



Civil Service Board Regular Meeting

Agenda

April 2, 2024 @ 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. Approve the minutes of March 5, 2024
- 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
- 4. Action Items**
 - a. Police Sponsorship Interview
 - b. Applicant Interview - Police
 - c. Request to Hold Promotional Process for Lieutenant and Sergeant-Police
 - d. Review/Discussion-Equal Employment Opportunity Hiring-Police
 - Certification Letter
 - e. Approval of Battalion Chief Promotional Exam List - Fire
 - f. Request to Hold Promotional Process for Lieutenant and Engineer - Fire
- 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

March 5, 2024 at 4:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present:

Vice Chairman Terry Hotard, Chief Examiner Wayne Kalish, Board Members: Dr. Beth Phillips, Terry Rooth and Tod Meadors. Also present: Deputy Police Chief Lisa Suepat, Fire Chief Dan Hagedorn and Recording Secretary Kathy Reed

Absent

Bill Segal, Javier Rodriguez, Chief Tim Volkerson

1. Call to Order

Vice Chairman Hotard called the meeting to order at 4:00 p.m.

2. Consent Agenda

- a. Approve the minutes of February 6, 2024

Motion made by Mr. Kalish to approve the minutes from the February 6, 2024, meeting; seconded by Mr. Meadors. Motion carried unanimously 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. Fire Department SOG's
 - SOG 104 Uniform Dress
 - SOG 403 Public Education Program

Division Chief Dan Devlin presented both SOG's to board members and informed them of the minor changes to each. **Motion made by Mr. Kalish to approve SOG 104 Uniform Dress and SOG 403 Public Education Program; seconded by Dr. Phillips. Motion carried unanimously with a 5-0 vote.**

b. Police Department SOP 125 Training Standards

Deputy Chief Suepat presented SOP 125-Training Standards to board members and informed that the changes were made for grammatical errors and for accreditation purposes. **Motion made by Dr. Phillips to approve SOP 125-Training Standards; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.**

Off Duty Request Employment Request-Sergeant Pam Woehr (not on agenda)

Motion made by Dr. Phillips to approve the off duty employment request of Sergeant Woehr to work as an adjunct instructor at Valencia State College and Seminole State College; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.

c. Off Duty Employment Request-Officer Liquori

Motion made by Dr. Phillips to approve the off duty employment request of Officer Liquori to work as an adjunct instructor at Valencia State College; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.

d. Off Duty Employment Request-Officer Watson

Motion made by Mr. Meadors to approve the off duty request of Officer Watson to work as the Courtesy Officer for the Juno Apartments; seconded by Dr. Phillips. Motion carried unanimously with a 5-0 vote.

5. Non-Action Items

- a. Overview of SOP 120
 - Attachment A
 - Attachment B
 - Certification Letter
 - Discussion/Review April 2, 2024

Deputy Chief Suepat requested board members to review the information provided and any questions/issues would be addressed during the April 2, 2024, meeting. This information is being provided to members to assist in understanding their role in the hiring process of sworn employees.

6. Staff Updates

a. Fire Department

Chief Hagedorn inquired as to how the board members, moving forward, would like to receive the staffing updates from the Fire and Police.
The following options were provided by Chief Hagedorn:

- Monthly Synopsis
- Operational Brief
- Quarterly Updates

Mr. Hotard requested a bullet point executive summary.

In addition to the executive summary, Dr. Phillips asked that additional information be provided pertaining to significant activity or patterns along with department personnel changes.

Mr. Kalish asked for information regarding worker's compensation issues. Chief Hagedorn agreed and the information we can provide regarding worker's compensation trends will now be included.

b. Police Department

No update was provided.

7. Board Comments

Mr. Hotard voiced his concerns about the citywide streetlight outages. A brief discussion followed.

8. Upcoming Agenda Items

None

9. Adjournment

Meeting adjourned at 4:15 p.m.

ATTEST:

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

City of Winter Park Civil Service Board



April 2, 2024

The Winter Park Civil Service Board has reviewed the Winter Park Police Department's hiring practices for sworn police officers. The Board reviewed Standard Operating Procedure 120 (Selection and Hiring Procedures), the Selection Process Outline (SOP 120 Attachment A), the Validation Table for Police Officer (SOP 120 Attachment B) and the City of Winter Park's Job Description for Police Officer.

The Board has reviewed the entire hiring process to include all steps needed to become a Police Officer and has determined that the policy and procedures of the hiring process are documented as job-related and non-discriminatory. The process and elements are relative to and relatable to the job and each element is determined to be job-related and non-discriminatory. In addition, all elements of the hiring process have been determined to be administered, scored, and interpreted in a uniform manner.

This review, verification, validation and certification has been voted on and approved by the Civil Service Board this _____ day of _____, _____.

Civil Service Board Chairperson Signature

Printed Name



Winter Park Fire-Rescue Department

Fire-Rescue Headquarters

343 West Canton Avenue ■ Winter Park, Florida 32789

2024 Winter Park Fire Department Civil Service Eligibility List

The following applicants have successfully completed the Battalion Chief promotional process and are eligible for selection to the position with the Winter Park Fire-Rescue Department:

Lieutenant Damien Pillay
Lieutenant Eric Wheaton



Civil Service Board

agenda item

item type

Staff Updates

meeting date

April 2, 2024

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

Police Department

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

None



Civil Service Board

agenda item

item type

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Fire Department

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None