



CITY OF MADISON HEIGHTS

CITY HALL - MADISON CONFERENCE ROOM, 300 W. 13 MILE RD.

CIVIL SERVICE COMMISSION MEETING AGENDA

MARCH 26, 2026 AT 9:30 AM

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) Civil Service Commission Meeting Minutes of January 15, 2026

MEETING OPEN TO THE PUBLIC

NEW BUSINESS

- [2.](#) Police Lieutenant Eligibility List Certification

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
January 15, 2026

A Civil Service Commission Meeting - amended 1/12/26 was held on Thursday, January 15, 2026 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

Civil Service Commission Attorney Larry Sherman
Deputy City Manager/City Clerk Cheryl Rottmann
Fire Chief Greg Lelito
Police Chief Brent LeMerise
Deputy Fire Chief Ray Gilson
Deputy Police Chief Jordan Rieck
Lieutenant Dave Koehler
Human Resources Assistant Betsy Burnell

CSC-26-01. Civil Service Commission Meeting Minutes of December 2, 2025.

Motion to approve the Civil Service Commission meeting minutes of December 2, 2025, 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-26-02. Police Lieutenant Eligibility List Certification.

Motion to certify the following Eligibility List for Police Lieutenant for a period of two years, or until the list is exhausted, which ever comes first:
1. Strongarone, Gary
Motion made by Commissioner Roberts, Seconded by Commissioner Scheid.
Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts
Motion carried.

CSC-26-03. Police Lieutenant Amended Promotional Criteria/Methodology.

Motion to approve the amended Police Lieutenant Promotional Criteria and Methodology as follows:

ELIGIBILITY

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

TERMS AND CONDITIONS

1. A promotional assessment center conducted by an outside agency shall account for fifty percent (50%) of the overall test score, followed by an oral board examination accounting for the remaining fifty percent (50%).
 - o Assessment Center: Maximum score of 100 points \times 50% = 50 points maximum
 - o Oral Board: Maximum score of 100 points \times 50% = 50 points maximum
 - o The combined total shall constitute the overall test score.
2. The oral board panel shall be composed of the Police Chief, Deputy Chief and Human Resources Director or their designee.
3. Upon completion of both the assessment center and oral board processes, individual component scores and total scores shall be provided to each candidate.
4. Seniority points shall be awarded at a rate of 0.25 points for each full year of service from the date of hire, up to a maximum of five (5) points for twenty (20) years of service. Overall test score plus seniority points shall equal the candidate's total score.
5. To be placed on the promotional eligibility list, an applicant must achieve a minimum score of seventy (70) on the assessment center and a minimum score of seventy (70) on the oral board. Prior to the oral board, the outside agency shall report to Human Resources only whether a candidate has passed or failed, with a score of seventy (70) constituting a passing score.
6. Successful candidates shall be ranked on the eligibility list in descending order of total score, with the highest-scoring candidate listed first.
7. The highest-ranked candidate shall be promoted first. Remaining candidates on the eligibility list shall be eligible for future promotions. Eligibility lists shall remain in effect for one (1) year from the date of certification by the Civil Service Commission or until the list is exhausted, whichever occurs first. At the discretion of the Police Chief, the eligibility list may be extended one (1) additional year with approval by the Civil Service Commission.
8. The provisions of the Letter of Understanding with the Command Union shall apply to all vacancies arising after the date of ratification, including all flow-through vacancies

resulting from such promotions, even if the trial period terminates before those vacancies are filled.

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

CSC-26-04. Waiver of Act 78 Requirements.

Motion to continue to waive the Act 78 requirements through December 31, 2026, and approve the minimum requirements as listed:

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 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 made by Commissioner Scheid, Seconded by Commissioner Roberts.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

CSC-26-05. Adjournment.

Motion to adjourn the meeting at 9:39 a.m.

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.



City of Madison Heights, Michigan

Item 2.

City Hall Municipal Offices
300 W. Thirteen Mile Road
Madison Heights, MI 48071

Department of Public Services
801 Ajax Drive
Madison Heights, MI 48071

Fire Department
31313 Brush Street
Madison Heights, MI 48071

Police Department
280 W. Thirteen Mile Road
Madison Heights, MI 48071

www.madison-heights.org

Date: March 18, 2026

To: Madison Heights Civil Service Commission

From: Christina McCaskey, Human Resources Director

Subject: Civil Service Commission Meeting Agenda – 2. Police Lieutenant Eligibility List Certification

I am writing to formally request the approval of the promotional scores from the recent Assessment Center conducted on March 5, 2026, for a period of two years from March 26, 2026. The candidate who participated in this examination has successfully met all the requirements and has demonstrated his qualifications for advancement within the department.

After thorough evaluation of his performance, the assessment team has compiled the final scores, which have been reviewed and confirmed. As part of the standard procedure for promotions, I am now seeking your approval of the promotional score, which will enable us to proceed with the next steps in the promotion process.

The candidate who has qualified has shown exceptional dedication and commitment to his duties, and his promotion will be in the best interest of the department, enabling us to continue providing excellent service to the community.

Thank you for your consideration.

Sincerely,

Christina McCaskey
Human Resources Director

Area Code (248)

Active Adult Center.....	545-3464	Finance	583-0846	Nature Center	585-0100
Assessing	858-0776	Fire Department.....	588-3605	Police Department.....	585-2100
City Clerk	583-0826	43rd District Court.....	583-1800	Purchasing	583-0828
City Manager	583-0829	Human Resources.....	583-0828	Recreation.....	583-0828
Community Development	583-0831	Library	588-7763	Water & Treasurer	583-0828
Department of Public Services.....	589-2294	Mayor & City Council	583-0829		

CITY OF MADISON HEIGHTS
PROMOTIONAL RECRUITMENT FOR POLICE LIEUTENANT

PRINTED: 03/18/26
12:15 PM

ASSESSMENT CENTER DATE: 3/5/2026
CIVIL SERVICE CERTIFICATION DATE: 3/16/2025

LAST NAME	FIRST NAME	HIRE DATE	ELIGIBLE (2 YRS. MIN. AS SERGEANT.)	ACTUAL ASSESSMENT CENTER	50% WEIGHTED ASSESSMENT CENTER	ACTUAL INTERVIEW	50% WEIGHTED INTERVIEW	5% SENIORITY POINTS*	COMPOSITE SCORE**	RANK	Promoted
Rayner	James	01/15/18	YES	90.8800	45.4400	88.3333	44.1667	2.0000	91.6067	1	

* 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.