

MINUTES
OF A REGULAR MEETING OF
LAKWOOD CIVIL SERVICE COMMISSION
MAIN AUDITORIUM
TUESDAY, OCTOBER 15, 2024
5:00 P.M.

Meeting called to order at 5:01 p.m.

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

Also present: Human Resources Director Claudia Dillinger, Finance Director Renee Mahoney, Fire Chief Ryan Fairbanks, Assistant Chief Darren Collins, Captain William Albrecht, Secretary James Motylewski, and Samantha NeCastro.

- II. Reading and disposal of the minutes of the regular Fair Employment Wage Board meeting held on August 20, 2024, and the minutes of the regular Civil Service Commission Meeting held on September 17, 2024.

Motion by Terry Vincent, second by John Mills, to approve the minutes of the regular Fair Employment Wage Board meeting held on August 20, 2024, and the minutes of the regular Civil Service Commission Meeting held on September 17, 2024, without necessity of reading.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

- III. Old Business:

1. Proposal to amend the calculation of seniority extra credit points, under Article 7, Section E, 1 & 2, for Fire Promotional Examinations only.

The proposal was originally brought to the commission on March 19, 2024, by Jim Chaky and Mark Koehler (Lakewood Fire Department), both requesting the seniority extra credit be amended, providing 0.25 points of credit for the first eight full years of service, 0.50 points of credit for the next six full years of service, and 1 point of credit for the next six full years of service. This extends the years of service from fourteen (14) years, as it currently states, to twenty (20) years of service to obtain the maximum seniority credit of ten (10) points.

Assistant Fire Chief Darren Collins read to the commission a letter provided by the Fire Department's Union, suggesting a member of the Fire Union form a committee and provide more details regarding this recommendation. After this, the Union would make a recommendation to the commission.

According to Chief Collins, no committee has been formed to date, therefore, there is no recommendation at this time from the Fire Union. Chief Fairbanks added, the recent Fire Captain promotional examination has the top two candidates with maximum seniority and stated the current seniority points calculations does work.

Commissioner Mills made a motion to table the proposal until a committee is formed and the Fire Union, so a recommendation can be provided by the Fire Union, regarding this proposal.

IV. New Business:

1. Review scores and certification of the second 2024 Police Entry Level Eligible List, scheduled to expire on February 15, 2025, and having the option to extend the eligible list up to October 15, 2025. In accordance with Civil Service Rules and Regulation Article 5, Section 502(C).

This is the second Police Officer Entry Level examination offered this year through the National Testing Network, due to the previous eligible list expiring. The commission was provided with an eligible list of forty-seven (47) candidates.

The commission had no questions regarding the scoring of the candidates. Captain Albrecht added there has been an increase of female applicants which the department was happy to see.

Motion by John Mills, second by Nathaniel Szep, to certify the second 2024 Police Entry Level Eligible List, scheduled to expire on February 15, 2025, and having the option to extend the eligible list up to October 15, 2025. In accordance with Civil Service Rules and Regulation Article 5, Section 502(C).

Ayes: 3

Nays: 0

Motion: Passed unanimously.

2. Request to accept Military Physical Agility Test (PAT) scores from Police Officer applicant, Cameron Moteleski, who is unable to attend the scheduled October 19, 2024, PAT provided by Lakewood PD. Scores needing to meet or exceed the 30% Cooper Standards.

Police applicant Cameron Moteleski contacted Captain Albrecht and Secretary Motylewski, stating he is scheduled for the Marine Corp Reserves Drill the weekend of the scheduled Lakewood Police Department Physical Agility Test (PAT) and would be unable to attend. Mr. Cameron provided a copy of his Marine Corp. Physical Fitness Performance Worksheet, monitored by Sgt. Stewart (USMC), listing twenty-two (22) Pull Up, Plank held for 3:45 minutes, and 3 Mile Run with a time of 22:55:00 minutes, listing a passing score.

Captain Albrecht informed the commission that he has met Candidate Moteleski and felt he would have no issue passing the PAT provided by LPD. Captain Albrecht also stated he had no issue with the commission accepting Moteleski's military PAT scores.

The commission suggested that the Police Department have some wording drafted to prevent this issue from occurring again, so the commission would not be required to rule on a case-by-case situation such as this in the future.

Motion by John Mills, second by Nathaniel Szep, without precedential value to allow the military PAT scores submitted by police officer applicant Cameron Moteleski, due to applicant being unable to attend 10/19/25 Lakewood PD, as long as scores meet or exceed 30% Cooper Standards. PAT.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

3. Respectfully request a waiver for the promotional non-competitive exam of Jessica Eddy from Assistant Finance Director I to Assistant Finance Director II, in accordance with Article 16 of the Civil Service Commission Rules and Regulation.

Claudia Dillinger informed the commission that due to the retirement of the current Assistant Finance Director II, Keith Schuster, next year, the City would like to promote Jessica Eddy from Assistant Finance Director I to Assistant Finance Director II. Ms. Eddy has been employed with The City of Lakewood for 18 years, with her entire career in the Finance Department. Due to Ms. Eddy's tenure with the finance department, and the fact Ms. Eddy had previously been vetted by the commission during her non-competitive exam for Assistant Finance Director I, there would not be anything the City would need to ask Ms. Eddy for a non-competitive examination that she has not already been asked to demonstrate. Therefore, the City is respectfully requesting a waiver of the promotional non-competitive examination for Assistant Finance Director II.

Motion by John Mills, second by Nathaniel Szep, to allow a waiver for the promotional non-competitive exam of Jessica Eddy from Assistant Finance Director I to Assistant Finance Director II, in accordance with Article 16 of the Civil Service Commission Rules and Regulation.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

4. *Request a Non-Competitive exam for the position of Assistant Finance Director I, within the Finance Department.

Motion by John Mills, second by Terry Vincent, to enter into executive session to conduct a non-competitive examination for the position of Assistant Finance Director I, needing 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: 5:27 p.m.

Exit Executive Session: 5:48 p.m.

We are now returning to the open session.

Motion by John Mills, second by Terry Vincent, to certify the eligible list for the position of Assistant Finance Director I, Finance Department, 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.

V. Adjournment:

Motion by Terry Vincent, second by Nathaniel Szep, to adjourn the meeting.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

Meeting adjourned at 5:49 p.m.


Respectfully submitted,



John Mills, President

1/24/25

Date



James Motylewski, Secretary