

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.