



Civil Service Board Regular Meeting

Agenda

December 10, 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 November 12, 2024
 - 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 - 4. Action Items**
 - a. Police Officer Candidates-December
 - b. SOG 138 Use of Marks and Social Media Policy (Fire Department)
 - 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

agenda item 2.a

item type

Consent Agenda

meeting date

December 10, 2024

prepared by

Kathleen Reed, Administrative Coordinator III

approved by**subject**

Approve the minutes of November 12, 2024

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

1. November 12, 2024 Minutes (2)



Civil Service Board Regular Meeting Minutes

November 12, 2024 at 5:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

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

Absent

Kevin Powers

1. Call to Order

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

2. Consent Agenda

- a. Approve the minutes of September 10, 2024

Dr. Phillips moved to amend the minutes of the September 10, 2024, meeting to accurately reflect the presence of Mr. Kalish; seconded by Ms. Butts. The motion carried unanimously by a 6-0 vote.

Motion made by Mr. Rodriguez to approve the amended minutes from September 10, 2024; seconded by Kalish. The motion carried unanimously by a 6-0 vote.

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker

None.

4. Action Items

- a. Off-Duty Employment-Police Department Personnel

Motion made by Mr. Stutzer to approve the Off-Duty Employment List of Police Department personnel; seconded by Mr. Kalish. The motion carried unanimously by a 6-0 vote.

- b. Police Officer Candidate Approval Request

Motion made by Dr. Phillips to approve the Police Officer Candidate Lists for the months of, September, October and November; seconded by Mr. Kalish. The motion carried unanimously by a 6-0 vote.

The chief also informed that the Department has been awarded funding through a grant for the hiring of two additional police officers. This grant, which totals \$250,000, provides salary funding for a three-year period. It is part of the U.S. Department of Justice's COPS (Community Oriented Policing Services) program, aimed at enhancing community policing efforts. The grant specifically supports the creation of a Homeless Advocacy Response Team (HART), which will focus on addressing the needs of the homeless population within the city. In total, the department will be hiring four officers, with two officers dedicated to homelessness initiatives.

5. Non-Action Items

None

6. Staff Updates

Police Department

- 10/15/24-10/17/24 - completed mock accreditation
- 12/3/24-12/5/24 - onsite accreditation

Fire Department

- 10/21/24—4 new firefighters began the orientation phase and will begin full-time status on 11/11/24
- Assisted Orange County Fire under a mutual aid response for a house fire off of Aloma Ave. 2 victims that were found unconscious, removed from the structure, initiated care on scene and transported to Winter Park Hospital for further medical treatment.
- Responded to a call received from a citizen who reported smelling smoke in an apartment complex. Firefighters responded, discovered a kitchen fire, and forced entry into a unit. They found an unconscious woman, quickly removed her, and transported her to ORMC. She is doing well now.

7. Board Comments

None

8. Upcoming Agenda Items

None

9. Adjournment

Meeting was adjourned at 5:16 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

December 10, 2024

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

Police Officer Candidates-December

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

1. PO Candidates-December

Kathleen Reed

From: Lisa Suepat
Sent: Tuesday, December 3, 2024 9:31 AM
To: Kathleen Reed
Cc: Tim Volkerson
Subject: civil service board

Good morning,

Below is the list of Police Officer candidates to be approved by the civil service board for December.

Nalberto Correa
Dwayne Darrisaw
Vincent Maine

Thanks,
Lisa

Deputy Chief Lisa Suepat
Winter Park Police Department
Administrative/Community Policing Unit
500 N. Virginia Avenue
Winter Park, FL 32789
407-599-3282





Civil Service Board

agenda item 4.b

item type

Action Items

meeting date

December 10, 2024

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

SOG 138 Use of Marks and Social Media Policy (Fire Department)

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

1. NEW WPFDF SOG 138 Use of Marks and Social Media



Winter Park Fire-Rescue department

WPFD.SOG
138

STANDARD OPERATING GUIDELINE

Use of Marks and Social Media Policy

Date Issued	December 10 th , 2024	Revision No.	NEW
Last Review	NEW	Total Pages	2

Purpose: The purpose of the Winter Park Fire-Rescue Department's (WPFD) Use of Marks and Social Media Policy is to establish clear guidelines for the appropriate and respectful use of the department's name, logo, or insignia (the Marks). This policy is designed to protect the reputation and integrity of the department, ensuring that any recognizable Marks associated with WPFD are used in a manner that aligns with its values and public image. This policy is also intended to protect the mission and operations of WPFD by prohibiting certain conduct on social media by WPFD employees which could damage WPFD's reputation among the community.

Scope: The scope of this policy encompasses all individuals and entities, both internal and external, seeking to use the WPFD's Marks for any purpose. All uses of the department's Marks must receive prior approval from the Fire Chief or their designated representative. The Fire Chief or designee holds the sole authority to approve or deny requests based on the potential impact on the department's reputation and operations. This policy also applies to the use of personal social media accounts belonging to all employees, including volunteers, of WPFD.

General: Employees are prohibited from utilizing any of WPFD's Marks in any unofficial or personal communications, including personal email, social media, or any other form of physical or digital media. Employees must not hold themselves out to the public as official representatives of WPFD unless expressly authorized to do so in writing by the Fire Chief. Employees must uphold high standards of personal conduct when communicating via social media and not engage in behaviors which would damage the reputation of WPFD or the City of Winter Park.

138.10 Request and Use of Marks

Requests for using the department's Marks, regardless of the medium, must be submitted in writing to the Fire Chief's office, detailing the intended use context, duration, and any



associated materials or publications. The use of the department's Marks must be respectful and appropriate, avoiding any implication of endorsement of products, services, political campaigns, or controversial issues. Additionally, the department's Marks must not be altered in a way that could misrepresent or defame the department.

The name, logo, and insignia of the Winter Park Fire Department are protected as intellectual property and require permission for use. Any unauthorized use may result in legal action and/or other disciplinary measures. The department reserves the right to request cessation of use and removal of its Marks in any unauthorized or inappropriate context.

138.20 Social Media Use

Employees shall not represent themselves as an official representative of WPFD on any social media post, website, blog, networking site, or any other public platform unless expressly authorized to do so in writing by the Fire Chief. Employees are prohibited from posting or distributing content on their personal social media accounts which could potentially:

- Reflect negatively on the City of Winter Park, WPFD, its mission, or its stakeholders
- Disclose sensitive, confidential, or proprietary information related to the department, its operations, or individuals served
- Present information about emergencies, incidents, or department communications
- Violate any federal, state, or local laws, regulations, or city policies
- Harass, discriminate, or engage in any form of offensive behavior
- Engage in any conduct that brings disrepute to the WPFD

This policy does not restrict the right of employees to engage in any forms of protected speech, including political speech, except to the extent that specific acts of speech may harm WPFD's operations or mission.

This policy is subject to review and amendment at the discretion of the Fire Chief or the City of Winter Park.

Dan Hagedorn
Fire Chief



Civil Service Board

agenda item 6.a

item type

Staff Updates

meeting date

December 10, 2024

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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None