



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