



CITY OF MADISON HEIGHTS
CITY HALL - MADISON ROOM, 300 W. 13 MILE RD.
CIVIL SERVICE COMMISSION MEETING AGENDA
JULY 30, 2024 AT 9:30 AM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Civil Service Commission Minutes of May 9, 2024

MEETING OPEN TO THE PUBLIC

NEW BUSINESS

- [2.](#) Fire Marshal 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
May 09, 2024

A Civil Service Commission Meeting was held on Thursday, May 09, 2024 at 9:30 AM at City Hall - Madison Room, 300 W. 13 Mile Rd.

PRESENT

Commissioner Kevin Scheid
Commissioner Ken Baughman
Commissioner Anthony Roberts

ALSO PRESENT

City Attorney Larry Sherman
Deputy Police Chief Jeffrey Filzek
Human Resources Director Amy Mischak
Deputy City Manager/City Clerk Cheryl Rottmann

CSC-24-9. Civil Service Commission Minutes of April 3, 2024.

Motion to approve the Civil Service Commission Meeting Minutes of April 3, 2024, as printed.

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-24-10. Police Sergeant Eligibility List Certification.

Motion to certify the following Eligibility List for Police Sergeant for a period of two years, or the list is exhausted, whichever comes first:

1. Walker, Kirk
2. Kowalski, Aaron
3. Karaj, Luris
4. Kreger, Kyle
5. Blevins Howard, Ashley

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid.

Deputy Police Chief Filzek stated that there are three immediate vacancies that the Department expects to be filled by the fall and they will be filled as they open. He also informed the Commission that the Assessment Center was a good process and received positive feedback. He commented that the City may look to use an Assessment Center for Lieutenant testing next year.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

CSC-24-11. Adjournment.

Motion to Adjourn at 9:35 p.m.

Motion made by Commissioner Scheid, Seconded by Commissioner Roberts.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

DATE: July 24, 2024

TO: Madison Heights Civil Service Commission

FROM: Amy J. Mischak, Human Resources Director (Tracee L. Miller, HR Assistant)

SUBJECT: Special Meeting Agenda for 9:30 am Tuesday, July 30, 2024
Fire Marshall Criteria

Fire Marshall Promotional Criteria/Methodology

Fire Marshall Paul Biliti is expected to retire on his eligibility date in **April 2025**. Accordingly, Chief Lelito has requested, and received, authorization to begin the promotional process for a new eligibility list for Fire Marshal.

During contract negotiations for the July 1, 2021 – June 30, 2025 Collective Bargaining Agreement, the parties agreed to the following promotional criteria on a trial basis through June 30, 2025. The language below is taken directly from the Tentative Agreement signed by the parties and ratified by City Council on September 12, 2022:

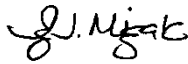
“The City and Union agree to utilize a new promotional process on a trial basis, as set forth below, to take effect upon ratification and terminating on June 30, 2025, unless the parties mutually agree to extend beyond June 30, 2025. Upon termination of the new promotional process set forth herein, the promotion provisions as set forth in Article XXVI shall automatically and immediately be restored. While the provisions of this Letter of Agreement are in effect, they supersede any conflicting provisions of Article XXVI.

- An assessment center conducted by an outside agency will count 50% toward the overall test score, followed by an oral board which will count 50% toward the overall test score. The maximum points on the assessment center: $100 \times 50\% = 50$ points maximum. The maximum points on the oral board: $100 \times 50\% = 50$ points maximum. The sum of the two is the overall test score.
- The oral board panels shall be comprised as follows –
 - a) Fire Chief, Human Resources Director, and Fire Marshal from another jurisdiction.
- Upon completion of the entire Assessment Center and oral board processes, individual scores shall be provided.
- Seniority points shall be awarded as additional points on the basis of 0.25 point for each full year since date of hire, up to a maximum of five (5) points for twenty (20) years of service. The overall test score + seniority points = total score.
- In order to be placed on the promotional eligibility list, the applicant must have a total score of at least 70. Successful candidates will be placed on the promotional eligibility list in the order of the total scores, with the top scoring candidate listed first.
- The top candidate shall be promoted first, and the remaining names on the list shall be eligible for future promotions. Eligibility lists shall remain in effect for two years from date of certification by the Civil Service Commission or until the list is exhausted, whichever comes first; this applies notwithstanding termination of the trial period.

Therefore, we respectfully request that the Commission approve EMPCO to conduct the Assessment Center for the Fire Marshal exam for 50% of the overall test score and approve the new mutually agreed upon testing procedure to include oral boards as outlined above for the remaining 50% of the overall test score.

Thank you for your time and consideration. We look forward to meeting with you on July 30th.

Sincerely,



Amy J. Mischak
Human Resources Director

attachment

c: Greg Lelito, Fire Chief
Matt Sirvio, MHFFA President
Recruitment File