



CITY OF MADISON HEIGHTS
CITY HALL - MADISON ROOM, 300 W. 13 MILE RD.
CIVIL SERVICE COMMISSION MEETING AGENDA
DECEMBER 02, 2025 AT 9:30 AM

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) Civil Service Commission Meeting Minutes of October 16, 2025

MEETING OPEN TO THE PUBLIC

NEW BUSINESS

- [2.](#) Fire Captain Eligibility List
3. Fire Lieutenant Promotional Criteria/Methodology

ADJOURNMENT

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: clerks@madison-heights.org at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

Civil Service Commission Meeting
Madison Heights, Michigan
October 16, 2025

A Civil Service Commission Meeting was held on Thursday, October 16, 2025 at 9:32 AM at City Hall - Lindell Ross Executive Conference Room, 300 W. 13 Mile Rd.

PRESENT

Commissioner Kevin Scheid
Commissioner Ken Baughman
Commissioner Anthony Roberts

ALSO PRESENT

Civil Service Commission Attorney Larry Sherman
Deputy City Manager/City Clerk Cheryl Rottmann
Human Resources Director Tracee Miller
Fire Chief Greg Lelito
Deputy Police Chief Jeff Filzek
Union Representatives: Detectives Dave Koehler and Scott Spencer

CSC-25-. Civil Service Commission Meeting Minutes of October 3, 2025.

Motion to approve the Civil Service Commission Meeting minutes of October 3, 2025, with the following correction:

add under OTHERS PRESENT, Human Resources Director Tracee Miller.

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid.

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.

Discussion Regarding Creating a Policy for Promotional List Ranking Status.

Discussion followed on establishing a policy for handling promotional list rankings when an individual rejects a promotion. Commissioners, along with representatives from the Fire and Police departments and their respective unions, debated whether to adopt a hard and fast rule to address this situation or continue handling it on a case-by-case basis through letters of understanding negotiated between the City and the unions. Key concerns revolve around the potential for manipulation of the system if a rigid rule is implemented versus issues of fairness and

perceived favoritism with a case-by-case approach. Since the specific incident that prompted the discussion is now moot, it was the consensus of the Commission to take no action on adopting a new rule at this time, leaving the matter to departmental and union negotiations.

CSC-25-. Adjournment.

Motion to adjourn the meeting at 9:58 a.m.

Motion made by Commissioner Scheid, Seconded by Commissioner Roberts.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

DATE: December 2, 2025

TO: Madison Heights Civil Service Commission

FROM: Tracee L. Miller, Human Resources Director

SUBJECT: Special Meeting Agenda for 9:30 am Tuesday, December 2, 2025

1. **Fire Captain Eligibility List**
2. **Fire Lieutenant Promotional Criteria/Methodology**

1. **Fire Captain Eligibility List**

Attached for your review and consideration is the Eligibility List for Fire Captain. Calculations were performed by the Human Resources department and checked by Chief Lelito.

Pursuant to P.A. 78, I recommend that the Commission certify the list at the Special Meeting on December 2, 2025, for a two-year period or until the list is exhausted, whichever occurs first.

2. **Fire Lieutenant Promotional Criteria/Methodology**

The current Eligibility List for Fire Lieutenant expires on December 12, 2025. City Administration would request the Commission to authorize EMPCO, Inc. to administer an Assessment Center for the position of Fire Lieutenant with the following methodology:

95% Assessment Center (consisting of 60% Assessment Center and 35% Written Examination)
5% Seniority*
100% Total

*Seniority is calculated as one (1) full point for each year of service over five (5) years plus 1/12th (.833) 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.

The Assessment Center will be conducted under similar terms and conditions administered previously by EMPCO. I would respectfully emphasize that, similar to the last Assessment Center testing, there will NOT be a separate written exam. The written exam portion of the Assessment Center (weighted at 35% shall consist of the in-box exercise of the Assessment Center. This will be communicated to the Union both in notification of exam, and at the Assessment Center orientation. The other terms and conditions include:

- The Assessment Center Panel will consist of current or recently retired sworn Fire service personnel from other cities (at least one rank higher).

Officials from contiguous cities or Oakway Communities would not be eligible to serve on the panel.

- No late arrivals will be admitted once the Assessment Center begins.
- Assessment Center candidate feedback through EMPCO is authorized.
- A minimum score of 70% will be applied to the overall composite score only.

Thank you for your time and consideration. I look forward to meeting with you on December 2nd.

Sincerely,

A handwritten signature in cursive script that reads "Tracee L. Miller".

Tracee L. Miller
Human Resources Director

attachment

c: Greg Lelito, Fire Chief
Matthew Sirvio, Union President

CITY OF MADISON HEIGHTS
PROMOTIONAL RECRUITMENT FOR FIRE CAPTAIN (formerly LT)

PRINTED: 11/20/25
12:52 PM

ASSESSMENT CENTER C 11/04/25

CIVIL SERVICE CERTIFICATION DATE 12/2/2025

12/02/27 exp

LAST NAME	FIRST NAME	HIRE DATE	ELIGIBLE (2 YRS. MIN. AS LT fmrly SGT.)	50%		50%		5%		RANK	Promoted
				ACTUAL ASSESSMENT CENTER	WEIGHTED ASSESSMENT CENTER	ACTUAL INTERVIEW	WEIGHTED INTERVIEW	SENIORITY POINTS*	COMPOSITE SCORE**		
Arnold	Matthew	11/17/14	YES	79.4300	39.7150	78.0000	39.0000	2.5000	81.2150	1	
Sirvio	Matthew	09/22/14	YES	71.6200	35.8100	85.0000	42.5000	2.7500	81.0600	2	

DNA = Did Not Appear

* seniority calculated as 0.25 point for each full year of service since date of hire, up to a maximum of five points for twenty years of service.
Calculated to date of Assessment Center

**The minimum passing score is 70.

