



Civil Service Board Regular Meeting

Agenda

August 13, 2024 @ 5:00 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 July 9, 2024.
- 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
- 4. Action Items**
 - a. Officer Candidate Interview-Nicholas Thomas
 - b. Request to hold Civil Service Exam - Police
 - c. Approval of the EMS Supervisor Promotional Exam
 - d. Approval of the Firefighter Civil Exam List
- 5. Non-Action Items**
- 6. Staff Updates**
 - a. Police Department
 - b. Fire Department
- 7. Board Comments**
 - a. Review and Discussion of Board Members' Role in the Hiring Process for Police and Fire Candidates
- 8. Upcoming Agenda Items**
- 9. Adjournment**



Civil Service Board Regular Meeting Minutes

July 9, 2024 at 5:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Board Chair Dr. Phillips; Board Members: Steve Stutzer, Wayne Kalish, Javier Rodriguez and Tod Meadors. Also present: Police Chief Tim Volkerson, Fire Chief Dan Hagedorn and Recording Secretary Kathy Reed

Absent

Terry Rooth

1. Call to Order

Dr. Phillips called the meeting to order at 5:00 p.m.

- a. Election of Vice-Chairman

Dr. Phillips stated that Vice Chair Terry Hotard has been appointed to serve on another city board, therefore the board would need to elect a new vice chair.

Motion made by Mr. Rodriguez to elect Mr. Stutzer as the new vice chair; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.

2. Consent Agenda

- a. Approve the minutes of June 4, 2024

Motion made by Mr. Stutzer to approve the minutes from June 4, 2024; seconded by Mr. Kalish. 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. Officer off of Probation-George Gonzalez

Motion made by Mr. Rodriguez to approve the permanent status of Officer Gonzalez; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.

b. Off Duty Employment Request-Captain McComie

Motion made by Dr. Phillips to approve the off-duty employment request of Captain McComie to work as an instructor; seconded by Mr. Stutzer. Motion carried unanimously with a 5-0 vote.

c. Off Duty Employment Request-Sergeant Combas

Motion made by Dr. Phillips to approve the off duty request of Sergeant Combas to work as an instructor; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.

d. Certification of the Engineer's Eligibility List-Fire Department

Motion made by Mr. Meadors to approve the certification of the Engineer's Eligibility List; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.

e. Fire Departments SOG's

- SOG 210 Firefighting Practices-Special Considerations for Garden Apartment Type Complexes
- SOG 212 Response to Buildings with Automatic Fire Alarm Systems
- SOG 213 Response to Buildings with System Connections
- SOG 318 Post Exposure Prophylaxis Administration

Chief Hagedorn introduced Division Chief Devlin to review SOG's with board members. Division Chief Devlin provided an overview of each SOG and along with Chief Hagedorn and Mr. Meadors answered any questions or concerns from board members. **Motion made by Mr. Meadors to approve all four SOG's listed above; seconded by Mr. Rodriguez. Motion carried unanimously with a 5-0 vote.**

5. Non-Action Items

None

6. Staff Updates

a. Police Department

- June 3rd- 1 officer began employment
- July 8th - 2 officers, 1 Community Service Officer and 1 cadet began employment
- 1 opening-currently interviewing candidates
- July 8th -Cops vs. Kids Dodgeball Game

b. Fire Department

- July 8- hiring process opened - 5 vacancies
- July 9 - Alfredo Escalera promoted to the rank of Engineer.
- July 22-24 - Promotional Process for EMS Captain

7. Board Comments

None

8. Upcoming Agenda Items

a. Relocation of Civil Service Meeting to the Public Safety Building

The board had initially decided to adjust the meeting time from 4:00 p.m. to 5:00 p.m. while keeping the meetings on the first Tuesday of the month. After consultations with the City Clerk and the liaison for the Planning and Zoning Board, it was concluded that this new time slot is not feasible.

The board also discussed the potential relocation of the monthly Civil Service Meeting to the Public Safety Building. It was determined that relocating the meeting to the Public Safety Building was not feasible due to the lack of onsite IT support and the insufficient quality of the audio and video equipment.

Mr. Meadors expressed that holding the meetings at the Public Safety Building could enhance participation from fire and police department members and improve parking for work-related vehicles.

After a brief discussion, it was determined that the meetings would continue to be held in the Commission Chambers. However, the meeting date and time will be changed to the second Tuesday of each month at 5:00 p.m., effective August 13, 2024.

Motion made by Dr. Phillips to continue to hold the meetings in Commission Chambers, but move to the second Tuesday of the month at 5:00 p.m.; seconded by Mr. Kalish. Motion carried with a 4-1 vote. Dr. Phillips voted yes, Mr. Kalish voted yes, Mr. Stutzer voted yes and Mr. Rodriguez voted yes. Mr. Meadors voted nay.

9. Adjournment

Meeting was adjourned at 5:33 p.m.

ATTEST:

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



Civil Service Board

agenda item 4.a

item type

Action Items

meeting date

August 13, 2024

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

Officer Candidate Interview-Nicholas Thomas

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

None



Civil Service Board

agenda item 4.b

item type

Action Items

meeting date

August 13, 2024

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

Request to hold Civil Service Exam - Police

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

None



Civil Service Board

agenda item 4.c

item type

Action Items

meeting date

August 13, 2024

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

Approval of the EMS Supervisor Promotional Exam

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

1. 2024 CSB Eligibility List - EMS Supervisor



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 EMS Supervisor promotional process and are eligible for selection to the position of Captain with the Winter Park Fire-Rescue Department:

Lieutenant Johnathan Castro
Lieutenant Stuart Merrick
Lieutenant Michael Ulmer



Civil Service Board

agenda item 4.d

item type

Action Items

meeting date

August 13, 2024

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

Approval of the Firefighter Civil Exam List

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

1. 2024 CSB Eligibility List - New Hire



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 passed the Firefighter Civil Service Exam and are eligible for selection to the position of Firefighter with the Winter Park Fire-Rescue Department:

Abernathy, Tyler
Agnew, Robert
Arguinizoni, Jordan
Behan, Chris
Bostwick, Joshua
Bowles, Adam
Brana, Kyle
Brennan, Elizabeth
Bruce, Jason
Cotroneo, Evan
Dawson, Jonah
De Pena, Kevin
Decade, Vicsama
Diaz, Kenny
Donovan, Jake
Ferris, Calvin
Franz, Gabrielle
Garcia, Branden
Gawron, Trevor
Guerrero, Omar
Hagedorn, Alex
Hincapie-Cano, Edwin
Hudson, Matthew

Kitchen, Lasia
Ledesma, Luis
Marion, Zachary
Oliver, Lauryl
Otero, Yamil
Pawlowski, John
Perez, Harry
Portu, Jared
Ramirez, Moses
Redmond, Austin
Riggs, Reece
Robertson, Austin
Rodriguez, Fancisco
Rodriguez, Ryan
Scott, Caleb
Snyder, Cory
Taylor, Logan
Thompson, Kenneth
Thorndike, William
Updegraff, Shayze
Zirpoli, Matthew



Civil Service Board

agenda item 6.a

item type

Staff Updates

meeting date

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

Police Department

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

None



Civil Service Board

agenda item 6.b

item type

Staff Updates

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

Fire Department

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

None