

Meeting of the Lakewood Civil Service Commission
Held in Law Department's Conference Room
Municipal Building
12650 Detroit Avenue
February 13, 2020, 5:00 p.m.

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

Present: Commissioners, Ken Kowalski, Maria Shinn and secretary, Jeannine Petrus

Also present: Jen Swallow, Asst. Law Director, Chief Malley, Jean Yousefi, Capt. Wilkins, Fire Marshal Fairbanks, Ryan Watson and Scott Koehler

Reading and disposal of the minutes from the regular meeting held on January 9, 2020.

Motion by Mr. Kowalski second by Ms. Shinn to approve the minutes of the regular meeting on January 9, 2020 without the necessity of a reading.

Ayes: 2 Nays: 0

New Business:

1. Request to conduct an examination and recommendations for the Promotional examination for the position of Fire Captain.

Mrs. Petrus explained the examination processes and the need to hold this exam since the current eligible list will expire in June of 2020.

Motion by Ms. Shinn second by Mr. Kowalski to approve the request and recommendations for a written examination weighted at 50% for the position of Captain, Division of Fire with a minimum score of 75%. The written examination will be developed based on the attached reference list submitted by Chief Dunphy. Those applicants that achieve the minimum score on the written examination will be scheduled for an Assessment Center weighted at 50%. Minimum passing score on the Assessment center will be 75%. Completion of Fire Officer 1 and ICS 100, 200, 700 and 800 shall be required to take the exam. Those applicants who pass both components will have seniority credit added according to Section 702D of the Civil Service rules and regulations and be placed on the eligible list. Review period for the written examination will be for 5 days, not including Saturdays, Sundays and holidays, commencing as soon as practical after the written examination and stated in the posting. For those candidates with the same total score, placement on the eligible list will be according to Section 503 of the Civil Service Rules and Regulations. The above examination will be conducted in accordance with Articles 4, 5, and 7 of the Civil Service rules and regulations.

Ayes: 2 Nays: 0

2. Request to disqualify 1 candidate from the Patrol Officer eligible list.

Chief Malley explained the request and went over the reasoning for the disqualification based on the polygraph results.

Motion by Mr. Kowalski second by Ms. Shinn to approve the disqualification of Nicholas

Cistone in accordance with Article 5, Section 505(A) of the City of Lakewood Civil Service Rules and Regulations.

Ayes: 2 Nays: 0

3. Request to remove 3 candidates from the Patrol Officer eligible list

Chief Malley spoke to the commissioners regarding having no intent to hire these candidates. No reason to disqualify them but just someone that he did not feel was a good fit for our police department.

Motion by Ms. Shinn second by Mr. Kowalski to remove Alycia Kopronica, Benjamin Weisbrod and Cody Frey from the Patrol Officer eligible list in accordance with Article 6, Section 601 (G) of the Civil Service rules and Regulations.

Ayes: 2 Nays: 0

4. Non-competitive examination for the position of City Planner 1

Motion by Ms. Shinn second by Mr. Kowalski to enter executive session to conduct the non-competitive examination.

Kowalski: yes

Shinn: yes

We are now out of executive session.

Motion by Ms. Shinn second by Mr. Kowalski to certify the list for the position of City Planner I to be in effect for 1 year in accordance with Article 5 of the Civil Service Rules and Regulations.

Ayes: 2 Nays: 0

Motion by Ms. Shinn second by Mr. Kowalski to adjourn the meeting.

Meeting adjourned at 6:22 p.m.

These minutes have been approved and filed as submitted on April 9, 2020.


Secretary