

Civil Service Commission Meeting
Madison Heights, Michigan
December 02, 2025

A Civil Service Commission Meeting was held on Tuesday, December 02, 2025, at 9:30 AM at City Hall - Madison Room, 300 W. 13 Mile Rd.

PRESENT

Commissioner Kevin Scheid
Chairman Ken Baughman

ABSENT

Commissioner Anthony Roberts

ALSO PRESENT

Civil Service Commission Attorney Larry Sherman
Deputy City Clerk Phommady A. Boucher
Human Resources Director Tracee Miller
Fire Chief Greg Lelito
Lieutenant Matt Arnold

CSC-25-13. Excuse Commissioner.

Motion made by Chairman Baughman, Seconded by Commissioner Scheid to excuse Commissioner Anthony Roberts from today's meeting due to illness.

Voting Yea: Commissioner Scheid, Chairman Baughman

Motion carried.

CSC-25-14. Civil Service Commission Meeting Minutes of October 16, 2025.

Motion made by Commissioner Scheid, Seconded by Chairman Baughman to approve the October 16, 2025, Civil Service Commission meeting minutes, as printed.

Voting Yea: Commissioner Scheid, Chairman Baughman

Motion carried.

MEETING OPEN TO THE PUBLIC

There were no members of the public wishing to speak.

CSC-25-15. Fire Captain Eligibility List.

Motion made by Commissioner Scheid, Seconded by Chairman Baughman to certify the Fire Captain Eligibility List, for a two-year period or until the list is exhausted, whichever occurs first, as follows:

- 1) Matthew Arnold
- 2) Matthew Servio

Voting Yea: Commissioner Scheid, Chairman Baughman

Motion carried.

CSC-25-16. Fire Lieutenant Promotional Criteria/Methodology

Motion made by Commissioner Scheid, Seconded by Chairman Baughman to approve the Fire Lieutenant Promotional Criteria/Methodology, as amended, as follows:

- 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 Lieutenant oral board panel shall be comprised as follows: Fire Chief, and two (2) MHFD Captains.
- 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.
- The provisions of this Letter of Agreement apply to all vacancies which arise after the date of ratification, and all flow-through vacancies resulting from same, even if the trial period terminates before those vacancies are actually filled

Voting Yea: Commissioner Scheid, Chairman Baughman

Motion carried.

CSC-25-17. Addition to the Agenda.

Motion made by Commissioner Scheid, Seconded by Commissioner Baughman to add to the agenda under New Business, Waiver of Act 78 Requirement for Entry Level Police and Fire.

Motion Voting Yea: Commissioner Scheid, Chairman Baughman

Motion carried.

CSC-25-18. Waiver of Act 78 Requirement for Entry Level Police and Fire.

Motion made by Commissioner Scheid, Seconded by Chairman Baughman to waive the Act 78 requirements from January 1, 2025, through December 31, 2025, and approve the minimum requirements as listed as follows:

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.

Voting Yea: Commissioner Scheid, Chairman Baughman

Motion carried.

The discussion ensued amongst the Commission to deal with waiving the Act 78 Requirement for Entry Level Police and Fire at the first Special Civil Service Commission meeting in 2026 after Police Chief LeMerise has had an opportunity to weigh in on this issue.

CSC-25-19. Adjournment.

Motion to adjourn made by Chairman Baughman, Seconded by Commissioner Scheid at 9:44 a.m.

Voting Yea: Commissioner Scheid, Chairman Baughman

Motion carried.