



# Civil Service Board Regular Meeting

## Agenda

**December 5, 2023 @ 4:00 PM**

City Hall Commission Chambers  
401 S. Park Avenue

### welcome

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### please note

Times are projected and subject to change.

- 1. Call to Order**
- 2. Consent Agenda**
  - a. Minutes for November 7, 2023
- 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
- 4. Action Items**
  - a. Officer off of Probation- Officer Ariel Morillo
  - b. 2024 Police Department Representative Election
  - c. 2024 Fire Department Representative Election
  - d. Approval of the New Hire Eligibility List-Firefighter
  - e. Firefighter Applicant Interviews (3)
  - f. Approval of SOG 109 Annual Medical and Physical Fitness Requirements(tabled from November CSB Meeting)
  - g. Approval of SOG 119 Hiring Process for Firefighter/EMT and Firefighter/Paramedic (withdrawn during the November CSB Meeting)
- 5. Non-Action Items**
- 6. Staff Updates**
  - a. Police Department
  - b. Fire Department
- 7. Board Comments**
- 8. Upcoming Agenda Items**
- 9. Adjournment**



# Civil Service Board Regular Meeting Minutes

**November 7, 2023 at 4:00 PM**

City Hall Commission Chambers  
401 S. Park Avenue

## **Present**

Javier Rodriguez, Stephen Stutzer, Tod Meadors, Bill Segal, Mary Daniels  
Police Chief Tim Volkerson, Fire Chief Dan Hagedorn and Recording Secretary Kathy Reed

## **Absent**

Terry Hotard, Stockton Reeves

### **1. Call to Order**

### **2. Consent Agenda**

- a. Minutes for October 3, 2023

**Motion made by Mr. Segal to approve the minutes from October 3, 2023; seconded by Ms. Daniels. Motion carried with a 5-0 vote.**

### **3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**

None

### **4. Action Items**

- a. Permanent Status of FF Anthony DeJesus

**Motion made by Mr. Meadors to approve the permanent status of Firefighter Antony DeJesus; seconded by Mr. Rodriguez. Motion carried with a 5-0 vote.**

- b. Approval of SOG's

- SOG 109 Annual Medical and Physical Fitness Requirements
- SOG 119 Hiring Process for Firefighter/EMT and Firefighter/Paramedic
- SOG 120 Lieutenant and Battalion Chief Selection Process

- SOG 121 Selection Procedures for the Position of Engineer

Chairman Stutzer asked if anyone had an issue with the SOG's being presented all together. Mr. Meadors informed the board that he had some questions/concerns regarding SOG 109 and SOG 119 and suggested that the SOG's be reviewed individually.

Assistant Deputy Chief Devlin began his presentation of SOG 109-Annual Medical and Physical Fitness Requirements. Assistant Deputy Chief Delvin reviewed the change to Section 109.02-10 Panel Urine Drug Screen for the employee's annual physical was removed, but will remain as a new hire requirement.

Mr. Meadors did not have any questions/concerns about the 10 Panel Urine Drug Screen. Mr. Meadors' concern was with Section 109.03-Employee Physical Fitness Maintenance System, specifically the last bullet, which refers to donning of full protective clothing and SCBA with the State of Florida, Firefighter Minimum Standards time requirements which is included in the 10-minute time-frame. Donning of full protective gear has not been included in the 10 minute time-frame in the past. However, per the language in the revised SOG, it now requires you to gear up in the 10 minute time-frame.

Mr. Meador's suggestion was to change the wording to reflect the following: The donning of full protective gear will be on the same day as the IPAT, but not included within the same time-frame as the IPAT.

Chief Hagedorn stated that this is not new language and has been in multiple guidelines/revisions before and the department is not looking to deviate from what has been done in the past. Chief Hagedorn asked if there is any opposition or modifications that need to be made, that this item is tabled. A brief discussion followed, and it was suggested that SOG 109 be tabled until the language can be reviewed.

**Motion was made by Mr. Meadors to table SOG 109 in order to meet with the Chief to clarify the language, seconded by Mr. Segal. Motion carried with a 5-0 vote.**

In regard to SOG 119 -Hiring Process for Firefighter/EMT and Firefighter/Paramedic Section 119.03 Candidate Testing Process, the revised SOG has the Civil Service Board Review Section removed, but on the following page under Conditional Officer of Employment it references the candidate receiving a conditional certification from the Civil Service Board. Mr. Meadors stated that if you remove the Civil Service Board Review Section, you cannot move forward to the Conditional Offer of Employment Section where it references a candidate who will receive a conditional certification from the Civil Service Board. Mr. Meadors is asking for clarification and or a revision of this policy.

A lengthy discussion followed, and it was decided to withdraw SOG 119 at this time for further review.

Assistant Chief Devlin presented SOG 120- Lieutenant and Battalion Chief's Process and SOG 121-Selection Procedures for the Position of Engineer.

**Motion made by Mr. Rodriguez to approve SOG 120 and SOG 121; seconded by Ms. Daniels. Motion carried with a 5-0 vote.**

c. Approval of SOP's

- SOP 162 Holding Facility
- SOP 250 Handcuffing Searching and Transporting Persons
- SOP 308 Public Safety Camera Network

Chairman Stutzer asked board members if there was any objection to reviewing all three SOP's together. Hearing none, Chief Volkerson continued with the review of the SOP's.

Chief Volkerson informed board members that the updates to all three SOP's were for accreditation and updating purposes.

**Motion made by Mr. Segal to approve SOP 162 Holding Facility, SOP 250 Handcuffing Searching and Transporting Persons and SOP 308 Public Safety Camera Network; seconded by Mr. Rodriguez. Motion carried with a 5-0 vote.**

**5. Non-Action Items**

None

**6. Staff Updates**

a. Fire Department

- The Insurance Services Office(ISO) will be on site conducting a review of the fire department. Currently, the department holds a Class One rating, which is the highest and ranks the department in the top 3% or 4% in the country.
- The department will also be hosting the Commission on Accreditation of Ambulance Services (CAAS) on site for re-accreditation.
- Candidate interviews continue.

b. Police Department

- Officer Kenneth Brackin to start on November 13th.
- 4 sworn positions open.

- Civil Service testing continues.

## **7. Board Comments**

Ms. Daniels stated that it has been a pleasure to serve as a Civil Service Board Member, but will not be seeking another term. Ms. Daniels recommended that for future board members, in-depth job descriptions for board positions be created in order to help with the responsibilities of job duties.

Board members thanked Ms. Daniels for her commitment and time to the Civil Service Board.

Mr. Meadors provided a handout to board members referencing Civil Service Questions and Code Citations. The document was created by Mr. Meadors to help answer questions that board members had during the October 3, 2023 meeting.

## **8. Upcoming Agenda Items**

None

## **9. Adjournment**

Steve Stutzer, Board Chariman

ATTEST:

Kathy Reed, Board Secretary



## Civil Service Board

# agenda item

**item type**

Action Items

**meeting date**

December 5, 2023

**prepared by****approved by****subject**

Officer off of Probation- Officer Ariel Morillo

**motion | recommendation****background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

None



## Civil Service Board

# agenda item

**item type**

Action Items

**meeting date**

December 5, 2023

**prepared by****approved by****subject**

2024 Police Department Representative Election

**motion | recommendation****background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

None



## Civil Service Board

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Action Items

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December 5, 2023

**prepared by****approved by****subject**

2024 Fire Department Representative Election

**motion | recommendation****background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

None



## Civil Service Board

# agenda item

**item type**

Action Items

**meeting date**

December 5, 2023

**prepared by****approved by****subject**

Approval of the New Hire Eligibility List-Firefighter

**motion | recommendation****background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

1. 2023 CSB Eligibility List



# Winter Park Fire-Rescue Department

## Fire-Rescue Headquarters

343 West Canton Avenue ■ Winter Park, Florida 32789

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### 2023 Winter Park Fire Department Civil Service Eligibility List

The following applicants have successfully passed the written exam and are eligible for selection to the position of Firefighter with the Winter Park Fire-Rescue Department:

Brana, Kyle  
Burkhart, Jacob  
Cacciola, Evan  
Callahn, Davonte  
Cotroneo, Evan  
Davis, Sean  
Deans, Tyler  
Decade, Vicsama  
Filakosky, Trevor  
Garcia, Branden  
Gomez, Enel  
Green, Cameron  
Havens, Bradley  
Hernandez, Erick  
Jansen, Tucker  
McElroy, Aiden  
McLain, Tymber  
Moore, Christopher  
Piveral, Kyle  
Ramirez, Moises  
Redmond, Austin  
Riggs, Reece  
Sean Parker  
Steffen, Jamie  
Towns, Thomas  
Vargas, Luke  
Whedon, James



## Civil Service Board

# agenda item

**item type**

Action Items

**meeting date**

December 5, 2023

**prepared by****approved by****subject**

Firefighter Applicant Interviews (3)

**motion | recommendation****background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

None



## Civil Service Board

# agenda item

**item type**

Action Items

**meeting date**

December 5, 2023

**prepared by****approved by****subject**

Approval of SOG 109 Annual Medical and Physical Fitness Requirements(tabled from November CSB Meeting)

**motion | recommendation****background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

1. WPFD SOG 109 Annual Medical and Physical Fitness Requirements



# Winter Park Fire-Rescue department

WPFD.SOG  
**109**

## STANDARD OPERATING GUIDELINE

### Annual Medical and Physical Fitness Requirements

|             |                                 |              |                 |
|-------------|---------------------------------|--------------|-----------------|
| Date Issued | December 6 <sup>th</sup> , 2005 | Revision No. | <del>IV</del> V |
| Last Review | November 7 <sup>th</sup> , 2023 | Total Pages  | 6               |

**Purpose:** To maintain Winter Park Fire-Rescue Department (WPFD) firefighters for the physical and mental stress of the profession, the following medical and physical fitness requirements are hereby established for all uniformed employees of the department.

**Scope:** This procedure is designed to reduce the amount of physical stress and potential for injury for uniformed employees.

**General:** The tests and programs included herein are designed to both evaluate and diagnose any potential physical problem that may be magnified during operations.

#### 109.01 Pre-Placement Medical Fitness Requirements

The examining physician will be familiar with the [NFPA 1582](#) "Medical Requirements for Firefighter Candidate" form required by the State of Florida. This form will be completed on all position candidates by the City of Winter Park provided physician at the time of employment.

##### Pre-Placement Physical

- Vital signs: Height, weight, temperature, blood pressure, pulse & respirations
- Vision screening: Uncorrected, corrected, color depth, peripheral vision, tonometry
- Lab work: HEMGTD, Micro UA Dip, CMET, Lipids
- EKG - resting and stress
- Spirometry
- Audiometry
- Physical examination by a physician to include Pap, Pelvic, and Rectal
- DFWP 10 panel Urine Drug Screening
- PPD
- Tetanus Toxoid



- Chest X-Ray - baseline and every 5 years
- MMR, Polio, Hepatitis B, or titer as needed
- Hepatitis C Screening
- Hepatitis A Screening
- HIV
- PSA

Documentation of vaccination for Rubella (MMR) and Poliomyelitis should be made of these immunizations per recommendations for "Guide for Adult Immunization for Health Care Workers".

NOTE: Hepatitis B immunizations will be scheduled at the pre-placement exam as well as immunization for MMR.

### **109.02 Employee Annual Physical**

A complete medical evaluation will be conducted by an agency selected by the City of Winter Park. The following tests will be performed as part of this evaluation. The employee will be made aware of any deficiencies in their personal fitness. The City will only be made aware of those issues, which make the employee unfit for duty. All referrals to the employee's Primary Care Physician PCP will be handled by the employee and will be the responsibility of the employee's insurance for payment.

#### Standard Testing

- HEMGTD
- PSA
- CBC
- CMET
- Lipids
- Vital Signs
- Height, weight, temperature, blood pressure, pulse, and respiration
- Titmus Vision Screening
- DFWP 10 Panel Urine Drug Screen
- Spirometry
- Audiometry
- Vision screening
- Lower back flexibility
- Abdominal endurance
- Cardiovascular Fitness



- Stress Test EKG as follows - Baseline and every year
- Hepatitis A Screening
- Hepatitis C Screening
- Exercise consultation and prescription
- Physical examination
- PPD
- HIV (OPTIONAL) may be made at the employee's request

NOTE: All information collected in the course of the above-listed medical examinations is considered confidential and shall be kept in separate files apart from employee personnel files. Access to such information will be limited in accordance with applicable federal, state, and local laws.

### **109.03 Employee Physical Fitness Maintenance System**

It remains the goal of this program to prepare physically all uniformed employees for the rigors of fire service duty and to reduce on the job injuries.

Upon completion of the annual medical physical, each employee shall be provided a prescription for personal fitness improvement. It will be the responsibility of each employee and their supervisor to see that their level of fitness to perform the job duties of a firefighter is maintained at all times.

If deficiencies are indicated the employee with the help of their supervisor and the department's designated Peer Fitness Coordinator will develop an action plan to improve in those areas indicated.

The results of each employee's commitment to personal fitness will be noted on every quarterly and annual evaluation. It will be the responsibility of each supervisor to document either the participation or non-participation of the employee. In addition, the supervisor should indicate any continuing problems noticed during the period, which would indicate the employee's inability to perform basic fire ground functions.

These basic physical functions should include, but are not limited to:

- Walking a significant distance, including stairs while carrying at least 25 lbs. of equipment, without difficulty
- Climbing all types of fire department ladders, including aerial devices
- Bending over to pick up tools and equipment
- Donning of full protective clothing and SCBA within the *State of Florida, Firefighter Minimum Standards* time requirements



Basic physical functions will be evaluated annually during the department's Individual Physical Ability Test (IPAT) for Fire-Rescue personnel.

To provide each uniformed member of the department with the opportunity to maintain their fitness, the City will provide the following:

- Annual medical physical to include fitness prescription
- 1.5 hours per duty day for 24 shift personnel and 3 hours per week for 40-hour personnel as available to use for approved fitness related activities which include:
  - ~~Use of fitness facilities at the City's New England Avenue Community Center~~
  - Use of fitness equipment located in each fire station
  - Use of other facilities, which achieve a quality level of fitness. i.e. jogging around station facilities
  - Other authorized fitness activities as approved by the Fire Chief

### **109.04 Peer Review Process**

#### Overview

The success of this program depends on a personal commitment to fitness. Each employee must make a commitment to participate to a level, which provides a continued positive impact to his or her performance on the job. In order to address those employees who, in the opinion of their supervisors, fail to meet this goal a Peer Review Committee shall be maintained.

#### Peer Review Committee

The makeup of the PRC will satisfy the requirements of *Article 2-10 Physical Fitness* of the current Collective Bargaining Agreement. Two employees will be selected by Local 1598 and two by the Fire Chief. Terms shall be for no more than one year selected annually. Individuals may serve more than one term.

- The Division Chief of Fire and EMS Operations will be a non-voting member of the Committee and serve as the moderator.
- During an individual evaluation, the Committee may call upon outside professionals for input. The use of these individuals should be coordinated through the moderator.

The PRC will meet on a quarterly basis for the purpose of monitoring the progress of the department's fitness program, and as needed to evaluate individual employee situations.



It will be the goal of the PRC to:

- Assist the department in the continued progress of the fitness program.
- Make recommendations for improvements to the program.
- Make recommendations to the Fire Chief for action in those cases where an employee has received a negative fitness performance evaluation from their supervisor.

### PRC Review Process

All employees who fail to receive a positive fitness performance evaluation from their supervisor will be referred to the PRC for review. The intent of the PRC, when dealing with employee fitness situations is to first establish if the employee is physically able to perform regular fitness exercises and required job duties. This may require that an additional "fit for duty" examination be performed. Secondly, the PRC should work towards seeing that, if able, the employee leaves the meeting with a plan to improve his or her fitness schedule which is agreed upon by everyone.

Supervisors, their subordinate, and the subordinate's representative, if requested, shall meet with the PRC within 14 calendar days after submittal of a negative report to the Moderator of the PRC. Upon receipt of a negative performance report, the Moderator shall forward copies of the report to all PRC members, through the chain of command and set the date for the first meeting.

All meetings of the PRC shall be conducted under Robert's Rules of Order and will require a quorum of three members. The PRC Moderator shall be required to take minutes of each meeting to include audio recordings.

### PRC Action Plan

It is the intent of the PRC to see that all employees have the opportunity and ability to maintain a level of physical fitness to perform the job of a firefighter. With this in mind, the PRC will make written recommendations to the Fire Chief within 10 working days of the final meeting with the employee. Copies of the final PRC report will be made available only to employee and the Fire Chief.

As soon thereafter, the Fire Chief will schedule a meeting to discuss the action plan with the employee and their supervisors. The intent of this meeting is to reinforce to the employee the importance placed by the department on being physically prepared to do the job and to discuss the options for future participation in the fitness program.

As a result of this meeting, the Fire Chief may take whatever action necessary for the safety of the individual and the other members of the department.



If the employee has a medical release for full duty from the City's designated physician and has no other valid reason for failing to participate in meeting the outlined fitness recommendations, the employee shall be subject to the progressive discipline policy as described in the City's Personnel Policy Manual.

A report from the Fire Chief will be forwarded to the PRC outlining the agreed upon action plan for the individual employee. The PRC will review the plan and will schedule progress meetings at 30, 60, and 90 days from the date of the meeting with the Fire Chief. Progress reports will be completed and sent to the Fire Chief following each meeting.

Once an employee has been placed before the PRC for review, their progress shall be reviewed for a period of 6 months, at which time a final meeting will be held.

A final report from the PRC will be completed and forwarded to the Fire Chief with a copy of the report placed in the employee's personal file. Employees who fail to meet the requirements of the fitness program will be subject to additional reviews by the PRC.

### Multiple PRC Reviews

The PRC may review an employee more than once. If in the future, the employee again fails to meet the department's fitness requirements, the case will be reviewed by the PRC through the aforementioned procedure.

All sustained PRC reviews shall be taken into consideration during any future recommendations and or discipline.

**Dan Hagedorn**

Fire Chief



## Civil Service Board

# agenda item

**item type**

Action Items

**meeting date**

December 5, 2023

**prepared by****approved by****subject**

Approval of SOG 119 Hiring Process for Firefighter/EMT and Firefighter/Paramedic (withdrawn during the November CSB Meeting)

**motion | recommendation****background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

1. WPFD SOG 119 Hiring Process for Firefighter\_EMT and Firefighter\_Paramedic



# Winter Park Fire-Rescue department

WPFD.SOG  
**119**

## STANDARD OPERATING GUIDELINE

### Hiring Process for Firefighter/EMT and Firefighter/Paramedic

|             |                                 |              |                 |
|-------------|---------------------------------|--------------|-----------------|
| Date Issued | December 6 <sup>th</sup> , 2005 | Revision No. | <del>IV</del> V |
| Last Review | November 7 <sup>th</sup> , 2023 | Total Pages  | 3               |

**Purpose:** This policy is designed to outline the required procedures and testing that lead to creating an eligibility list for the Firefighter/EMT and Firefighter/Paramedic positions.

**Scope:** The procedures outlined in this document are governed in part by federal and state law, Division of State Fire Marshal - Bureau of Fire Standards and Training, the City of Winter Park Personnel Policy Manual, *Section 74-56 of the Code of Ordinances of the City of Winter Park* and the Civil Service Board of Winter Park. The eligibility lists created from this process will remain in effect for a period of six months from the date of final certification by the Civil Service Board.

**General:** The testing and hiring procedures are designed to meet the law's requirements and assist in identifying qualified employees. Candidates for the Firefighter/EMT and Firefighter/Paramedic positions must meet the minimum requirements listed in the department hiring standards.

#### 119.01 Hiring Process

Interested applicants, who are presently certified as Firefighters by the Bureau of Fire Standards and Training/Division of State Fire Marshal of the State of Florida and are certified as Emergency Medical Technicians or Paramedics by the State Department of Health and Rehabilitative Services of the State of Florida may ~~fill out an application through the City of Winter Park Human Resources Department~~ [apply online](#). The applicant must agree to participate in the hiring process.

~~The Department, at its discretion, may choose to allow an applicant to apply via the internet to submit an application or letter of interest.~~

The Fire Chief will request authorization from the Civil Service Board to conduct a civil service test and begin the hiring process.



### 119.02 Minimum Qualifications

- Graduation from an accredited high school, or equivalent.
- State of Florida, Firefighters Minimum Standards certification, and the State of Florida Emergency Medical Technician or Paramedic Certification. The applicant must possess proof of certification if certificates are unavailable at the time of submittal.
- Applicants must possess a valid Florida Driver's license.
- [Emergency Vehicle Operators Course \(EVOC\) – 16 hours](#)

~~Only those applicants who possess the minimum qualifications for the position of Firefighter will be considered for participation in the process.~~ Each application shall be reviewed for eligibility and those individuals who meet the current minimum job requirements will be invited to participate in the hiring process.

### 119.03 Candidate Testing Process

- *Written Test* – The candidate must pass the current Civil Service approved entrance exam with a passing score of 70%.
- *Physical Skills Assessment* – The candidate must successfully complete the Firefighter Skills Assessment Exam. The department will ensure the Physical Assessment meets or exceeds the Physical Standards set forth by the State of Florida Bureau of Fire Standards.
- *Personal Background Investigation* – A complete background investigation that includes inquiries into criminal history, driving record, educational level, military service, credit history, references, moral character, and other areas outlined in the publication "Background Investigation Procedures" published by the Florida Department of Law Enforcement and the Department's hiring practices.
- ~~*Civil Service Board Review* – Those candidates who successfully complete the above enumerated steps will be scheduled for an interview with the Civil Service Board. The Civil Service Board will vote for conditional certification, with final certification based on the successful completion of the remaining portions of the testing procedure.~~
- [Personnel Evaluation Profile \(PEP\)](#) – The PEP is a sophisticated, in-depth written survey designed to provide valuable insight into your candidate's background, attitudes, and beliefs concerning key areas such as; honesty, reporting dishonesty, customer service, socialization, drugs, employment background, work ethic, absenteeism, and tardiness. The results can be used to enhance both the candidate's interview as well as the effectiveness of the background investigation.
- *Polygraph Testing* – Candidates must next successfully complete the polygraph evaluations.



## Hiring Process for Firefighter/EMT and Firefighter/Paramedic

WPFD.SOG  
**119**

- *Fire Department Staff Review and Interview* – The Division Chiefs, Battalion Chiefs, and the Fire Chief, or his designee, will review the test results and interview the candidates.
- *Final Presentation* – The Fire Chief, or designee, will present to the Civil Service Board those candidates who successfully complete all portions of the testing procedure for final certification. This certification shall be valid for a period of six months.
- *Conditional Offer of Employment* – After receiving conditional certification from the Civil Service Board, the candidate will be presented with a conditional offer of employment. The conditional offer of employment allows the candidate to continue the testing procedures. Neither the conditional offer of employment nor the completion of the remaining testing procedures implies or ensures that a formal offer of employment will follow.
- *Medical & Drug Testing* – Upon selection by the Fire Chief or his designee, certified candidates must successfully complete a comprehensive medical examination and drug screening.
- *Probationary Period/Final Civil Service Appointment* – Pursuant to *Section 74-57 of the Code of Ordinances of the City of Winter Park* all new employees will serve a probationary period of twelve (12) months. After successful completion of the probationary period, the employee will be presented to the Civil Service Board for final appointment.

Copies of current job descriptions will be maintained by the City and be available at the administrative offices of both the Fire and Human Resources Departments.

**Dan Hagedorn**  
Fire Chief



## Civil Service Board

# agenda item

**item type**

Staff Updates

**meeting date**

December 5, 2023

**prepared by****approved by****subject**

Police Department

**motion | recommendation****background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

None



## Civil Service Board

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Staff Updates

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Fire Department

**motion | recommendation****background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

None