



# Civil Service Board Regular Meeting

## Agenda

**June 10, 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 May 13, 2025
- 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
- 4. Action Items**
  - a. Extended Probation Period(Officer Glennon)- 2 months
- 5. Non-Action Items**
- 6. Staff Updates**
  - a. Police Department
  - b. Fire Department
- 7. Board Comments**
- 8. Upcoming Agenda Items**
- 9. Adjournment**



# agenda item 2.a

**item type**

Consent Agenda

**meeting date**

June 10, 2025

**prepared by**

**approved by**

**subject**

Approve the minutes of May 13, 2025

**motion | recommendation**

**background**

**alternatives | other considerations**

**fiscal impact**

**attachments**

1. May 13, 2025, Minutes



# Civil Service Board Regular Meeting Minutes

**May 13, 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 members Zach Collins and George Gonzalez. Also present: Division Chief Chris Gattis, Police Chief Tim Volkerson and Recording Secretary Kathy Reed.

## **Absent**

Terry Rooth  
Ansley Butts

### **1. Call to Order**

### **2. Consent Agenda**

- a. Approve the minutes of April 8, 2025

**Motion made by Dr. Phillips to approve the minutes from April 8, 2025; seconded by Mr. Kalish. The motion carried unanimously by a 5-0 vote.**

### **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

- Officer Torres and Michael Schaefer, Accreditation Manager, both started on May 12, 2025.
- One officer has resigned
- One officer has opted for early retirement.
- One Community Service Officer has resigned, with the position to be filled at a

later time.

- Community Policing working on background checks for new officers and dispatchers.
- Members of the department are currently in Washington, D.C., participating in National Police Week.

b. Fire Department

- 550 calls for service during the month of April
- New truck is in service.
- Hiring 6 new firefighters-July/August
- Orlando Heath Arnold Palmer Hospital for Children recognized members of Engine 62 and Rescue 62 for their patient care on scene and during a recent trauma alert. The patient, a minor, had been struck by a vehicle while riding an electric scooter.
- FOX 35 Orlando recognized first responders along with Head Lifeguard, Nate Cammacho from the Winter Park Racquet Club, for their efforts in saving the life of a gentleman who drove his truck into the lake.

## **7. Board Comments**

Board Chair Dr. Phillips stated that changes will be forthcoming to update the outdated Civil Service Code and looks forward to board members' participation and contributions throughout this process.

## **8. Upcoming Agenda Items**

## **9. Adjournment**

Meeting adjourned at 5:04 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**

June 10, 2025




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

Extended Probation Period(Officer Glennon)- 2 months

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

1. Probation Extension Memo

**WINTER PARK POLICE DEPARTMENT  
MEMORANDUM**

**To:** Chief Tim Volkerson   
**From:** Captain T.S. Williams  
**Through:** Chain of Command    
**Date:** May 28, 2025  
**Subject:** Recommendation for Probationary Period Extension

During a probationary review of Officer Eugene Glennon several deficiencies were noted to include decision making, report writing, and investigative skills. These issues were noted by Officer Glennon's immediate supervision and are areas of concern as to Officer Glennon's current ability to operate effectively as a one-year officer.

At the suggestion of his immediate command, Officer Glennon was placed on a Performance Improvement Plan on May 25, 2025, in effort to allow him such time to demonstrate his improvement and commitment. Officer Glennon's Performance Improvement Plan is scheduled to end on July 21, 2025.

After speaking with Lieutenant Ponicki, we each agreed Officer Glennon should successfully complete his Performance Improvement Plan before being released from his probationary status. For that reason, I would formally request Officer Glennon's probationary status be extended until such time he successfully completes his Performance Improvement Plan and that he not be released from probationary status until the Civil Service Board convenes at its regularly Scheduled meeting on Tuesday, August 12, 2025, if so approved.



## Civil Service Board

# agenda item 6.a

**item type**

Staff Updates

**meeting date**

June 10, 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

**meeting date**

June 10, 2025

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

Fire Department

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

None