



CITY OF MADISON HEIGHTS
CITY HALL - CITY COUNCIL CHAMBERS, 300 W. 13 MILE RD.
CIVIL SERVICE COMMISSION MEETING AGENDA
DECEMBER 12, 2023 AT 9:00 AM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Civil Service Meeting Minutes of November 15, 2023

MEETING OPEN TO THE PUBLIC

NEW BUSINESS

- [2.](#) Police Lieutenant Eligibility List
- [3.](#) New Police Lieutenant Criteria Approval
- [4.](#) Fire Captain Eligibility List
- [5.](#) Fire Lieutenant Eligibility List
- [6.](#) Waiver of Act 78 (amended criteria)

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
November 15, 2023

A Civil Service Commission Meeting was held on Wednesday, November 15, 2023 at 9:00 AM
at City Hall - Madison Room, 300 W. 13 Mile Rd.

PRESENT

Chairman Ken Baughman
Commissioner Anthony Roberts
Commissioner Kevin Scheid

OTHERS PRESENT

Police Chief Brent LeMerise
Human Resources Director Amy Mischak
Civil Service Commission Legal Advisor Larry Sherman
Human Resources/Purchasing Assistant Tracee Miller
Deputy City Clerk Phommady A. Boucher

CSC-23-12. Civil Service Commission Meeting Minutes of August 16, 2023.

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid, to approve the Civil Service Commission Meeting Minutes of August 16, 2023, as printed.

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-23-13. Police Sergeant Eligibility List Certification.

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid, to receive and file the Police Sergeant Eligibility List Certification.

The Commission reviewed the scores and rankings for the promotional position of Police Sergeant. The scores were calculated by Human Resource Director Mischak and checked by Chief LeMerise. Candidates were provided the opportunity to contact EMPCO for review and only Officer Thomas Baker requested a review with EMPCO.

Human Resource Director Mischak request the Commissioners that the corrected date of the Eligibility List for Police Sergeant for a period of two years, or until the list is exhausted, whichever comes first, noting the anticipated exhaustion of this list is no later than Monday, November 20, 2023.

Legal Advisor L. Sherman advised the Commission to add in their motion the certification of the eligibility list for Police Sergeant shall be 2 years, or until the list is exhausted which is anticipated to be November 20, 2023, whichever occurs first.

The maker of the motion and support agreed to the requested amendment of the motion.

Police Chief LeMerise stated that they started with eight (8) candidates and will be promoting one (1).

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

CSC-23-14. Police Sergeant Certification of Criteria for New Promotional List.

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid to receive and file the Police Sergeant Certification of Criteria for New Promotional List.

The eligibility list for Police Sergeant is anticipated to be exhausted in November 20, 2023, and there are two planned retirements of Sergeants in the spring of 2024. Chief LeMerise has requested, and received, authorization to begin the promotional process for a new eligibility list for Police Sergeant. This new list will not be certified until after the November 2023 list is exhausted; however given staffing and operational considerations at the Police Department, the City would request the Commission to approve the following criteria immediately so the promotional process can begin as soon as possible:

- Eligible candidates must have at least five (5) years of sworn seniority on the Department as of the date of the written examination.
- The eligibility list for Police Sergeant will be determined based upon the following weighted percentages:

65% Written Examination
30% Oral Examination
5% Seniority*
Total 100%

*Seniority is calculated as one (1) full point for each year of service over five (5) years plus 1/12th (.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. 7 Item 2.

- No late arrivals will be admitted once the written examination or oral interview portion begins; any candidate who fails to report for or is late for an exam will be disqualified.
- EMPCO, Inc. will conduct the written examination. Candidates will be given a sixty (60) calendar day study period to prepare for the written examination. As with previous exams, no late arrivals will be admitted. Questions may be challenged only while the test is in progress. Any invalidated questions will be applied to all test takers. The release of categorical scores along with the overall written score is authorized. A post-test review shall be provided by EMPCO upon request of a candidate.
- EMPCO, Inc. will also conduct the oral examination. The interview panel shall 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.
- A minimum passing score of seventy percent (70%) is required for a participant to be eligible to participate further in the promotional process. (Candidates who do not score 70% or more on the written test will not be eligible for the oral exam, and candidates who do not score 70% or more on the oral exam shall not be eligible for the composite scoring and final promotional eligibility list.)

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

CSC-23-15. Adjournment

Motion made by Commissioner Scheid, Seconded by Commissioner Roberts, to adjourn the meeting at 9:10 a.m.

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

CITY OF MADISON HEIGHTS
PROMOTIONAL SELECTION FOR:

POLICE LIEUTENANT
ELIGIBILITY LIST

PRINTED: 11/27/23
09:32 AM

certified _____

exhausted _____

RANK	LAST NAME	FIRST NAME	ACTUAL WRITTEN**	35%	ACTUAL ASSESSMENT**	60%	DATE IN GRADE	5%	COMPOSITE SCORE **
				WEIGHTED WRITTEN		WEIGHTED ASSESSMENT		SENIORITY POINTS *	
1	RIECK	JORDAN	93.0000	32.5500	84.1100	50.4660	09/26/22	1.0000	84.0160
	HOLDREITH	SCOTT	66.0000	N/A	N/A	N/A	N/A	N/A	N/A

* Calculated 1 point for each full year in grade plus 1/12th (.0833) point for each full month. Calculated to the date of the written examination: October 26, 2023

** The minimum passing score for each step is 70.

DATE: December 8, 2023

TO: Madison Heights Civil Service Commission

FROM: Amy J. Misczak, Human Resources Director

SUBJECT: Special Meeting Agenda for 9:00 am Tuesday, December 12, 2023

1. Police Lieutenant Eligibility List
2. New Police Lieutenant Criteria Approval
2. Fire Captain Eligibility List
3. Fire Lieutenant Eligibility List
4. Waiver of Act 78 (amended criteria)

1. Police Lieutenant Eligibility List

Attached for the Commission's review are the scores and rankings for the promotional position of Police Lieutenant. The scores were calculated by the undersigned and checked by Chief Lemerise. The candidate has completed his review with EMPCO.

I would respectfully request that the Civil Service Commission certify the Eligibility List for Police Lieutenant for a period of two years, or until the list is exhausted, whichever comes first. It should be noted that the list is expected to be exhausted on December 13th with the promotion of the sole passing candidate, Jordan Rieck.

2. New Police Lieutenant Criteria Approval

The eligibility list for Police Lieutenant as approved in Item #1 above 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 I 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. The City would recommend that the Commission establish the following methodology:

	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 1/12th (.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.

Please note that 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 beginning date of the written exam portion of the Assessment Center.

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.
- The written examination will be conducted by EMPCO. Candidates will be given at least a sixty (60) calendar day study period to prepare for the written examination. As with previous exams, no late arrivals will be admitted. Questions may be challenged only while the test is in progress. Any invalidated questions will be applied to all test takers.
- A post-test candidate review of written examination questions and answers is authorized, and will be conducted by EMPCO at a candidate's request.
- Assessment Center candidate feedback through EMPCO is authorized upon a candidate's request. Candidates will be given opportunity for feedback prior to the eligibility list being presented to the Commission for certification.
- A minimum score of 70% will be applied to each step of the promotional process per the City's Letter of Understanding with the Union; furthermore, any candidate who fails to report or is late to the written examination or Assessment Center portion will be automatically disqualified and will not be eligible to continue through the process.

3. Fire Captain Eligibility List

Attached for the Commission's review are the scores and rankings for the promotional position of Fire Captain. The scores were calculated by the undersigned and checked by Chief Lelito. The candidates were provided the opportunity to contact EMPCO for review. These reviews are being scheduled; however, as confirmed by the attached memo from EMPCO dated June 14, 2021, the scores cannot be changed as a result of these review sessions.

I would respectfully request 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.

4. Fire Lieutenant Eligibility List

Attached for the Commission's review are the scores and rankings for the promotional position of Fire Lieutenant. The scores were calculated by the undersigned and checked by Chief Lelito. The candidates were provided the opportunity to contact EMPCO for review. These reviews are being

scheduled; however, as confirmed by the attached memo from EMPCO dated June 14, 2021, the scores cannot be changed as a result of these review sessions.

I would respectfully request 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.

5. Waiver of Act 78 Requirements with Amended Criteria

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.

Chief Lelito, Chief LeMerise and I have discussed options as it pertains to entry level recruitment and would propose that the requirement for an EMPCO written exam be dropped from both entry level Police Officer and entry level Fire Fighter. 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 I 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 we are not getting the volume of candidates that we have in the past, there is no longer need to limit the number of candidates by eliminating those who have not passed the EMPCO written exam. The Chiefs can attest that the rigors of the individual Police Officer and Firefighter basic education and certifications more than qualify a candidate for employment.

Therefore we would respectfully request that the Commissioners waive the Act 78 requirements through December 31, 2024, and approve the minimum requirements as listed below. 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. We have also moved the Fire I/II certification and Paramedic License to allow for City sponsorship should the budget allow.

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:

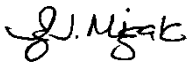
- Paramedic license valid in the State of Michigan (unless sponsored by the City)
- Firefighter I and II certificates from a State of Michigan certified Fire Academy (unless sponsored by the City)

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.

Thank you for your time and consideration. I look forward to meeting with you on December 12th.

Sincerely,



Amy J. Mischak
Human Resources Director

attachment

c: Greg Lelito, Fire Chief
Brent LeMerise, Police Chief
Ray Gilson, Fire Union President
David Thayer, Police Officers Union President
Recruitment File



6/14/2021

Madison Heights Police and Fire Civil Service Commission
c/o Madison Heights Human Resources
300 W. 13 Mile Rd.
Madison Heights, MI 48071

To Whom It Concerns,

The Empco office has been advised that the finalization of the results from the assessment center for the rank of Captain in the Madison Heights Fire Department have been tabled by the Police and Fire Civil Service Commission pending candidates having an opportunity to participate in a voluntary review session.

To clarify the purpose of the review session, Empco offers this solely for the purposes of candidate development. During the review session candidates receive insight into their strengths and areas where they can improve based on the assessors' observations during the candidate's participation in five different assessment center exercises. The intent of the review is to provide a candidate with the opportunity to improve in future assessment center processes as well as become better managers and leaders in their current positions. **At no time will a session ever address any challenges a candidate may try to raise.** The findings of the three independent panelists, all of whom are experienced executive level fire officers, are subjective in nature and based on their observations of a candidate during the assessment center exercises. Recreating a scenario and the observations made by the assessors is simply not possible.

Thus, the results of the assessment center, as determined by the independent panel and as provided to the City, will remain unchanged regardless of any review sessions a given candidate participates in. Our current review schedule has us conducting the reviews for the candidates in July and August, so waiting on these to be conducted will push the finalization of the results out several months from the completion of the Assessment Center.

We sincerely appreciate the opportunity to provide the City of Madison Heights Fire and Police Departments with valid promotional processes conducted with the highest level of integrity.

Please don't hesitate to contact us if any other questions arise.

Best Regards,

Charles L. Castle

Chief Charles L. Castle (Ret.)
Director of Marketing and Project Management
Empco, Inc.

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

PRINTED:

12/07/23
02:15 PM

Item 4.

ASSESSMENT CENTER DATE: 11/28/23 CIVIL SERVICE CERTIFICATION DATE: tentative 12/12/23

LAST NAME	FIRST NAME	HIRE DATE	ACTUAL ASSESSMENT CENTER	50% WEIGHTED ASSESSMENT CENTER	ACTUAL INTERVIEW	50% WEIGHTED INTERVIEW	5% SENIORITY POINTS*	COMPOSITE SCORE**	RANK
GILSON	RAY	12/19/11	79.6400	39.8200	90.0000	45.0000	2.7500	87.5700	1
SHEPHERD	ADAM	05/01/12	87.6200	43.8100	82.0000	41.0000	2.7500	87.5600	2
GARVEY	DANIEL	05/09/06	77.6500	38.8250	73.6667	36.8333	4.2500	79.9083	3

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.

CITY OF MADISON HEIGHTS
PROMOTIONAL RECRUITMENT FOR FIRE LIEUTENANT (formerly Sgt)

PRINTED: 12/08/23
10:00 AM

Item 5.

FIRST ASSESSMENT CENTER DATE 11/29/23 CIVIL SERVICE CERTIFICATION DATE: tentative 12/12/23

LAST NAME	FIRST NAME	HIRE DATE	ACTUAL ASSESSMENT CENTER	50% WEIGHTED ASSESSMENT CENTER	ACTUAL INTERVIEW	50% WEIGHTED INTERVIEW	5% SENIORITY POINTS*	COMPOSITE SCORE**	RANK	Promoted
ROBERTS	JEFFERY	01/09/17	89.6300	44.8150	84.0000	42.0000	1.5000	88.3150	1	
TOLL	DUSTIN	11/04/16	85.9600	42.9800	87.0000	43.5000	1.7500	88.2300	2	
BAYLY	KARL	09/10/18	82.2900	41.1450	79.0000	39.5000	1.2500	81.8950	3	
LEVEY	THOMAS	08/01/16	86.4400	43.2200	73.3333	36.6667	1.7500	81.6367	4	
RUTTER	ALAN	04/25/16	82.7500	41.3750	70.6667	35.3333	1.7500	78.4583	5	
LECLUYSE	ADAM	04/04/16	74.5000	37.2500	72.6667	36.3333	1.7500	75.3333	6	

DNA = Did Not Appear

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Calculated to first date of Assessment Center

**The minimum passing score is 70.

DATE: December 8, 2023

TO: Madison Heights Civil Service Commission

FROM: Amy J. Misczak, Human Resources Director

SUBJECT: Special Meeting Agenda for 9:00 am Tuesday, December 12, 2023

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2. New Police Lieutenant Criteria Approval
2. Fire Captain Eligibility List
3. Fire Lieutenant Eligibility List
4. Waiver of Act 78 (amended criteria)

1. Police Lieutenant Eligibility List

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I would respectfully request that the Civil Service Commission certify the Eligibility List for Police Lieutenant for a period of two years, or until the list is exhausted, whichever comes first. It should be noted that the list is expected to be exhausted on December 13th with the promotion of the sole passing candidate, Jordan Rieck.

2. New Police Lieutenant Criteria Approval

The eligibility list for Police Lieutenant as approved in Item #1 above 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 I 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. The City would recommend that the Commission establish the following methodology:

	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 1/12th (.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.

Please note that 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 beginning date of the written exam portion of the Assessment Center.

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.
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3. Fire Captain Eligibility List

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4. Fire Lieutenant Eligibility List

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5. Waiver of Act 78 Requirements with Amended Criteria

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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.

Chief Lelito, Chief LeMerise and I have discussed options as it pertains to entry level recruitment and would propose that the requirement for an EMPCO written exam be dropped from both entry level Police Officer and entry level Fire Fighter. 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 I 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 we are not getting the volume of candidates that we have in the past, there is no longer need to limit the number of candidates by eliminating those who have not passed the EMPCO written exam. The Chiefs can attest that the rigors of the individual Police Officer and Firefighter basic education and certifications more than qualify a candidate for employment.

Therefore we would respectfully request that the Commissioners waive the Act 78 requirements through December 31, 2024, and approve the minimum requirements as listed below. 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. We have also moved the Fire I/II certification and Paramedic License to allow for City sponsorship should the budget allow.

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:

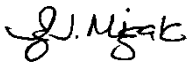
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- Firefighter I and II certificates from a State of Michigan certified Fire Academy (unless sponsored by the City)

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.

Thank you for your time and consideration. I look forward to meeting with you on December 12th.

Sincerely,



Amy J. Mischak
Human Resources Director

attachment

c: Greg Lelito, Fire Chief
Brent LeMerise, Police Chief
Ray Gilson, Fire Union President
David Thayer, Police Officers Union President
Recruitment File