

**CIVIL SERVICE COMMISSION
SPECIAL MEETING
FRIDAY, JUNE 9, 2023
9:00 A.M.
BATTLE CREEK CITY HALL
COMMISSION CHAMBERS
BATTLE CREEK, MICHIGAN**

- A. CALL TO ORDER
- B. APPROVAL OF MINUTES
- 1. APRIL 24, 2023
- C. REPORTS
- D. UNFINISHED BUSINESS
- E. NEW BUSINESS

1. Proposed Rule Changes:

- a. Rule 4: Filling Vacancies above the rank of Firefighter: (3) Interview/Oral Examination

An Assessment Center, which includes a tactical scenario, a role play exercise, an in-basket exercise, and an interview exercise for promotions which shall be conducted by the Commission or an appropriate qualified agency or individuals appointed by the Commission. An Assessment Center for line officers (Lieutenant, Captain, and Battalion Chief) shall include a tactical scenario exercise, a role-play exercise, an in-basket exercise, and a structured oral interview exercise. The structured oral interview exercise shall be conducted by the Commission or an appropriate qualified agency or individuals appointed by the Commission. An Assessment Center for non-line positions of Fire Marshal, Fire Inspector and Training Officer shall include a structured oral interview exercise, an oral presentation exercise, an in-basket exercise, and a role-play scenario exercise. Where the oral examinations are being conducted by the Commission, the presence of all three Commission members is required, except in situations where a Commissioner is unable to be present due to medical emergency or the death of a family member. In such cases, a quorum of Commissioners is sufficient for conducting the oral examinations. (Rule Change: 4-23-12, (Rule Change: 7-13-2020, 6-xx-2023))

- b. Rule 4: Filling Vacancies above the rank of Firefighter: (6) Promotional Scores

The final score for every promotional exam will be determined in the following:

(a) It will be possible to receive one hundred (100) points in each of the following categories: Written Exam (minimum score of 70% required to move forward to the Assessment Center). The Line Officer Assessment Center (40% tactical scenario, 20% role-play exercise, 20% in-basket exercise, and 20% interview exercise) cumulative score of 70% to pass Assessment Center. The Non-Line Assessment Center (25% structured oral interview exercise, 25% oral presentation exercise, 25% in-basket exercise, and 25% role-play scenario exercise) cumulative score of 70% to pass Assessment Center. The Assessment center structured oral interview exercise will take into consideration a person's training and, education, commendations, and yearly evaluations. (Rule Change: 7-13-2020, 6-xx-2023)

- F. PUBLIC COMMENTS
- G. COMMISSION COMMENTS
- H. ADJOURNMENT

The City of Battle Creek will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered in the meeting upon notice to the City of Battle Creek. Individuals with disabilities requiring auxiliary aids or services should contact the City of Battle Creek by writing or calling the following:

*Victoria L. Houser
Office of the City Clerk
P. O. Box 1717
Battle Creek, MI 49016
(269) 966-3348 (Voice/TDD)*

MCL 38.512 Sec. 12(2) Vacancies in positions in the fire and police departments above the rank of fire fighter or police officer shall be competitive and shall be filled by promotions from among persons holding positions in the next lower rank in the departments who have completed 2 years in that rank and who have at least 5 years in the department. If there are more vacancies than there are persons with 5 years in the department, the commission may lower the requirements to 3 years in the department. If no person or persons have completed 2 years in the next lower rank, the commission may hold examinations among persons in such rank as to all intent and purposes as though 2 years of service had been completed by those persons.