024 salary recommendations for mayor and city council.

Nate Szep began the discussion regarding the salary recommendations for Council. Mr. Szep pointed out that since 2014, Council has maintained the same salary of \$13,000. The Council President also shared the same salary of \$13,000. Commissioner Szep proposed a 20% increase for Council members, which would bring the salary to \$15,600.00. Commissioners Mills and Vincent also supported the 20% increase. Mr. Vincent also proposed Council President should have a higher salary due to the added responsibilities and time involved. The commission came to an agreement and recommended Council President's salary be raised to \$17,550.00.

The Commission discussed their salary recommendation for Mayor and noted the current salaries obtained from the 2024 salary survey and how other municipalities of the same size of Lakewood were higher. Commissioner Szep suggested an 8% increase, which would increase the Mayor's salary to \$135,00.00 from the current salary of \$125,00.00. Commissioner Mills agreed with this increase. Commissioner Vincent proposed an increase of 10%, which would increase the Mayor's salary to \$137,500.00.

In conclusion, the commission came to a final agreement and recommended a 9% increase in the Mayor's salary, increasing the salary to \$136,250.00.

The commissioner agreed to conduct a special Civil Service Commission Meeting on June 25, 2024, at 5:00pm, to review the final Draft of the 2024 Salary Recommendations.

4. Adjournment:

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

Ayes: 3

Nays: 0

Motion: Passed unanimously.

Meeting adjourned at 1:16 p.m.

Respectfully submitted,

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

7/16/24  
\_\_\_\_\_  
Date

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