



CITY OF MADISON HEIGHTS

**CITY HALL - LINDELL ROSS EXECUTIVE CONFERENCE ROOM,
300 W. 13 MILE RD.**

CIVIL SERVICE COMMISSION MEETING AGENDA

OCTOBER 16, 2025 AT 9:30 AM

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) Civil Service Commission Meeting Minutes of October 3, 2025

MEETING OPEN TO THE PUBLIC

NEW BUSINESS

2. Discussion on Policy for Promotional List Ranking Status

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 03, 2025

A Civil Service Commission Meeting was held on Friday, October 03, 2025 at 1:00 PM 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
Fire Chief Greg Lelito
Police Chief Brent LeMerise
Deputy City Manager/City Clerk Cheryl Rottmann
Police Lieutenant Jordan Rieck

CSC-25-7. Civil Service Commission Meeting Minutes of April 11, 2025.

Motion to approve the April 11, 2025 Civil Service Commission minutes, 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-25-8. Police Lieutenant Certification of Criteria for New Promotional List.

Motion to approve the Police Lieutenant criteria for new promotional list as follows:

A. ELIGIBILITY

Eligible candidates for Police Lieutenant promotional testing must have at two (2) years seniority in the grade of Sergeant as of the date of the Written Examination.

B. SENIORITY

The eligibility list for the Police Sergeant will be determined based upon the following weighted percentages:

Written Examination	35%
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Assessment Center	60%
Seniority*	5%
Total	100%

The total scoring will consist of 35% Written Examination and 60% Assessment Center.

*Seniority is calculated as one (1) full point for each full year in grade above plus 1/12th (0.833) point for each full month of a fraction of a year up to a maximum of five (5) points calculated to the date of the Written Examination prior to the Assessment Center.

C. MINIMUM PASSING SCORE

A minimum passing Assessment Center score of seventy percent (70%) is required for a participant to be eligible for the final promotion eligibility list.

D. TERMS AND CONDITIONS

- No late arrivals will be admitted once either the Written Examination or Assessment Center portion begins; any candidate who fails to report for or is late for either portion will be disqualified and removed from the promotional testing process.
- The Written Examination will be conducted by EMPCO. Candidates will be given a sixty (60) calendar-day study period to prepare for the Written Examination. Questions may only be challenged while the examination is in progress. Any invalidated questions will be applied to all candidates.
- The Assessment Center Panel will consist of currently hired or recently retired sworn Police service personnel from other cities (at least one rank higher than candidate). Officials from contiguous cities will not be eligible to serve on the panel.
- A post-test candidate review of the Written Examination questions and answers, or of the Assessment Center results, is authorized, and will be conducted by EMPCO at the candidate's request.
- A minimum score of 70% will be applied to each step of the promotional process as outlined in the Command Officers Collective Bargaining Agreement. Failure to meet the 70% standard will cause the candidate to be removed from the promotional testing process.
- The Assessment Center orientation and Assessment Center dates/times will be set shortly after the results of the Written Examination.

Motion made by Commissioner Roberts, Seconded by Commissioner Baughman.

Police Chief LeMerise clarified that this is the same criteria that has been used in the past for Lieutenant promotions.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

CSC-25-9. Fire Captain Eligibility List - Certify Criteria for New List.

Fire Chief Lelito asked the Commission whether someone who ranked number one on the promotional list but declined the first available promotion would still keep their original ranking on the list if another promotion opened up while the list was still valid.

Discussion followed on various scenarios of what could happen in this circumstance, if there were any legal issues to be considered, what policies other communities have, the scope of the potential policy, and getting the union's perspective. It was the consensus to schedule a meeting to discuss setting a policy for the Madison Heights Civil Service Commission with input from both unions.

Motion to approve the criteria for the Fire Captain eligibility list as follows:

- 1) An assessment center conducted by EMPCO 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.
- 2) The oral board panels shall be comprised as follows –
 - a) Fire Chief, Human Resources Director, and MHFD Captain
- 3) Upon completion of the entire Assessment Center and oral board processes, individual scores shall be provided.
- 4) 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.
- 5) 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.
- 6) 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.

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.

Motion made by Commissioner Scheid, Seconded by Commissioner Roberts.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

ADJOURNMENT:

Having no further business, a motion to adjourn at 1:22 p.m.

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.