

**MINUTES**  
**OF A REGULAR MEETING OF**  
**LAKWOOD CIVIL SERVICE COMMISSION**  
**MAIN AUDITORIUM**  
**TUESDAY, AUGUST 20, 2024**  
**IMMEDIATELY FOLLOWING THE FEWB MEETING AT 5:00 P.M.**

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

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

Also present: Chief Timothy Dunphy, Captain William Albrecht, Finance Director Renee Mahoney, and James Motylewski, Secretary.

- II. Reading and disposal of the minutes of the regular meeting held on July 16, 2024, and the minutes from the special meeting held on August 6, 2024.

Motion by John Mills, second by Nathaniel Szep, to approve the minutes of the regular meeting held on July 16, 2024, and the minutes from the special meeting held on August 6, 2024, without the necessity of a reading.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

- III. **Old Business:** None

- IV. **New Business:**

1. Request to conduct an Entry-Level Police Officer online examination through the National Testing Network (NTN), due to current eligible list being expired, to be completed between August 22, 2024, and October 9, 2024, and having a minimum combined score of 70% to be placed on the eligible list. Additionally, a passing score on the online examination is necessary to receive extra credit for Military Service, college degree, residency, and for current employment within the City of Lakewood.

Discussion provided by Captain William Albrecht for the review of the current 2024 Police Office Entry Level Application. The current application added the current Cooper Institute of Aerobic Research Standard Chart for Men and Women, which will be the Police Departments standards for their upcoming Physical Agility Test (PAT) for entry level police officers. Cpt. Albrecht stated, the Cooper Standards require a candidate to successfully achieve at least the 30% percentile, which will hopefully assure candidates offered a position will confidentially pass the police academy's PAT, which is at a 50% percentile.

Lastly, Cpt. Albrecht and Chief Fischer recommend the National Testing Network (NTN) online police entry level examination to get the most qualified applicants, rather than using a tradition testing company where applicates have to show up on a particular date to take the written examination. Cpt. Albrecht explained how other department are having fewer and fewer applicants show up for in person testing and by using NTN, he feels the department will be able to acquire more applicants.

I informed the Commission that the City is current under contract with NTN until 8/31/2024 and according to Cpt. Albrecht, the Police Department has used NTN since 2019 to administer online testing and the uploading of the required documents.

I explained the current pricing of NTN which was recently raised to \$1,750 for a one-year contract and \$4,450 for a three-year contract (a \$900 savings). Cpt. Albrecht requested the three-year contract since the department plans on hiring entry level officers this year and next year due to retirements and other unexpected events.

I informed Finance Direct Mahoney and The Commission that the funds for the three-year contract were in the Civil Service Budget and approval was given to request a three-year contract with NTN.

Motion by Nathaniel Szep, second by Terry Vincent, to hold a competitive examination for the position of Entry-Level Police Officer, to be conducted through the National Testing Network beginning August 22, 2024, through October 9, 2024, and having a minimum combined score of 70% to be placed on the eligible list and to receive extra credit for Military Service, college degree, residency, and for current employment within the City of Lakewood. Also, agreeing with the three-year contract request with NTN.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

2. Review scores and certify the 2024 Fire Marshal Promotional Eligible List, which will take effect on August 20, 2024, and will expire on August 20, 2026. In accordance with Civil Service Rules & Regulations Article 5, Section 502B.

Breakdown:

(4) Applications received

(3) candidates took written examination.

(1) candidate failed written examination.

(2) candidates completed the Assessment Center Exercises, and both were placed on the eligible list.

After reviewing the scores with Chief Dunphy and the Commission, no questions were brought up regarding the scoring and placement on the eligible list. If certified,

the 2024 Fire Marshal Eligible List will take effect August 20, 2024, and will expire on August 20, 2026.

Motion by John Mills, second by Terry Vincent, to certify the 2024 Fire Marshal Promotional Eligible List, which will take effect on August 20, 2024, and will expire on August 20, 2026. In accordance with Civil Service Rules & Regulations Article 5, Section 502B.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

V. Adjournment:

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


Ayes: 3

Nays: 0

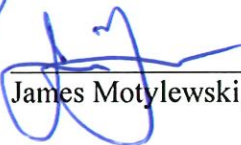
Motion: Passed unanimously.

Meeting adjourned at 5:30 p.m.

Respectfully submitted,

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

9/17/24  
\_\_\_\_\_  
Date

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