



Civil Service Board Regular Meeting

Agenda

September 10, 2024 @ 5:00 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/meetings and include virtual meeting instructions.

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

please note

Times are projected and subject to change.

- 1. Call to Order**
- 2. Consent Agenda**
 - a. Approve the minutes of August 13, 2024
- 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
- 4. Action Items**
 - a. Officers off of Probation-Requesting Permanent Status
Officer Isaias Batista
Officer Preston Newman
Officer Raheem Watts
 - b. Certification of Police Officer Applicant List
 - c. 2024 Fire Department Representative Election
- 5. Non-Action Items**
- 6. Staff Updates**
- 7. Board Comments**
- 8. Upcoming Agenda Items**
- 9. Adjournment**



Civil Service Board Regular Meeting Minutes

August 13, 2024 at 5:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Board Chair Dr. Phillips; Vice Chairman Steve Stutzer; Board Members: Javier Rodriguez, Terry Rooth and Ansley Butts. Also present: Police Chief Tim Volkerson, Fire Chief Dan Hagedorn and Recording Secretary Kathy Reed.

Absent

Wayne Kalish

1. Call to Order

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

2. Consent Agenda

- a. Approve the minutes of July 9, 2024.

Motion made by Mr. Stutzer to approve the minutes from July 9, 2024; seconded by Mr. Rodriguez. 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 Candidate Interview-Nicholas Thomas

Deputy Chief Suepat introduced Police Officer Trainee Candidate Nicholas Thomas to board members. Mr. Thomas provided a brief background and responded to questions from board members. **Motion made by Dr. Phillips to approve Mr. Thomas as a Police Officer Trainee; seconded by Mr. Rodriguez. Motion carried unanimously with a 5-0 vote.**

- b. Request to hold Civil Service Exam - Police

Chief Volkerson requested permission to hold Civil Service Exam. **Motion made by Dr. Phillips to allow for a Civil Service Test to be held; seconded by Mr. Stutzer. Motion carried unanimously with a 5-0 vote.**

- c. Approval of the EMS Supervisor Promotional Exam

Motion made by Dr. Phillips to approve the EMS Supervisor Promotional Exam; seconded by Mr. Rodriguez. Motion carried unanimously with a 5-0 vote.

- d. Approval of the Firefighter Civil Exam List

Motion made by Dr. Phillips to approve the Firefighter Civil Exam List; seconded by Ms. Butts. Motion carried unanimously with a 5-0 vote.

5. Non-Action Items

6. Staff Updates

- a. Police Department

- **Current Status:** Fully staffed.
- **Upcoming Vacancies:** Two potential vacancies due to officers leaving in the near future.
- **Armed Robbery at 7-11 on Howell Branch/Suspect** apprehended and arrested within 4 hours.

- b. Fire Department

- Retired: Captain Tod Meadors -July 31, 2024
- Promotions/reassignments effective July 19, 2024
 - Eric Wheaton promoted to Battalion Chief
 - Brian Momaw promoted to Lieutenant
 - Brittany Kelly promoted to Engineer

7. Board Comments

- a. Review and Discussion of Board Members' Role in the Hiring Process for Police and Fire Candidates

Dr. Phillips addressed the current hiring process and the delay that has been created due to the meetings being rescheduled to the second Tuesday of the month. The requirement for potential new hires to be approved by the board before extending job offers creates a delay. Dr. Phillips suggested that the board not hinder the administrative teams (both fire and police departments) to extend job offers directly, without waiting for the board's approval, given that the candidates have already been thoroughly vetted and approved by the administrative teams and then have the

candidate come in front of the board as an introduction.

A brief discussion followed.

Motion made by Dr. Phillips to allow the administrative arms of the fire and police departments to offer employment prior to final approval by the board; seconded by Ms. Butts. Motion carried unanimously with a 5-0 vote.

8. Upcoming Agenda Items

9. Adjournment

Meeting was adjourned at 5:32 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

September 10, 2024

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

Officers off of Probation-Requesting Permanent Status
Officer Isaias Batista
Officer Preston Newman
Officer Raheem Watts

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

1. Permanant Status-PO

**WINTER PARK POLICE DEPARTMENT
MEMORANDUM**

TO: Chief Timothy R. Volkerson 

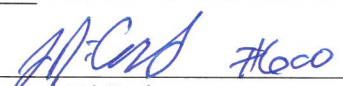
FROM: Captain Scott Williams

DATE: July 23, 2024

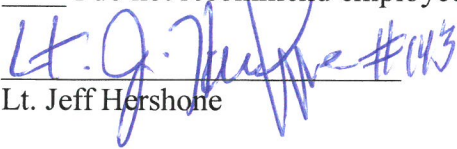
SUBJECT: Probationary Period – Officer Isaias Batista

Police Officer Isaias Batista's one-year probationary period ends on August 21, 2024. Based on your knowledge and observation, please indicate your recommendation below as to whether this employee should be changed to permanent status.

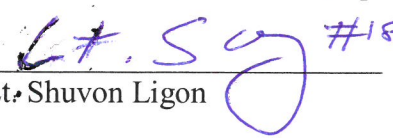
☒ I recommend employee status become permanent.
☐ I do not recommend employee status become permanent.


Lt. Joe DiCarlo

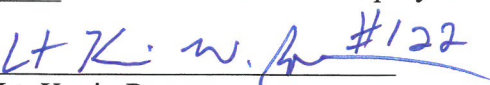
☒ I recommend employee status become permanent.
☐ I do not recommend employee status become permanent.


Lt. Jeff Hershorne

☒ I recommend employee status become permanent.
☐ I do not recommend employee status become permanent.


Lt. Shuvon Ligon

☒ I recommend employee status become permanent.
☐ I do not recommend employee status become permanent.

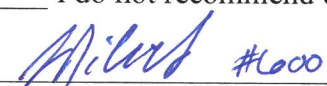

Lt. Kevin Roesner

**WINTER PARK POLICE DEPARTMENT
MEMORANDUM**

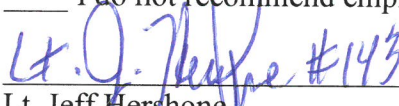
TO: Chief Timothy R. Volkerson 
FROM: Captain Scott Williams
DATE: July 23, 2024
SUBJECT: Probationary Period – Officer Preston Newman

Police Officer Preston Newman's one-year probationary period ends on August 21, 2024. Based on your knowledge and observation, please indicate your recommendation below as to whether this employee should be changed to permanent status.

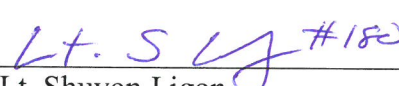
☒ I recommend employee status become permanent.
☐ I do not recommend employee status become permanent.


Lt. Joe DiCarlo

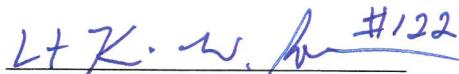
☒ I recommend employee status become permanent.
☐ I do not recommend employee status become permanent.


Lt. Jeff Hershone

☐ I recommend employee status become permanent.
☐ I do not recommend employee status become permanent.


Lt. Shuvon Ligon

☒ I recommend employee status become permanent.
☐ I do not recommend employee status become permanent.

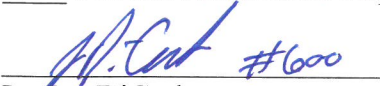

Lt. Kevin Roesner

**WINTER PARK POLICE DEPARTMENT
MEMORANDUM**

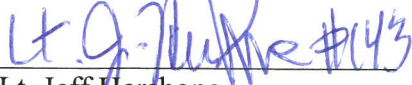
TO: Chief Timothy R. Volkerson 
FROM: Captain Scott Williams
DATE: July 23, 2024
SUBJECT: Probationary Period – Officer Raheem Watts

Police Officer Raheem Watts one-year probationary period ends on August 21, 2024. Based on your knowledge and observation, please indicate your recommendation below as to whether this employee should be changed to permanent status.

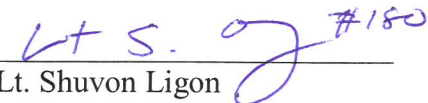
☒ I recommend employee status become permanent.
☐ I do not recommend employee status become permanent.


Lt. Joe DiCarlo

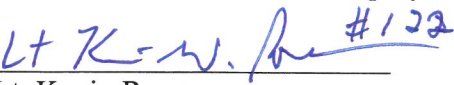
☒ I recommend employee status become permanent.
☐ I do not recommend employee status become permanent.


Lt. Jeff Hershore

☒ I recommend employee status become permanent.
☐ I do not recommend employee status become permanent.


Lt. Shuvon Ligon

☒ I recommend employee status become permanent.
☐ I do not recommend employee status become permanent.


Lt. Kevin Roesner



Civil Service Board

agenda item 4.b

item type

Action Items

meeting date

September 10, 2024

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

Certification of Police Officer Applicant List

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

1. Police Officer Candidates

**WINTER PARK POLICE DEPARTMENT
MEMORANDUM**

To: Chief Tim Volkerson

From: Deputy Chief Lisa Suepat 

Date: September 4, 2024

Subject: Police Officer Candidate(s)

Listed below are the candidates who completed and passed the civil service exam for the position of Police Officer with the Winter Park Police Department. We request the civil service board certify and approve these candidates for the month of September 2024.

Lacee Ryan

Lauren Garcia



Civil Service Board

agenda item 4.c

item type

Action Items

meeting date

September 10, 2024

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

2024 Fire Department Representative Election

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

None