

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:

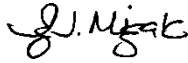
“The City and Union agree to utilize a new promotional process on a trial basis, as set forth below, to take effect upon ratification and terminating on June 30, 2025, unless the parties mutually agree to extend beyond June 30, 2025. Upon termination of the new promotional process set forth herein, the 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 30<sup>th</sup>.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Mischak".

Amy J. Mischak  
Human Resources Director

attachment

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