



Civil Service Board Regular Meeting

Agenda

November 2, 2021 @ 4:00 pm

City Hall | Commission Chambers

401 S. Park Ave. | Winter Park, Florida

welcome

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

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"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 for October 5, 2021](#) 5 minutes
 3. **Staff Updates**
 4. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 5. **Non-Action Items**
 6. **Action Items**
 - a. [Officers off of Probation](#) 5 min
 - [Craig Campbell](#)
 - [Justin Guadagno](#)
 - [Vukanson Marc](#)
 - [Kiara O'Hara](#)
 - b. [Police Applicant Interview- Alicia Spain](#) 5 minutes
 - c. [Certification of Engineer's List](#) 5 minutes
 7. **Public Hearings**
 8. **Board Comments**
 9. **Adjournment**



Civil Service Board **agenda item**

item type	Consent Agenda	meeting date	November 2, 2021
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Minutes for October 5, 2021

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[October 5, 2021.pdf](#)



Civil Service Board Minutes

Regular Scheduled Meeting

October 05, 2021 at 4:00p.m.

City Hall | Commission Chambers
401 s. Park Avenue | Winter Park, Florida

Present:

Kip Marchman, Chairman
Steve Stutzer, Vice Chairman
Pitt Warner, Chief Examiner (via phone)
Mary Daniels, Board Member
Stockton Reeves, Board Member
Tod Meadors, Fire Representative (virtual appearance)
Javier Rodriguez, Police Representative

Police Chief Michael Deal
Fire Chief Dan Hagedorn

1. Call to Order

Chairman Marchman called the meeting to order at 4:00 p.m.

2. Consent Agenda

a. Approval of the September 7, 2021 Minutes

Motion made by Mr. Reeves and seconded by Mr. Stutzer to approve the minutes from the September 7, 2021 Regular Meeting. Motion carried unanimously with a 7-0 vote.

b. Approval of the September 20, 2021 Special Set Meeting Minutes

Motion made by Mr. Rodriguez and seconded by Ms. Daniels to approve the minutes from the September 20, 2021 Special Set Meeting. Motion carried unanimously with a 7-0 vote.

Agenda was taken out of order

6. Action Items

- #### d. Firefighter Applicant Interviews
- Caleb Recicar

- **Christopher Takacs**

Division Chief Jeff Spinelli introduced firefighter candidates Caleb Recicar and Christopher Takacs to board members. Each candidate provided a brief background and responded to questions by board members. Motion was made by Mr. Reeves and seconded by Mr. Stutzer to certify both candidates listed above. Motion carried unanimously with a 7-0 vote

- a. SOP 266 Bomb Threats**

Lieutenant Garvin McComie presented SOP 266-Bomb Threats to board members and answered questions. Lt. McComie stated that SOP 266 has been reviewed by Chief Deal, all Division Chiefs and approved by Legal Counsel, Erin DeYoung. Motion was made by Mr. Rodriguez and seconded by Mr. Reeves to approve SOP 266. Motion carried unanimously with a 7-0 vote.

- b. SOP 300 Investigations**

SOP 300-Investigations was presented to board members by Lieutenant McComie. Division Chief Marcum answered questions regarding the destruction of records asked by Mr. Warner. Lt. McComie stated that SOP 300 has been reviewed by Chief Deal, all Division Chiefs and approved by Legal Counsel, Erin DeYoung. Motion was made by Mr. Reeves and seconded by Mr. Rodriguez to approve SOP 300. Motion carried unanimously with a 7-0 vote.

- c. SOP 374 Electronic Files**

Lt. McComie presented SOP 374-Electronic Files to the board members and answered questions. Lt. McComie stated that SOP 374-Electronic Files has been reviewed by Chief Deal, all Division Chiefs and approved by Legal Counsel, Erin DeYoung. Motion was made by Mr. Rodriguez and seconded by Mr. Stutzer to approve SOP 374. Motion carried unanimously with a 7-0 vote.

3. Staff Updates

Police Department Update

- 2 open positions
- October 5th- National Night Out
- October 18th - 2 new officers start their orientation phase
- October 26th-28th - onsite reaccreditation

Fire Department Update

- October 5th National Night Out
- October 7th-8th Ambulance Service Accreditation

At this time, Mr. Reeves inquired as to the number of ambulances the fire department currently has in service. Chief Hagedorn responded that the department has 2 ambulances in service. A brief discussion followed.

4. Citizens Comments (for items not on the agenda)

None.

5. Non-Action Items

None

7. Public Hearings

None

8. Board Comments

None

9. Adjournment

Minutes approved by the board on November 2, 2021.

Kathy Reed
Recording Secretary



Civil Service Board **agenda item**

item type Action Items	meeting date November 2, 2021
prepared by Kathleen Reed	approved by
board approval	
strategic objective	

subject

Officers off of Probation

- Craig Campbell
- Justin Guadagno
- Vukanson Marc
- Kiara O'Hara

motion / recommendation

background

alternatives / other considerations

fiscal impact



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ATTACHMENTS:

[Engineers List.pdf](#)



Winter Park Fire-Rescue Department

Fire-Rescue Headquarters

343 West Canton Avenue ■ Winter Park, Florida 32789

2021 Engineers List

- Jermaine Daniels
- Alfredo Escalera
- Kyle Hoag
- Anthony Mehrtens
- William Wharton