



Civil Service Board Regular Meeting

Agenda

May 13, 2025 @ 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 April 8, 2025
- 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
- 4. Action Items**
- 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 Regular Meeting Minutes

April 8, 2025 at 5:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Board Chair Dr. Phillips, Vice Chairman Steve Stutzer, Chief Examiner Wayne Kalish and Board member Ansley Butts. Also present: Fire Chief Dan Hagedorn, Police Chief Tim Volkerson and Recording Secretary Kathy Reed.

Absent

Board Member Terry Rooth
Police Representative George Gonzalez
Fire Representative Zach Collins

1. Call to Order

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

2. Consent Agenda

- a. Approve the minutes of March 11, 2025

Motion made by Dr. Phillips to approve the minutes from March 11, 2025; seconded by Mr. Stutzer. The motion carried unanimously by a 4-0 vote.

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

None.

4. Action Items

- a. Outside Employment Request-FD

Motion made by Dr. Phillips to approve Lt. McAuley's outside employment request to work as a roofing inspector; seconded by Ms. Butts. The motion carried unanimously by a 4-0 vote.

**Off-Duty Employment Request for Officer Dwayne Darrisaw (not on agenda)
Motion made by Dr. Phillips to approve Officer Darrisaw's off-duty employment request to work as a Courtesy Officer; seconded by Mr. Stutzer. The motion carried unanimously by a 4-0 vote.**

- b. Authorization for Chiefs to Determine Civil Service Exam Schedule-Discussion

Motion made by Mr. Stutzer to approve the authorization for the Police and Fire Chief to Determine the Civil Service Exam Schedule; seconded by Ms. Butts . The motion carried unanimously by a 4-0 vote.

5. Non-Action Items

- a. Strategic Plan Discussion-Police

Chief Volkerson stated that one of the requirements for applying for the COPS Grant was for the department to create a strategic plan and follow it for a period of five years. To develop this plan, the department utilized local resources that already had strategic plans in place to help create one tailored to our community.

At this time, Chief Volkerson welcomed any comments or suggestions from the board. A few key points are listed below:

Terminology:

Member-Anyone employed by the department-sworn or civilian

Officer-Sworn employee

Acronyms: Spell out when first mentioned.

H.A.R.T.-Homeless Advocacy Response Team

C.F.A. -Commission for Florida Law Enforcement Accreditation

The Neighborhood Advisory Committee meets to review crime stats, fraud concerns and current areas of concern in the city.

Encourage personnel attendance at Civil Service Board Meetings.

Encourage participation from officers to visit new businesses in the area.

Offer CPTED (Crime Prevention Through Environmental Design) surveys to new and established businesses.

Recruiting events-Officers currently attend events at Winter Park High School, UCF, Lake Technical and job fairs.

No current agreement with any nonprofit organizations/department will assist those in the community as necessary.

Motion made by Dr. Phillips to approve the Strategic Plan with the changes discussed above; seconded by Mr. Stutzer. The motion carried unanimously by a 4-0 vote.

6. Staff Updates

- a. Police Department

Art Show Update-no issues noted.

- Vehicle mitigation was used to ensure the safety of the crowd from vehicle

attacks.

- Rifles were present on officers during the art show to ensure an adequate response if needed.
- One officer to begin during the second pay period of May, which will bring the department to full staff.

b. Fire Department

- 5-year strategic planning to begin in May. The department will use participation from residents, businesses and in-house personnel to help develop the strategic plan.
- New ladder truck is in service/12-year service life
- The Art Festival was a success. No major incidents were documented.

7. Board Comments

Mr. Stutzer stated that he only received positive feedback from friends and colleagues regarding the visible presence of rifles during the art show.

8. Upcoming Agenda Items

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 6.a

item type

Staff Updates

meeting date

May 13, 2025

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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Fire Department

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None