



Civil Service Board Regular Meeting Minutes

March 11, 2025 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, Terry Rooth, George Gonzalez and Zach Collins. Also present: Deputy Police Chief Lisa Suepat, Fire Chief Dan Hagedorn and Recording Secretary Kathy Reed.

Absent

Chief Examiner Wayne Kalish

1. Call to Order

2. Consent Agenda

- a. Approve the minutes of February 11, 2025

Motion made by Mr. Stutzer to approve the minutes from February 11, 2025, seconded by Dr. Phillips. Motion carried unanimously with a 6-0 vote.

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

None.

4. Action Items

- a. Engineer Eligibility List

Motion made by Dr. Phillips to approve the Engineer's Eligibility List; seconded by Mr. Stutzer. The motion carried unanimously by a 6-0 vote.

5. Non-Action Items

- a. Strategic Plan Discussion-Police

Agenda item postponed to the April Civil Service Meeting.

6. Staff Updates

- a. Police Department
 - One officer currently being processed

- Accreditation Manager being processed

- b. Fire Department
 - On 3/16/25, Firefighter Kyle Oak will be promoted to the rank of Engineer.

7. Board Comments

Dr. Phillips discussed the issue of administering Civil Service Exams without having to get approval from the board.

In the past, we have extended the approval for 6 months or asked based on a vacancy.

Dr. Phillips asked for input from other board members as well as Chief Hagedorn and Deputy Chief Suepat.

A brief discussion took place, and it was decided that next month's agenda will include input from each department's Chief to determine when Civil Service Exams are held and move forward with a motion from the board.

Dr. Phillips also provided a brief review of the Florida Sunshine Law.

- **Florida Sunshine Law** reminder: This law, which applies to elected and appointed boards and commissions (like ours), ensures transparency, prevents fraud, corruption, and promotes high ethical standards.

- **Key points to remember as board members:**
 - Meetings must be open to the public with proper notice.
 - Minutes must be taken.
 - We cannot discuss board matters privately, including through personal emails or side conversations.
 - We can seek advice from city managers, attorneys, and chiefs, but all board discussions should be on public record.

- **Penalties for violating the law:**
 - Non-intentional infractions: \$500 fine.
 - Intentional infractions: \$1,000 fine, up to 1 year in jail, and possible removal from office.
 - Reminder to adhere to these rules for transparency and legal compliance.

8. Upcoming Agenda Items

Administering Civil Service Exams

9. Adjournment

Dr. Phillips adjourned the meeting at 5:16 p.m.

ATTEST:

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