



Civil Service Board Regular Meeting

Agenda

February 10, 2026 @ 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

- a. Election of Chairman, Vice-Chairman and Chief Examiner

2. Consent Agenda

- a. Minutes of December 9, 2025

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

- a. 2026 Police Department Representative Election
- b. Permanent Status of Officers:
 - Scarlet Robbins
 - Dwayne Darrisaw
 - Vincent Maine
- c. Certification of Sergeant's Eligibility List
- d. Fire Department Outside Employment List
- e. Permanent Status of Firefighters
 - Tyler Abernathy
 - Edwin Hincapie-Cano

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

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

Minutes of December 9, 2025

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

None



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



Civil Service Board

agenda item 4.a

item type

Action Items

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2026 Police Department Representative Election

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

1. 2026 Civil Service Representative

**WINTER PARK POLICE DEPARTMENT
MEMORANDUM**

TO: All Sworn Personnel

FROM: Timothy R. Volkerson 
Chief of Police

DATE: December 8, 2025

SUBJECT: 2026 Civil Service Board Representative

The Civil Service Board Representative Nomination sheet reflected the sole nomination of Officer George Gonzalez. Therefore, Officer Gonzalez will remain as the Civil Service Board Representative for another one-year term. Congratulations!!



item type

Action Items

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approved by

subject

Permanent Status of Officers:

- Scarlet Robbins
- Dwayne Darrisaw
- Vincent Maine

motion | recommendation

background


alternatives | other considerations

fiscal impact

attachments

1. Perm status memos

**WINTER PARK POLICE DEPARTMENT
MEMORANDUM**

TO: Chief Timothy R. Volkerson 
FROM: Captain Scott Williams
DATE: January 8, 2026
SUBJECT: Probationary Period – Officer Scarlet Robbins

Police Officer Scarlet Robbins' one-year probationary period ended on November 11, 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.


Lt. Joe DiCarlo

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


Sgt. Jeancarlo Rojas

**WINTER PARK POLICE DEPARTMENT
MEMORANDUM**

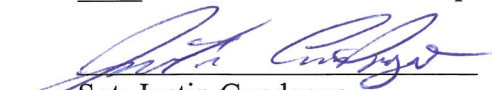
TO: Chief Timothy R. Volkerson 
FROM: Captain Scott Williams 
DATE: January 8, 2026
SUBJECT: Probationary Period – Officer Dwayne Darrisaw

Police Officer Dwayne Darrisaws’ one-year probationary period ends on January 21, 2026. 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.



Lt. Tom Ponicki

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



Sgt. Justin Guadagno

**WINTER PARK POLICE DEPARTMENT
MEMORANDUM**

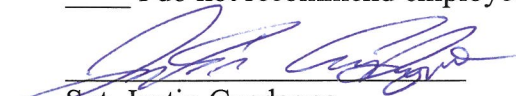
TO: Chief Timothy R. Volkerson 
FROM: Captain Scott Williams 
DATE: January 8, 2026
SUBJECT: Probationary Period – Officer Vincent Maine

Police Officer Vincent Maines' one-year probationary period ends on January 21, 2026. 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.

Lt. Tom Ponicki

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



Sgt. Justin Guadagno



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agenda item 4.c

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Certification of Sergeant's Eligibility List

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

1. Sgt. Eligibility List 2026

**WINTER PARK POLICE DEPARTMENT
MEMORANDUM**

TO: All Personnel

FROM: Tim Volkerson 
Chief of Police

DATE: January 15, 2026

SUBJECT: Sergeant's Eligibility List

The following employees listed in alphabetical order were chosen by the Promotional Board as eligible for the position of Sergeant. This list will be presented to the Civil Service Board on Tuesday, February 10th, 2026 for certification.

Craig Campbell
Kyle Liquori
Daniel Pushor
Gordon Shyy
Nadia Terc



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Fire Department Outside Employment List

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

1. 2026 OUTSIDE EMPLOYMENT-CSB



343 West Canton Avenue • Winter Park, Florida 32789

407-599-3298 • 407-599-3231 fax • wpfd.org

Fire-Rescue

2026 OUTSIDE EMPLOYMENT CIVIL SERVICE LIST
Winter Park Fire Department

<u>Name</u>	<u>Company</u>
Bonnell, John	South West Aquatics Club
Ketcham, Scott	Professional Testing Consultants
Ketcham, Scott	Valencia
Ketcham, Scott	VES
McAuley, Scott	Garland Co.
Merrick, Stuart	Valencia Swimming Pool Inspection Services, Inc
Michlin, Rachel	
Petravich, Nicholas	Valencia
Templeton, Michael	Valencia
Tobin, Tom	Valencia
Wales, Rich	Global Medical Response
Wheaton, Eric	VES



item type

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Permanent Status of Firefighters

- Tyler Abernathy
- Edwin Hincapie-Cano

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attachments

1. Abernathy
2. Hincapie



City of Winter Park Fire-Rescue Department
343 West Canton Avenue ~ Winter Park, Florida 32789

To: Dan Hagedorn, Fire Chief

From: Damien Pillay, Battalion Chief

Through: Chain of Command

DP *DP* *DH*

Subject: Tyler Abernathy - Probationary Status

Date: 12/30/2025

It is my opinion that Probationary Firefighter-Candidate Tyler Abernathy 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 Abernathy for **Permanent** status as a Firefighter/Paramedic with the Winter Park Fire Department.

Respectfully,

Damien Pillay, Battalion Chief – A Shift



Winter Park Fire-Rescue Department

Fire-Rescue Headquarters

343 West Canton Avenue ■ Winter Park, Florida 32789

Date: December 29, 2025

To: Chain of Command *EW* *CD* *DH*

From: Lieutenant Bonnell

Subject: Permanent Status

This letter is to inform the department that Mr. Edwin Hincapie has completed all of his requirements for his first-year probation with extraordinary service. I am recommending Mr. Hincapie for permanent status with the Winter Park Fire Department.

John Bonnell

Lieutenant / Paramedic

City of Winter Park Fire Department



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Staff Updates

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Police Department

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None



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Staff Updates

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Fire Department

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None