MINUTES
OF A REGULAR MEETING OF
LAKEWOOD CIVIL SERVICE COMMISSION
MEETING HELD REMOTELY VIA ZOOM
TUESDAY, OCTOBER 13, 2026
12:00 P.M.

Meeting called to order at 12:01 p.m.

I. Present: Commissioners John Mills, Nathaniel Szep, Terry Vincent, and Secretary James Motylewski.

Also present: Assistant Law Directory Jennifer Swallow, Assistant Chief Nicholas Sambula, and Captain William Albrecht.

II. Reading and disposal of the minutes from the regular Civil Service Commission Meetings held on September 15, 2026, without the necessity of reading.

Motion by John Mills, second by Nathaniel Szep, to approve the minutes of the Regular Civil Service Commission Meeting held on September 15, 2026, without necessity of reading.
Ayes: 3
Nays: 0
Motion: Passed unanimously.

III. Old Business: None

IV. New Business:

1. Request to hold competitive examination for the position of Entry-Level Firefighter/Paramedic, to be conducted through the National Testing Network (NTN), due to the current Firefighter/Paramedic eligible list being expired on 6/20/2026.

   Chief Fairbanks is recommending the National Testing Network (NTN) to conduct the examination, in the hopes to attract more applicants for the Entry-Level Firefighter/Paramedic position. Chief Fairbanks is aware the Division of Police has used NTN for several years and is happy with their product.

   Beginning the examination process now will ensure that we have a new eligible list for any upcoming retirements. The Fire Department is requesting a timeframe of November or December for the examination process, which would provide final scores at the start of 2027.

   Chief Fairbanks is requesting the exam to have a written component to be weighed at 100% with a minimum passing score of 70%. Chief Fairbanks also is requesting the Tri-C physical agility assessment test be completed within 4 minutes and 30 seconds to be considered a passing score.

A question was raised by Commissioner Szep, who inquired as to whether the requests for the weighted and passing score for the Tri-C physical assessment were both the same as in previous entry-level examinations. Assistant Chief Sambuca stated they were.

Motion by Nathaniel Szep, second by John Mills, to approve holding a competitive examination for the position of Entry-Level Firefighter/Paramedic, to be conducted through the National Testing Network, with the aforementioned passing parameters.
Ayes: 3
Nays: 0
Motion: Passed unanimously.

2. Review request to allow the Lakewood Police Department to conduct their own physical agility assessment testing on an upcoming weekday, before November 6, 2026. The standards would be the same 15th percentile Cooper Fitness Standards as tested by Tri-C.

   The police would like to extend the invitation to any candidate who has been unable to complete the Tri-C physical agility testing by October 23, 2026, deadline. Chief Fischer feels, with extending the deadline, the department will be able to retain more candidates on the eligible list who have been unable to schedule a Tri-C physical agility assessment.

   Additionally, Capt. Albrecht is requesting extending the deadline for the candidates to provide copies of their physical agility assessment certificates by November 16, 2026, by 12:00pm.

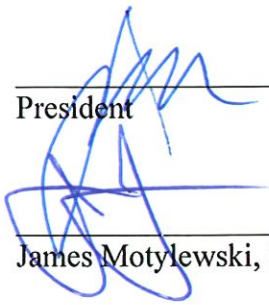
   There were no questions from the Commission.

Motion by Nathaniel Szep, second by Terry Vincent, to approve allowing the Lakewood Police Department to conduct their own physical agility testing on an upcoming weekday, before November 6, 2026. The standards would be the same 15th percentile Cooper Fitness Standards as tested by Tri-C. Additionally, approve extending the deadline to submit Physical Agility Assessment certificates by November 13, 2026, by 1:00pm.
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_12:07 p.m.

Respectfully submitted,



President

James Motylewski, Secretary

11-17-26
Date