



Civil Service Board Regular Meeting

Agenda

December 9, 2025 @ 5:00 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/meetings and include virtual meeting instructions.

assistance & appeals

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"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

please note

Times are projected and subject to change.

- 1. Call to Order**
- 2. Consent Agenda**
 - a. Minutes of November 11, 2025
- 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
- 4. Action Items**
 - a. Frequency of Civil Service Meetings
 - b. WPFD SOG 122 Leave Time
 - c. Permission to hold Promotional Process for Sergeant
- 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 9, 2025

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

Minutes of November 11, 2025

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

None



Civil Service Board Regular Meeting Minutes

November 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: Matt Farabaugh and George Gonzalez. Also present: Fire Chief Dan Hagedorn, Police Chief Tim Volkerson and Recording Secretary Kathy Reed.

Absent

Ansley Butts
Zach Collins

1. Call to Order

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

2. Consent Agenda

- a. Minutes of August 12, 2025

Motion made by Mr. Stutzer to approve the minutes from August 12, 2025; seconded by Dr. Phillips. 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. Officers off of Probation
 - Officer Alyssa Ewing
 - Officer Nicholas Thomas

Motion was made by Mr. Gonzalez to approve the permanent status of Officer Ewing and Officer Nick Thomas; the Board approved the motion by consensus.

- b. Permanent Status of the following Firefighters:
 - FF John Pawlowski
 - FF Reece Riggs

- FF Caleb Scott
- FF Ken Thompson

Motion made by Dr. Phillips to approve the permanent status of Firefighters John Pawlowski, Reece Riggs, Caleb Scott and Ken Thompson; seconded by Mr. Stutzer. The motion carried unanimously by a 4-0 vote.

5. Non-Action Items

- a. Life Saving Award—Officer Nicholas Thomas

Chief Volkerson presented Officer Nick Thomas with the Life Saving Award.

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

Chief Volkerson presented Senior Police Officer Kyle Noyes with the Medal of Valor and the Officer of the Second Quarter Award.

6. Staff Updates

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

A brief discussion was held regarding the frequency of Civil Service Meetings and whether to reduce the need. Listed below are a few key points.

- Agendas have become shorter.
- Administrative tasks have been delegated back to department chiefs.
- Fewer meetings would not hinder the operations of either the police or fire and that special meetings can be called if urgent issues arise.
- Members discussed options (bi-monthly or quarterly) and leaned toward quarterly meetings for efficiency and fiscal responsibility.
- Dr. Phillips requested clarification on notice requirements for emergency and disciplinary meetings.
- The board is to vote on meeting frequency in December.

November 20, 2025 - Community Night Out @Police Department - 5:00 p.m. - 7:00 p.m.

Matt Farabaugh, the newest member of the Civil Service Board, introduced himself and provided a brief background.

b. Fire Department

- **December 4, 2025** - Christmas in the Park
- **December 5, 2025** - Winter on the Avenue
- **December 6, 2025** - Ye Olde Hometown Christmas Parade

7. Board Comments

8. Upcoming Agenda Items

Civil Service Meeting Frequency-Action Item on December Agenda
City Clerk to provide notice requirements for emergency and disciplinary meetings

9. Adjournment

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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Frequency of Civil Service Meetings

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

1. civil_service_meeting_proposal
2. MEETING NOTICE

Proposal to Amend Civil Service Advisory Board Meeting Frequency

Submitted to: Winter Park Civil Service Advisory Board

Submitted by: Dr. Beth Phillips, Board Chair

Date: 11 NOV 2025

Subject: Proposal to Change Civil Service Advisory Board Meeting Frequency from Monthly to Quarterly

Background

According to Winter Park Civil Service Code, Section 54-36(b), the Civil Service Advisory Board is currently required to meet once per month. This schedule was originally designed to ensure consistent oversight of civil service matters.

However, recent developments have significantly reduced the need for monthly meetings:

- Over the past 24 months, the Board has delegated many administrative responsibilities to the Fire and Police Chiefs, including hiring approvals and internal personnel actions.
- The last two scheduled meetings (September and October 2025) were cancelled due to a lack of agenda items, further demonstrating the reduced volume of Board business.

Meeting minutes from March 2024, August 2024, February 2025, and July 2025 reflect a consistent trend toward administrative streamlining and reduced reliance on Board-level approvals.

Proposal

Effective January 2026, amend Section 54-36(b) of the Winter Park Civil Service Code to read:

"The Civil Service Advisory Board shall meet once per quarter, or more frequently as deemed necessary. Special meetings may be held with appropriate public notice upon request of the Board Chair, Fire Chief, Police Chief, or other City Officials as needed, particularly for any semi-judicial oversight actions related to this Board."

This language ensures flexibility for urgent or exceptional matters while reducing the regular meeting burden.

Potential Conflicts and Mitigation

1. Risk of Delayed Oversight

- Mitigation: The inclusion of special meeting provisions ensures that any urgent or semi-judicial matters can be addressed promptly upon request by relevant officials.

2. Compliance with Civil Service Code

- Mitigation: The City Attorney will be consulted to determine whether this change requires a formal amendment to the Civil Service Code. If so, this proposal will be presented to the City Commission for review and approval.

Conclusion

This proposal reflects the evolving administrative structure and reduced need for monthly Civil Service Advisory Board meetings. Transitioning to a quarterly schedule will maintain oversight while improving efficiency and reducing unnecessary administrative and expense burdens.


Sec. 74-52. Civil service board—Generally.

(e) *Meetings.* The regular meetings of the board shall be held at 7:30 p.m. on the third Tuesday of each month at city hall or at such other places and times as a majority of the board may agree upon from time to time. Special meetings of the board may be called at any time by the chairman or any member of the board by giving at least 12 hours' personal notice to all members or at least 24 hours' mailed notice to all members or, for an emergency, such notice as may be deemed to be reasonable under the circumstances. Notice of special meetings may be waived by the board members. A majority of the board shall constitute a quorum at any meeting.

Notice for disciplinary hearings are here:

Sec. 74-66. Appeal and hearing.

(a) Any permanent employee of the police or fire department who shall be served with charges under this article or who may be suspended or discharged may appeal such suspension or discharge and demand a hearing on the charges filed against him by filing with the chairman or chief examiner of the civil service board a written notice of appeal within ten days of the day he was served with notice of his suspension, discharge or charges. Such appeal or request for hearing shall be deemed perfected when a notice thereof is filed in the office of the city clerk or with the chairman of the civil service board or with the chief examiner of the civil service board. The notice shall state the date and the nature of the disciplinary action appealed from. The board shall hear any such appeal or request for hearing within 30 days from the date of receipt of the appeal or request for hearing as provided in this subsection. Written notice shall be given to all interested parties to such appeal or hearing of the time and place of the hearing of the appeal. The board, with the written concurrence of the appellant, may extend the time for the commencement of such hearing when the board shall determine that circumstances warrant such an extension. However, no such extension shall be granted unless the appellant shall concur.

 <p>City of Winter Park 401 S. Park Avenue cityofwinterpark.org</p>	<p>Rene Cranis <i>CMC, FCRM</i> City Clerk Administration</p>
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item type

Action Items

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subject

WPFD SOG 122 Leave Time

motion | recommendation

background

alternatives | other considerations

fiscal impact

attachments

1. WPFD SOG 122 Leave Time



Winter Park Fire-Rescue department

WPF.D.SOG
122

STANDARD OPERATING GUIDELINE

Leave Time

Date Issued	December 6 th , 2005	Revision No.	V
Last Review	December 8 th , 2025	Total Pages	5

Purpose: To establish a guideline by which all employees may earn and utilize leave in accordance with the City of Winter Park Personnel Policy Manual ~~Sections 5.05, 5.06, 5.07.~~

Scope: This procedure is placed in this manual so that all employees will have an understanding of the procedures for the use of all forms of leave granted by the City. It is not intended to supersede any policy set forth by the City for the use of any granted leave.

General: For the purpose of this guideline, the terms Vacation Leave and Personal Leave shall be considered synonymous, dependent on which leave is currently applicable to the stated employee group. All department employees are subject to this procedure.

122.01 Paid Time Off (PTO)

PTO will be earned and used in accordance with the Personnel Policy Manual and the Agreement with IAFF Local 1598. Accrued leave is posted on each employee's pay statement on a biweekly basis. Additionally, each ~~shift Battalion Chief may access the City's system to provide an employee~~ employee may access the City's system to view their current leave balance.

Fire-Rescue

- ~~PTO~~ Annual vacation selection will be made on a rank, then seniority basis, with the highest ranking, most senior member on the shift picking first.
- Battalion Chiefs will not be participating in the annual vacation picks selections (other than to administer the picks) and will not be occupying any of the vacation slots allotted to each shift. Battalion Chiefs will pick requests separately with the Division Chief of Fire and EMS Operations, who will grant or deny vacation requests based on the operational needs of the Department.



- Other than for an emergency condition (as defined below), each shift will be guaranteed ~~four (4) vacation slots per duty day for which members can request the use of vacation leave~~ five (5) slots per duty day for scheduled leave and Kelly Day assignments.
- The annual vacation selections will be made each year during the month of December for the following calendar year [through January 3rd](#).
- Vacation choices made on the set December date for shift choices shall be limited to what the employee has accrued at that point and time. At no time will an employee be allowed to schedule vacation leave based on a future accrual.
- Vacation requests of 12 or more will be considered a "full" vacation request. Vacation requests less than 12 hours will be considered a "partial" vacation request. A full vacation request will have priority over a partial vacation request.
- In the event that a vacation request (which is not a full 24-hour request) is scheduled and the shift falls below minimum staffing, the Department will work to provide a replacement for the requestor. However, the requestor will not be allowed to leave shift until such time that the replacement reports for duty. At no time will any units go out of service so that the requester can leave work.
- If a member is transferred ~~and the Department is the cause of the transfer~~ [to meet the operational needs of the department](#), then that member's scheduled vacation during a specific corresponding timeframe will be granted. Transfers of a person who has been promoted, as well as transfers that are requested by a member, are exempt from the above guarantee.
- Cancellation of a scheduled vacation request shall be done no later than 1900 hours on the calendar day before by contacting the on-duty Battalion Chief.
- Requests for a scheduled vacation request must be made to your Battalion Chief 12 hours prior to the duty day on which the vacation leave will be taken. ~~Any other requests within 12 hours must be made directly to the Battalion Chief by phone in order for the leave to be granted based on availability.~~ [The Battalion Chief may award the use of Personal Leave within 12 hours of an assigned shift if the approval will not force the use of overtime to maintain minimum staffing.](#)
- Requests for vacation leave other than during the annual pick will be made to the Battalion Chief via the department-approved scheduling system unless within the 12-hour window as stated above.

Office of the Fire Marshal



The Fire Marshal shall have the responsibility for scheduling vacation leave and personal leave among those employees assigned to that Division. At least one employee of the Office of the Fire Marshal must be available at all times.

Fire Administration

The Fire Chief shall have the responsibility for scheduling personal leave for those employees in Fire Administration. In addition, the Division Chief of Fire and EMS Operations shall be responsible for all leave and scheduling of the Battalion Chiefs in the Fire-Rescue Division.

122.02 Medical Absence Leave Usage

Long Term Medical (LTM) or PTO shall be accrued and used in accordance with the Personnel Policy Manual. An employee unable to report for duty due to illness shall, as soon as possible, notify the Fire Department. The employee must call the head of his/her respective division as soon as the employee is aware they will not be able to work their shift. Sick leave or unscheduled personal leave shall only be used with the approval of the employee's supervisor and shall not be authorized prior to the time it is earned and credited to the employee.

A medical certificate verifying the period of disability must support any illness or injury in excess of two working days. No written verification, no pay.

The City reserves the right to contact the physician for the purpose of verifying the information contained on the medical certificate.

122.03 Call-In Times

Fire-Rescue

Members of the Fire-Rescue Division shall contact the on-duty Battalion Chief as soon as the employee is aware they will not be able to report for duty due to illness. The call-in time prior to your duty day will be no later than 2100 hours on the shift before your scheduled duty day.

If an employee becomes unable to work after 2100, he or she shall contact the on-duty Battalion Chief no later than 0630 on the day of his/her shift.

The employee, when feasible, should make the call and speak to the on-duty Battalion Chief. If the Battalion Chief is unavailable to report to, then you must contact an on-duty



Lieutenant or Company Officer who will immediately relay the information to the Battalion Chief

In the event a Battalion Chief is not able to report for duty due to illness or injury, he/she shall contact the on-duty Battalion Chief, who will immediately contact the Division Chief of Fire and EMS Operations or his/her designee via email or telephone, reporting the cause and duration of the illness and/or injury.

If you call in sick and expect to be paid while off duty, you must remain home with the exception of seeking qualified medical attention or medicine. Exceptions to staying home may be granted by the Fire Chief, Division Chief of Fire and EMS Operations, or the Human Resources Director. Depending on the type of illness or injury and the duration of your sick leave, you may be asked to have a release from a qualified physician before returning to duty.

122.04 Office of the Fire Marshal

Personnel will follow the same procedures as are listed for Fire Suppression Division Personnel except personnel in this division shall notify the Fire Marshal.

122.05 Fire Administration

The Fire Chief shall notify the Division Chief of Fire and EMS Operations of his absence and the Division Chief of Fire and EMS Operations shall notify the on-duty Battalion Chief. The Division Chief of Fire and EMS Operations and the Fire Marshal shall notify the Fire Chief or his designee.

122.06 Leave of Absence

See City of Winter Park Personnel Policy Manual

122.07 Time Trade Leave

Refer to *WPPFD SOG 123 Authorized System of Trading Time*.

A ~~leave request form will be completed with all necessary signatures~~ Time Trade Request will be completed and approved on the duty day prior to the duty day the exchange is to take place. Time trades will be on a rank for rank basis only.



All personnel should be aware that it is the responsibility of the stand-by person to fulfill this agreement and to report for duty on the day of the exchange. If the stand-by person does not report for duty, the employee requesting the stand-by will be charged with **vacation leave unscheduled PTO – unexcused**.

122.08 Kelly Days

In accordance with the current labor agreement, Kelly Days shall be issued as a means of reducing the overall working hours of Fire-Rescue members. Changes within the labor agreement shall provide an updated version by which the Department shall operate in relation to Kelly Days until such time as this guideline is updated to reflect any current change. The following shall act as guideline points for the scheduling and use of Kelly Days.

- Kelly Days will be assigned on an annual basis on or before the beginning of the calendar year. The number of Kelly Days shall be determined by the Collective Bargaining Agreement.
- Kelly Days can be traded with other members of the same shift. Any Kelly Days trades are subject to approval by the Battalion Chief according to staffing requirements.

122.09 Kelly Day Work Back

A member may choose to work back their assigned Kelly Day if staffing drops below the minimum.

A member must notify their Lieutenant and Battalion Chief and off-going Battalion Chief in writing/email by 1800 the shift prior to the assigned Kelly Day to be considered eligible for Work Back.

If more than one member requests to work back their Kelly Day, work back shall be assigned by rank, then seniority on a rotational basis.

122.10 Emergency Conditions

For the purpose of this guideline, emergency conditions are defined as any conditions determined by the Fire Chief or his designee that could alter and/or supersede the procedures and processes listed within this guideline. It is understood that when the Department is operating under its established Emergency Plan, emergency conditions are in effect and can affect staffing needs and the leave processes.



Leave Time

WPFD.SOG
122

A handwritten signature in black ink, appearing to read "Dan Hagedorn".

Dan Hagedorn
Fire Chief



Civil Service Board

agenda item 4.c

item type

Action Items

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

Permission to hold Promotional Process for Sergeant

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

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

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

None