



Civil Service Board Regular Meeting Minutes

April 2, 2024 at 4:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Chairman Bill Segal, Chief Examiner Wayne Kalish, Board Members: Dr. Beth Phillips, Javier Rodriguez and Tod Meadors. Also present: Police Chief Tim Volkerson, Fire Chief Dan Hagedorn and Recording Secretary Kathy Reed.

Absent

Terry Hotard, Terry Rooth

1. Call to Order

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

Chairman Segal introduced City Manager Randy Knight and Assistant City Manager Michelle del Valle to board members. Mr. Knight provided a brief background regarding the Civil Service Board, Civil Service Code and the function of the board.

2. Consent Agenda

- a. Approve the minutes of March 5, 2024

Motion made by Mr. Rodriguez to approve the minutes from the March 5, 2024, meeting; seconded by Dr. Phillips. 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

Agenda taken out order.

- a. Police Sponsorship Interview

Lieutenant Roesner introduced Police Sponsorship Candidate Scarlet Robbins. Ms. Robbins provided a brief background and responded to questions from board members.

Motion made by Dr. Phillips to approve Ms. Robbins for sponsorship; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.

b. Applicant Interview - Police

Next, Lieutenant Roesner introduced police candidate Eugene Glennon. Mr. Glennon provided a brief background and responded to questions from board members.

Motion made by Mr. Meadors to approve the police candidate; seconded by Dr. Phillips. Motion carried unanimously with a 5-0 vote.

(Not on agenda)

Administrative Reserve Officer Position Interview/Jason Moorehead

Chief Volkerson introduced Administrative Reserve Officer Jason Moorhead. **Motion**

made by Dr. Phillips to approve Administrative Reserve Officer Jason Moorehead; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.

- c. Request to Hold Promotional Process for Lieutenant and Sergeant-Police

Chief Volkerson requested permission to hold a promotional process for Lieutenant and Sergeant. **Motion made by Dr. Phillips to approve the promotional process for Lieutenant and Sergeant; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.**

- d. Review/Discussion-Equal Employment Opportunity Hiring-Police (moved to beginning of agenda)
 - Certification Letter

Lieutenant Roesner gave a brief overview of the Winter Park Police Department's hiring practices for sworn police officers and asked if anyone had any questions. **Hearing none, a motion was made by Dr. Phillips directing the chairman to sign the certification; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.**

- e. Approval of Battalion Chief Promotional Exam List - Fire

Motion made by Dr. Phillips to approve the Battalion Chief Promotional Exam List; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.

- f. Request to Hold Promotional Process for Lieutenant and Engineer - Fire

Chief Hagedorn requested permission to hold a promotional process for Lieutenant and Engineer. **Motion made by Dr. Phillips to approve the promotional process for Lieutenant and Engineer; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.**

5. Non-Action Items

None

6. Staff Updates

a. Police Department

- 3 vacancies
- Mock Accreditation to be held in August or September
- On-site Accreditation to be held in December
- Art Show update
- Numerous marathons upcoming

b. Fire Department

- Thanked all city departments who assisted with the art show.
- **Monthly Stats:**

374 medical calls for service

7 structure fires

36 calls for public assistance

30 false fire alarms

15 malfunctioning fire alarms

7. Board Comments

Dr. Phillips inquired as to changing the time and or day of the Civil Service Meeting. Board Secretary Kathy Reed will add to the May Agenda and will provide additional meeting times for the board to consider.

8. Upcoming Agenda Items

Adjustment of Civil Service Meeting time/day.

9. Adjournment

Meeting adjourned at 4:58 p.m.

ATTEST:

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