



Civil Service Board Minutes

Regular Scheduled Meeting

October 4, 2022 at 4:00 p.m.

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

Present:

Chairman Kip Marchman, Vice Chairman Steve Stutzer, Chief Examiner Pitt Warner, Board Members: Mary Daniels, Stockton Reeves, Javier Rodriguez and Tod Meadors.

Chief Tim Volkerson and Chief Dan Hagedorn.

1. Call to Order

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

2. Consent Agenda

a. Minutes for September 6, 2022

Motion made by Mr. Reeves and seconded by Mr. Rodriguez to approve the minutes from the September 6, 2022, Regular Meeting. Motion carried unanimously with a 7-0 vote.

3. Public Comments (for items not on the agenda)

None.

4. Action Items (taken out of order)

b. Applicant Interview-Anthony DeJesus

Division Chief Jeff Spinelli introduced firefighter candidate Anthony DeJesus to board members. Mr. DeJesus provided a brief background and responded to questions by board members. Motion was made by Mr. Reeves and seconded by Ms. Daniels to certify the candidate. Motion carried unanimously with a 7-0 vote

a. Fire Department SOG's

- SOG 100 Department Standard Operating Guidelines, Revisions, and City Policies
- SOG 101 Chain of Command and Delegation of Authority
- SOG 102 Personnel Assignments, Minimum Staffing and Out of Grade Assignments
- SOG 103 Daily Operations
- SOG 104 Uniform Dress
- SOG 105 Personnel Transfers
- SOG 106 Employee Transfers between Fire-Rescue, Fire Administration, and of the Office of the Fire Marshall
- SOG 226 Breathing Apparatus
- SOG 228 Personnel Alert Safety System

Chief Hagedorn informed board members that the above listed SOG's have been reviewed by fire administration, the city's attorney as well as labor attorneys for the union before being presented to the board.

A motion was made at this time by Mr. Reeves and seconded by Mr. Rodriguez to approve all the SOG's listed above. Motion carried unanimously with 7-0 vote.

d. Police Department SOPS

- SOP 108 Computer Use
- SOP 140 Professional Standards
- SOP 222 Use of Force
- SOP 255 Juvenile Procedures
- SOP 380 Communications

Chief Volkerson informed board members that the above SOP's have been reviewed by police administration, legal counsel for the department and the department's accreditation manager prior to being presented to board members for their review.

A brief discussion was held and it was decided that SOP 140 would need to be modified/amended. Under the direction of the Chairman, the board moved forward with the other SOP's and a motion was made by Mr. Stutzer and seconded by Mr. Rodriguez to approve all the SOP's except for SOP 140, Professional Standards. Motion carried unanimously with a 7-0 vote.

Mr. Rodriguez asked that SOP 140-22 OFFICIAL MISCONDUCT/COMPLIANCE HEARING include the following:

Refer to SOP 147- Grievance Procedures for any other complaint(s) involving the investigative process or outcome of the investigation.

Mr. Meadors inquired as to SOP 140-4 (7) Harassment. After a brief discussion was held Mr. Meadors was satisfied with the explanation and withdrew his statements.

A motion was made by Mr. Reeves and seconded by Mr. Meadors to approve SOP 140-Professional Standards with the addition to Refer to SOP 147-Greivenace Procedures. Motion carried unanimously with a 7-0 vote.

6. Non- Action Items

7. Staff Updates

Police Department

- 1 sworn vacancy.
- 1 officer to begin in November/approved by CSB on September 6, 2022.
- Upon approval of the FY 2023 budget October 6, 2022 a new Community Service Position will be created.

Fire Department

- Hurricane Ian After Action Meeting on October 7th, 2022.
- Commission Meeting on October 7th, 2022
 - Approve FY 2023 budget
 - Renewal of the collective bargaining agreement between Firefighters and the City of Winter Park.

8. Board Comments

9. Adjournment

Kathy Reed

Kathy Reed
Recording Secretary