

Civil Service Commission Meeting  
Madison Heights, Michigan  
December 12, 2023

A Civil Service Commission Meeting was held on Tuesday, December 12, 2023 at 9:00 AM at City Hall - City Council Chambers, 300 W. 13 Mile Rd.

PRESENT

Commissioner Kevin Scheid  
Commissioner Ken Baughman  
Commissioner Anthony Roberts

OTHERS PRESENT

Civil Service Attorney Larry Sherman  
Deputy City Manager/City Clerk Cheryl Rottmann  
Fire Chief Greg Lelito  
Police Chief Brent LeMerise  
Human Resources Director Amy Mischak  
Human Resources/Purchasing Assistant Tracee Miller

**CSC-23-16. Civil Service Meeting Minutes of November 15, 2023.**

Motion to approve the November 15, 2023 minutes with the following corrections:

P.1, Motion 23-13 should read:

"to ~~receive and file~~ *approve* the Police Sergeant Eligibility List Certification *for a period of two years or when exhausted, whichever occurs first.*"

P.2, Motion 23-14, should read:

"to ~~receive and file~~ *approve* the Police Sergeant Certification of Criteria for New Promotional List."

Motion made by Commissioner Scheid, Seconded by Commissioner Roberts.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

**MEETING OPEN TO THE PUBLIC:**

There were no members of the public wishing to speak.

**CSC-23-17. Police Lieutenant Eligibility List.**

Human Resources Director Mischak presented the Eligibility List for Police Lieutenant for a period of two years, or the list is exhausted, whichever comes first. She noted that this list is expected to be exhausted on December 13<sup>th</sup> with the promotion of the sole passing candidate.

Motion to approve the Police Lieutenant Eligibility List for a period of two-years or when exhausted, whichever occurs first, as follows:

1. Rieck, Jordan

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

**CSC-23-18. New Police Lieutenant Criteria Approval.**

Human Resources Director Mischak stated that the eligibility list for Police Lieutenant as just approved is anticipated to be exhausted on December 13, 2023. There is still an immediate additional vacancy for Lieutenant after the promotion on December 13; therefore, Chief LeMerise and Director Mischak are requesting authorization to begin a new promotional process for Police Lieutenant. The process would begin as soon as practicable after the Commissioner's approval of the criteria.

Motion to approve the following Police Lieutenant Promotional Criteria, as follows:

	60%	Assessment Center
	35%	Written Examination
	<u>5%</u>	Seniority*
Total	100%	

\*Seniority is calculated as one (1) full point for each full year in grade plus 1/12<sup>th</sup> (.0833) point for each full month of a fraction of a year up to a maximum of five (5) points calculated to the beginning of the written examination portion of the Assessment Center.

There will be a separate written examination; the 35% written examination will not be incorporated into the Assessment Center.

Eligible candidates for Police Lieutenant must possess two (2) years seniority in the grade of Sergeant as of the date of the written exam.

The Assessment Center will be conducted under the same terms and conditions administered previously by EMPCO. These include:

The Assessment Center Panel will consist of current or recently retired sworn Police service personnel from other cities (at least one rank higher). Officials from contiguous cities would not be eligible to serve on the panel. No late arrivals will be admitted once the Assessment Center or written examination portion begins; any candidate who fails to report for or is late for an exam will be disqualified.

Motion made by Commissioner Roberts, seconded by Commissioner Scheid.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts  
Motion carried.

**CSC-23-19. Fire Captain Eligibility List.**

Human Resources Director Mischak provided the Commission with the scores and rankings for the promotional position of Fire Captain for their review. The scores were calculated by Ms. Mischak and checked by Chief Lelito. The candidates were provided the opportunity to contact EMPCO for review. It was noted that these reviews were being scheduled; however, as confirmed by a memo from EMPCO dated June 14, 2021, the scores cannot be changed as a result of these review sessions. Ms. Mischak respectfully requested that the Civil Service Commission certify the Eligibility List for Fire Captain for a period of two years, or until the list is exhausted, whichever comes first.

Motion to approve the Fire Captain Eligibility List for a period of two years, or until the list is exhausted, whichever comes first, as follows:

1. Gilson, Ray
2. Shepherd, Adam
3. Garvey, Daniel

Motion made by Commissioner Scheid, seconded by Commissioner Roberts.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts  
Motion carried.

**CSC-23-20. Fire Lieutenant Eligibility List.**

Human Resources Director Mischak provided the scores and rankings for the promotional position of Fire Lieutenant for the Commission's review. The scores were calculated by Ms. Mischak and checked by Chief Lelito. The candidates were provided the opportunity to contact EMPCO for review. It was noted that these reviews were being scheduled; however, as confirmed by a memo from EMPCO dated June 14, 2021, the scores cannot be changed as a result of these review sessions. She requested that the Civil Service Commission certify the Eligibility List for Fire Lieutenant for a period of two years, or until the list is exhausted, whichever comes first.

In response to Commissioner Baughman's question, Chief Lelito stated that the panel assessment scoring cannot be changed due to it being subjective in nature.

Motion to approve the Fire Lieutenant Eligibility List for a period of two years, or until the list is exhausted, whichever comes first, as follows:

1. Roberts, Jeffery
2. Toll, Dustin
3. Bayly, Karl
4. Levey, Thomas
5. Rutter, Alan
6. Lecluyse, Adam

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts  
Motion carried.

**CSC-23-21. Waiver of Act 78 (amended criteria).**

Human Resources Director Mischak stated that the Commission has waived Act 78 requirements for entry level Police Officer and entry level Fire Fighter through December 31, 2023. As the Commissioners are aware, recruitment for sworn Police and Fire entry level positions remains an ongoing challenge for Madison Heights and for municipalities nationwide. The Commissioners were presented with a proposal that the requirement for an EMPCO written exam be dropped from both entry level Police Officer and entry level Fire Fighter. It was noted that all entry level recruits will have passed their respective certifications and exams to qualify for their entry level positions, and it is the opinion of the Chiefs and HR Director Mischak that the additional written exam is no longer necessary. At one point in time the written exam was useful to measure a candidate's true interest in proceeding with the selection process with Madison Heights but over the years this has not been an accurate indication of interest. Further, since the City is not getting the volume of candidates that we have in the past, there is no longer a need to limit the number of candidates by eliminating those who have not passed the EMPCO written exam. HR Director Mischak indicated that the Chiefs could attest that the rigors of the individual Police Officer and Firefighter basic education and certifications more than qualify a candidate for employment. She stated staff is requesting that the Commissioners waive the Act 78 requirements through December 31, 2024, and approve the minimum requirements listed in her memo. It was noted that this criteria is the same as the most recently approved criteria, with the exception of removing the EMPCO written exam requirement for both Police and Fire. The Fire I/II certification has also been moved to allow for City sponsorship should the budget allow.

In response to Commission Scheid's questions, Human Resources Director Mischak confirmed that the recommended changes include waiving the written exam and moving Fire I/II certification to allow for city sponsorship to the Fire Academy, should the budget permit, and a candidate be identified. She stated the City already allows sponsorship to the Police Academy. Commissioner Schied stated that he understands getting candidates is an issue, however, he had some reservations. Director Mischak confirmed that the Chiefs only review the candidates to make sure they are meeting the minimum criteria, then the candidates go to a panel in the next step of the hiring process. Chief Lelito confirmed that candidates all must have Fire I and II certification and paramedic license. Ms. Mischak stated that at this time, there is no candidate to send to the Fire Academy, however, the desire is to keep this option open. Chief LeMerise added that all police applicants must pass the MCOLES exam to become a candidate. Ms. Mischak confirmed that this waiver is reviewed annually by the Civil Service Commission.

In response to Commissioner Robert's question, Civil Service Attorney Sherman confirmed that the city can and has waived the Act 78 requirements in the past and other communities have done so as well.

Motion to waive the Act 78 requirements through December 31, 2024, and approve the minimum requirements as listed as follows:

**Police Officer:**

**AT TIME OF APPLICATION**

- Minimum age 18
- Valid driver's license

- Must not have six or more active points on driving record
- Able to successfully pass a post-offer departmental criminal, civil and background investigation to the satisfaction of the department
- Able to successfully pass a post-offer pre-employment physical and drug screen, and psychological examination
- An employee in this class, upon employment, will be required to enter into and successfully complete all necessary training, including in-service training with Madison Heights Police Department and other schools to which the employee may be assigned. All employees shall receive such further training as shall be deemed necessary by the Madison Heights Police Department or mandated by the State of Michigan or United States Government

#### AT TIME OF HIRE (NOT REQUIRED FOR APPLICATION)

- Police Academy graduation (unless sponsored by the City)
- Compliance with all of the Employment Standards for Michigan Law Enforcement Officers established by MCOLES
- Minimum sixty (60) credit hours/Associate's Degree
  - \* OR honorable discharge from one of the United States Military Service Branches
  - \* OR minimum three (3) years of service as a full-time Police Officer at another municipality within the last twelve (12) months
  - \* OR minimum three (three) years of service as a full-time Sheriff's Deputy working full-time on Road Patrol in a department with no fewer than ten (10) sworn full-time Officers within the last twelve (12) months.

Preference will be given to those candidates who have graduated from the Police Academy and who are compliant with MCOLES standards. Highest preference will be given to those candidates who possess all desired qualifications and who are current sworn officers with no previous disciplinary issues.

All candidates for Police Officer will still be required to interview with the Police Chief and/or an interview panel of the Chief's choosing before a conditional job offer is made.

#### **Firefighter/Paramedic**

#### AT TIME OF APPLICATION:

- Minimum Age 18
- Valid driver's license
- No alcohol/drug conviction within last 5 years of application date
- Must not have six or more active points on driving record
- Basic Emergency Medical Technician license
- Valid CPAT (Candidate Physical Ability Test) *or* OPAT (*Oakland Community College Physical Agility Test*) completed and on file prior to start date

- Able to successfully pass a post-offer departmental criminal, civil and background investigation to the satisfaction of the department
- Able to successfully pass a post-offer pre-employment physical and drug screen, and psychological examination
- An employee in this class, upon employment, will be required to enter into and successfully complete all necessary training, including in-service training with Madison Heights Fire Department and other schools to which the employee may be assigned. All employees shall receive such further training as shall be deemed necessary by the Madison Heights Fire Department or mandated by the State of Michigan or United States Government

Additional licenses/certifications that are desired (but not required for application) are:

- Paramedic license valid in the State of Michigan (unless sponsored by the City)
- Firefighter I and II certificates from a State of Michigan certified Fire Academy (unless sponsored by the City)

Preference for Firefighter/Paramedic will be given to those candidates who have a paramedic license that is valid in the State of Michigan. Highest preference will be given to those candidates who possess all desired qualifications.

All candidates for Firefighter/Paramedic will still be required to interview with the Fire Chief and/or an interview panel of the Chief's choosing before a conditional job offer is made.

Motion by Commissioner Scheid, seconded by Commissioner Roberts.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

### **CSC-23-22. Adjournment.**

Motion to adjourn at 9:28 a.m.

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.