



Civil Service Board Regular Meeting Minutes

December 9, 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, Ansley Butts and George Gonzalez. Also present: Fire Chief Dan Hagedorn, Police Chief Tim Volkerson and Recording Secretary Kathy Reed

Absent

Zach Collins

1. Call to Order

Chairman Dr. Phillips called the meeting to order and read the decorum statement.

2. Consent Agenda

- a. Minutes of November 11, 2025

Motion made by Mr. Stutzer to approve the minutes from November 11, 2025; seconded by Dr. Phillips. 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

The agenda was taken out of order to address Item A-Frequency of Civil Service Meetings as the last Action Item.

- a. Frequency of Civil Service Meetings

Dr. Phillips asked that the following modifications be made pertaining to her proposal:

- **Section 54-36 was revised to Section 74-52**
- **Civil Service Advisory Board was revised to the Civil Service Board**

Dr. Phillips asked if anyone had any questions or concerns about the proposal of moving the civil service meetings to a quarterly basis. Hearing none, Dr. Phillip made a

motion for approval. Hearing no objections, the motion for quarterly meetings was approved with a 5-0 vote.

- Quarterly meetings will start in January 2026.
- The second Tuesday of the month at 5:00 p.m.
- If needed, the board will convene for emergency matters.

b. WPFD SOG 122 Leave Time

Chief Hagedorn informed board members that the union passed a new contract about three weeks ago. The contract is retroactive to October 1st, and as part of the agreement, several negotiated language changes are now being reflected in the WPFD SOG 122-Leave Time. Chief Hagedorn asked if any board members had any questions or concerns. Hearing none, the board moved on to the next agenda item.

c. Permission to hold Promotional Process for Sergeant

Motion made by Mr. Stutzer to approve the promotional process for Sergeant; seconded by Ms. Butts. The motion carried unanimously by a 5-0 vote.

At this time, Mr. Stutzer requested to return to Agenda Item B – WPFD SOG 122, Leave Time, for approval. Dr. Phillips asked if everyone had an opportunity to review the item and if there were any questions or concerns. Hearing none, Dr. Phillips proceeded with a motion to approve SOG 122. The motion carried unanimously with a 5–0 vote.

5. Non-Action Items

None

6. Staff Updates

a. Police Department

The City of Winter Park hosted three Christmas events from December 4–6: Christmas in the Park, Winter on the Avenue and the Christmas Parade.

- All events were successful.
- There were minimal police and fire incidents.

b. Fire Department

- All weekend events were successful.
- All City staff worked extremely hard during this weekend's festivities.
- **December 10, 2025** — Santa Shift Open House 5 p.m. to 7 p.m.

7. Board Comments

None.

8. Upcoming Agenda Items

None.

9. Adjournment

Meeting adjourned at 5:13 p.m.

ATTEST:

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