



Civil Service Board Regular Meeting Minutes

February 6, 2024 at 4:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Bill Segal, Javier Rodriguez, Terry Hotard, Tod Meadors, Elizabeth Phillips, Terry Rooth, Wayne Kalish, Police Chief Tim Volkerson, Fire Chief Dan Hagedorn and Recording Secretary, Kathy Reed

Absent

1. Call to Order

Mr. Segal called the meeting to order at 4:00 p.m.

Mr. Segal welcomed everyone to the February 6, 2024, Civil Service Meeting and asked board members to introduce themselves to each other as well as to the members in the audience.

a. Election of Chairman, Vice-Chairman and Chief Examiner

Before moving forward to the election of Chairman, Vice-Chairman, and Chief Examiner, Mr. Segal asked that the position/duties of Chief Examiner be explained to new board members. Chief Volkerson informed that the Chief-Examiner is responsible for overseeing the yearly election of the police and fire representative. The Chief Examiner is responsible for securing and counting the ballots, or they may appoint a designee.

Motion made by Mr. Hotard to elect Mr. Segal as Chairman; seconded by Mr. Rodriguez. Motion carried unanimously with a 7-0 vote.

Motion made by Mr. Segal to elect Mr. Hotard as Vice-Chairman; seconded by Mr. Meadors. Motion carried unanimously with a 7-0 vote.

Motion made by Mr. Hotard to elect Mr. Kalish as Chief Examiner; seconded by Mr. Meadors. Motion carried unanimously with a 7-0 vote.

2. Consent Agenda

a. Approve the minutes of December 5, 2023

Chairman Segal asked for approval of the minutes of December 5, 2023. Hearing no objections, the December 5, 2023, minutes passed by a vote of 7-0.

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

4. Action Items

(Agenda was taken out of order)

a. Off Duty Employment List - Fire Department

Chief Hagedorn requested board members to approve the 2024 Outside Employment List of Fire Department personnel.

Motion made by Mr. Meadors to approve the Outside Employment List of Fire Department personnel; seconded by Mr. Hotard. Motion carried unanimously with a 7-0 vote.

b. Police Applicant Interview

Lieutenant Roesner introduced Police Applicant Kevin Kisow to board members (Mr. Kisow appeared virtually). Mr. Kisow provided a brief background and responded to questions from board members. **Motion made by Mr. Rodriguez to certify the candidate; seconded by Mr. Segal. Motion carried unanimously with a 7-0 vote.**

Chief Volkerson explained the hiring process/steps that are required to gain employment as a sworn officer. The officer candidate must pass a polygraph, psychology assessment, drug screen, physical, previous employment background check and be approved by the Civil Service Board for hire. Candidates will have completed the majority of these steps, if not all, before they are presented to board members for approval.

A brief discussion was held concerning the starting salary of new officers and officers who come to the department with previous law enforcement experience. Currently, the starting pay rate for a new officer is \$24.94/hour. If an officer has previous law enforcement experience, their pay is increased based upon the number of years of experience.

2–5 years = 5% increase

5–7 years = 7% increase

7 years or above= 10% increase.

c. Police Sponsorship Interview

Next, Lieutenant Roesner introduced Police Sponsorship Candidate Alyssa Ewing. Ms. Ewing provided a brief background and responded to questions from board members.

Motion was made by Mr. Hotard to approve Ms. Ewing for sponsorship; seconded by Ms. Phillips. Motion carried unanimously with a 7-0 vote.

d. Request to hold a Civil Service Test-Police

Chairman Segal asked that the Civil Service Test process be explained to new board members. Lieutenant Roesner explained that the Civil Service Test is a basic assessment test that covers reading, writing and math. The Civil Service Test is the first step that a candidate must go through and pass in order to move forward to the application and all other hiring requirements.

Chief Volkerson requested permission to hold a Civil Service Test. **Motion made by Ms. Phillips to allow for a Civil Service Test to be held; seconded by Mr. Hotard. Motion carried unanimously with a 7-0 vote.**

e. Approval of SOP's- Police Department

- SOP 140 Professional Standards
- SOP 144 Performance Evaluations
- SOP 269 Active Assailant Repsonse

Before reviewing the Standard Operating Procedures (SOP's), Chief Volkerson provided a brief background. Standard Operating Procedures are the procedures/policies that govern the department and members of the department. SOP's are created, revised, or removed in order to be consistent with the standards established by the Commission for Florida Law Enforcement Accreditation. SOP's are also presented to the board for revisions/modifications due to legal updates that affect the SOP.

The Fire Department operates under Standard Operating Guidelines(SOG's) which will also be presented to the board for approval as needed.

Chief Volkerson provided the following overview regarding the SOP's

SOP 140- Professional Standards and Compliance was updated to include part of a missing paragraph that was deleted when presented to the board in December, as well as a few minor changes.

SOP 144-Performance Evaluations was changed to include generalized terms, so we are not limited to one specific software and can adapt our annual evaluations to a different platform if needed. The SOP was also modified as to the process an officer can respond to their evaluation.

SOP 269 - Active Assailant Response - added the definition of an ambulance.

Chief Volkerson responded to questions regarding SOP 144.

Motion made by Mr. Rodriguez to approve SOP 140-Profession Standards and Compliance, SOP 144-Performance Evaluations and SOP 269-Active Assailant Response, seconded by Ms. Phillips. Motion unanimously with a 7-0 vote.

Approval of Off-Duty Employment(not on agenda)

Chief Volkerson requested approval for Master Police Officer Gonzalez's request to work off duty with TactiCop Training LLC., and Officer Rodney Jones' request to work as the CEO of Next Level Vending, LLC.

Motion made by Mr. Meadors to approve the Off-Duty Employment request of Master Police Officer Gonzalez and Officer Jones; seconded by Ms. Phillips. Motion carried unanimously with a 7-0 vote.

5. Non-Action Items

None

6. Staff Updates

a. Police Department

- 3 vacancies
- CSO position budgeted for March

b. Fire Department

Battalion Chief Mark Adams retired on January 23, 2024, after 32 1/2 years of service. Due to his retirement, Chief Hagedorn requested approval for a promotional process.

Motion made by Mr. Segal to approve a promotional process; seconded by Ms. Phillips. Motion carried unanimously with a 7-0 vote.

- 2 new firefighters from other agencies were recently hired
- 3 shifts with 24 members per shift. Currently, one shift is one member short

Chief Hagedorn introduced Division Chief of Fire and EMS Operations Dan Devlin, Division Chief of Administration Rich Wales and Division Chief of Safety and Training Jeff Spinelli.

Chief Volkerson introduced Deputy Chief Lisa Suepat.

7. Board Comments

Chairman Segal suggested that each department provide an organizational chart for board members to better understand how each department operates.

A brief discussion was held concerning the recent residential burglaries, citywide

streetlight outages and Friends of Winter Park Police and Fire.

8. Upcoming Agenda Items

None

9. Adjournment

Meeting adjourned at 4:52 p.m.

ATTEST:

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