



Civil Service Board Regular Meeting Minutes

December 5, 2023 at 4:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

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

Absent

1. Call to Order

Chairman Steve Stutzer called the meeting to order at 4:00 p.m.

2. Consent Agenda

- a. Minutes for November 7, 2023

Motion made by Mr. Hotard to approve the minutes from the November 7, 2023 meeting; seconded by Mr. Reeves. Motion carried unanimously with a 7-0 vote.

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

None.

4. Action Items

The agenda was taken out of order. Items D and E were moved to the beginning of Action Items.

- a. Officer off of Probation- Officer Ariel Morillo

Motion made by Mr. Rodriguez to approve the permanent status of Officer Morillo; seconded by Mr. Hotard. Motion carried unanimously with a 7-0 vote.

- b. 2024 Police Department Representative Election

Mr. Rodriguez was unopposed and was re-elected as the Police Department Representative. **Motion made by Mr. Segal to certify the re-election of Mr. Rodriguez; seconded by Mr. Hotard. Motion carried unanimously with a 7-0**

vote.

c. 2024 Fire Department Representative Election

Board members counted the ballots for the Fire Department representative which resulted in the re-election of Tod Meadors. Results were as follows: Tod Meadors – 41 and Zach Collins– 12.

Motion made by Mr. Segal to approve the re-election of Tod Meadors; seconded by Mr. Hotard. Motion carried unanimously with a 7-0 vote.

d. Approval of the New Hire Eligibility List-Firefighter

Chief Hagedorn requested Board Members to approve the New Hire Eligibility List for Firefighter that was provided in the agenda packet.

Motion made by Mr. Segal to approve the New Hire Eligibility List for Firefighter; seconded by Mr. Hotard. Motion carried unanimously with a 7-0 vote.

e. Firefighter Applicant Interviews (3)

Division Chief Jeff Spinelli introduced the following candidates to board members: Tymber McClain, Evan Cacciola and Tucker Jansen.

Each candidate gave a brief background and responded to questions from board members.

Motion made by Mr. Reeves to certify all three candidates; seconded by Mr. Segal. Motion carried unanimously with a 7-0 vote.

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)

Chairman Stuzer asked if any board member had an objection to review both SOG's at the same time. Hearing no objection, Division Chief Devlin proceeded with the review of SOG 109. Division Chief Devlin informed of one change that was requested after the SOG was reviewed by union representatives after the November 7, 2023, Civil Service Meeting. Members of the Union requested removing the language "audio recordings" under the PRC Review Process section. It was agreed upon by all parties and will be removed from SOG 109. Division Chief Devlin proceeded with SOG 119 and informed board members that SOG 119 was reviewed again with the Union after the November 7, 2023 Civil Service Meeting, and they did not have any objection to the revisions.

Motion made by Mr. Rodriguez to approve SOG 109 and SOG 119; seconded by Mr. Segal. Motion carried unanimously with a 7-0 vote.

5. Non-Action Items

None

6. Staff Updates

a. Police Department

- 4 vacancies
- Civil Service Testing continues
- March 2024 / Community Service Position
- Several Christmas events were held this weekend, all very successful without any incidents.
- December 14th Holiday Open House@Public Safety Complex

b. Fire Department

- The holiday events this past weekend were a great success, record numbers set at all events.
- Santa on Shift was held on December 4th at the station. The event was overwhelmingly successful with over 500 people in attendance.
- CAAS Assessors were on site from November 16th-17th to review all EMS practices. The department passed with 100% compliance.

7. Board Comments

Mr. Reeves commended both departments on their exemplary organizations and staff. Mr. Reeves expressed his gratitude for the opportunity to serve as a member of the Civil Service Board.

Ms. Daniels also commended both departments for their work and dedication to our community. Mr. Hotard thank Ms. Daniels for her many years of service to the City of Winter Park and its citizens.

Mr. Stutzer has enjoyed his time as a board member and hopes to continue as a member of the Civil Service Board.

8. Upcoming Agenda Items

None.

9. Adjournment

Meeting adjourned at 4:46 p.m.

ATTEST:

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Approved by the board on
/s/ Kathy Reed, Board Secretary