



Civil Service Board Regular Meeting

Agenda

November 11, 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. Minutes of August 12, 2025

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**4. Action Items**

- a. Officers off of Probation
 - Officer Alyssa Ewing
 - Officer Nicholas Thomas

- b. Permanent Status of the following Firefighters:
 - FF John Pawlowski
 - FF Reece Riggs
 - FF Caleb Scott
 - FF Ken Thompson

5. Non-Action Items

- a. Life Saving Award—Officer Nicholas Thomas

- b. Medal of Valor and Officer of the Second Quarter-Senior Police Officer Kyle Noyes

6. Staff Updates

- a. Police Department
 - Review and Discussion of Meeting Frequency

- b. Fire Department

7. Board Comments**8. Upcoming Agenda Items****9. Adjournment**



item type

Consent Agenda

meeting date

November 11, 2025

prepared by

approved by

subject

Minutes of August 12, 2025

motion | recommendation

background

alternatives | other considerations

fiscal impact

attachments

1. August 12, 2025 Minutes (1)



Civil Service Board Regular Meeting Minutes

August 12, 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, Zach Collins and George Gonzalez. Also present: Fire Chief Dan Hagedorn, Police Chief Tim Volkerson and Recording Secretary Kathy Reed

Absent

1. Call to Order

Dr. Phillips called the meeting to order at 5:03 p.m.

2. Consent Agenda

- a. Approve the minutes of July 8, 2025

Motion made by Dr. Phillips to approve the minutes from July 8, 2025; seconded by Mr. Stutzer . The motion carried unanimously by 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 off of Probation
 - Eugene Glennon

Motion made by Dr. Phillips to approve the permanent status of Officer Eugene Glennon; seconded by Ms. Butts. The motion carried unanimously by a 5-0 vote.

- b. Police Officer Candidate Approval Request

Motion made by Dr. Phillips to approve the Police Officer Candidate List; seconded by Mr. Stutzer. The motion carried unanimously by a 5-0 vote.

- c. FD-Eligibility List

Motion made by Dr. Phillips to approve FD Eligibility List; seconded by Ms. Butts. The motion carried unanimously by a 5-0 vote.

5. Non-Action Items

None.

6. Staff Updates

a. Police Department

- **August 11, 2025** – First day of school for the new academic year.
- **New School Opening** – The *Orlando Gifted Academy* has opened a new campus located in Winter Park.
- **Crossing Guard Services** – The city has contracted **All City Management Services, Inc.** to provide professional crossing guard services.
- **August 25, 2025** – Two new officers are scheduled to begin, bringing the department to full staffing levels.

b. Fire Department

- **August 11, 2025** - Physical exam portion scheduled for eligible candidates in the recruitment process.

7. Board Comments

None.

8. Upcoming Agenda Items

None.

9. Adjournment

The meeting was adjourned at 5:11 p.m.

ATTEST:

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



Civil Service Board

agenda item 4.a

item type

Action Items

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Officers off of Probation

- Officer Alyssa Ewing
- Officer Nicholas Thomas

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

1. Ewing
2. Thomas

**WINTER PARK POLICE DEPARTMENT
MEMORANDUM**

TO: Chief Timothy R. Volkerson
FROM: Captain Scott Williams
DATE: August 13, 2025
SUBJECT: Probationary Period – Officer Alyssa Ewing

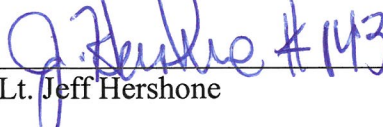
Police Officer Alyssa Ewing’s one-year probationary period ends on August 19th, 2025. Based on your knowledge and observation, please indicate your recommendation below as to whether this employee should be changed to permanent status.

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

 #600

Lt. Joe DiCarlo

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

 #143

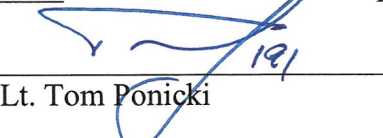
Lt. Jeff Hershone

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

 #180

Lt. Shuvon Ligon

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

 #121

Lt. Tom Ponicki

**WINTER PARK POLICE DEPARTMENT
MEMORANDUM**

TO: Chief Timothy R. Volkerson
FROM: Captain Scott Williams
DATE: September 9, 2025
SUBJECT: Probationary Period – Officer Nicholas Thomas

Police Officer Nicholas Thomas' one-year probationary period ends on September 30, 2025. As his primary supervisors during the probationary period please confer with any other supervisors that have relevant input. After which, indicate your recommendation below as to whether this employee should be changed to permanent status based on your knowledge and observation.

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


Sgt. Jeancarlo Rojas

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


Lt. Joe Dicarlo



item type

Action Items

meeting date

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subject

Permanent Status of the following Firefighters:

- FF John Pawlowski
- FF Reece Riggs
- FF Caleb Scott
- FF Ken Thompson

motion | recommendation

background

alternatives | other considerations

fiscal impact

attachments


1. Permanent Status - Pawlowski
2. Permanent Status - Riggs
3. Permanent Status - Scott
4. Permanent Status - Thompson



Winter Park Fire-Rescue Department

Fire-Rescue Headquarters

343 West Canton Avenue ■ Winter Park, Florida 32789

To: Dan Hagedorn, Fire Chief
From: Scott Ketcham, Lieutenant
Thru: Chain of Command 
Subject: FF Pawlowski Probationary Status
Date: September 28th, 2026

Chief,

It is my opinion that Probationary Firefighter-Candidate FF Pawlowski has demonstrated the skills, knowledge, attitude and ethics necessary to be a member of the Winter Park Fire Department. I am proud to recommend FF Pawlowski for permanent status as a Firefighter/Paramedic with the Winter Park Fire Department.

Respectfully,



Scott Ketcham, Lieutenant



Winter Park Fire-Rescue Department

Fire-Rescue Headquarters

343 West Canton Avenue ■ Winter Park, Florida 32789

To: Dan Hagedorn, Fire Chief
From: Greg Quigley, Lieutenant
Thru: Chain of Command *EW*
Subject: Permanent Employment Status
Date: September 26th, 2025

Chief,

I recommend permanent employment status for firefighter Reece Riggs. Firefighter Riggs has completed all of the requirements as set forth by the training division and Standard Operating Guideline 117.01 Mandatory Job Requirements for Continued Employment Probationary Firefighters / Fire Rescue Division.

Respectfully,

Greg Quigley, Lieutenant



Winter Park Fire-Rescue Department

Fire-Rescue Headquarters

343 West Canton Avenue ■ Winter Park, Florida 32789

To: Dan Hagedorn, Fire Chief

From: Brandon Williams, Lt.

Thru: Chain of Command

Subject: C. Scott probation completion

Date: 09/30/2025

FF Caleb Scott has completed the minimum expectations of a probationary firefighter for WPF. I recommend and enthusiastically endorse his status change to permanent. He is a great addition to the WPF Family.

Respectfully,

Brandon Williams, Lt.




Winter Park Fire-Rescue Department

Fire-Rescue Headquarters

343 West Canton Avenue ■ Winter Park, Florida 32789

To: Dan Hagedorn, Fire Chief

From: Brandon Williams, Lt.

Thru: Chain of Command 

Subject: K. Thompson probation completion

Date: 09/30/2025

FF Ken Thompson has completed the minimum expectations of a probationary firefighter for WPFDF. I recommend and enthusiastically endorse his status change to permanent. He is a great addition to the WPFDF Family.

Respectfully,



Brandon Williams, Lt.



Civil Service Board

agenda item 5.a

item type

Non-Action Items

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

Life Saving Award—Officer Nicholas Thomas

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

None



Civil Service Board

agenda item 5.b

item type

Non-Action Items

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

Medal of Valor and Officer of the Second Quarter-Senior Police Officer Kyle Noyes

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

None



Civil Service Board

agenda item 6.a

item type

Staff Updates

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Police Department

- Review and Discussion of Meeting Frequency

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

None



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agenda item 6.b

item type

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Fire Department

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

None