



Civil Service Board Regular Meeting Minutes

September 5, 2023 at 4:00 p.m.

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

Present:

Present in Person: Chairman Steve Stutzer, Vice Chairman Stockton Reeves, Board Members: Terry Hotard, Bill Segal, Javier Rodriguez-Police Representative and Tod Meadors-Fire Department Representative. **Also Present:** Police Chief Tim Volkerson, Division Chief Dan Devlin and Recording Secretary Kathy Reed.

Absent: Chief Examiner Mary Daniels
Chief Dan Hagedorn

(1) Call to Order

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

(2) Consent Agenda

Minutes for August 1, 2023

Motion was made by Mr. Hotard and seconded by Mr. Reeves to approve the minutes from the August 1, 2023 Regular Meeting. Motion carried unanimously with a 6-0 vote.

(3) Public Comments (for items not on Agenda)

None

(4) Action Items

a. Firefighter Permanent Status Approval

- FF Brian Driscoll
- FF Isaiah Mathis
- FF Keyn York

Division Chief Devlin requested board members to approve permanent status for the three firefighters listed above. Motion was made by Mr. Meadors and seconded by Mr. Hotard to approve permanent status for the above firefighters. Motion carried unanimously with a 6-0 vote.

b. Fire Department SOG's

- SOG 233 Selection, Care, Maintenance and Protective Ensembles for Structural Firefighting
- SOG 310 Emergency Medical Services and Patient Transport
- SOG 311 Special EMS Scene Operations
- SOG 318 Post Exposure Prophylaxis Administration (tabled)

At this time, Division Chief Devlin tabled SOG 318 and presented the remaining SOG's to board members

Mr. Reeves inquired as to the utilization of Rescue 64 as presented in SOG 310. Division Chief Devlin informed board members that Rescue 64 is currently not in use 24/7 and is only operational on Tuesday's, Wednesday's and Thursday's. The fire department has requested additional funding for positions in the upcoming budget in order for Rescue 64 to be in service 24/7.

Mr. Segal inquired as to the procedure/process that each department follows regarding SOG's and SOP's before coming for review by board members. Chief Volkerson and Division Chief Devlin stated that the policies are reviewed by Command/Senior Staff, Accreditation Personnel and reviewed by legal before being presented at Civil Service to board members.

A motion was made by Mr. Reeves and seconded by Mr. Hotard to approve SOG 233, SOG 310 and SOG 311. Motion carried unanimously with a 6-0 vote.

c. Approval of SOP's Police

SOP 140-Professional Standards

SOP 250-Handcuffing, Searching and Transporting Person

SOP 260-Agency Owned Vehicular Utilization

SOP 269-Active Assailant Response(new)

SOP 385-Community Service Officer Program

Captain McComie presented the above listed SOP's to board members and answered any questions. A motion was made by Mr. Segal and seconded by Mr. Rodriguez to approve the five SOP's listed above. Motion carried unanimously with a 6-0 vote.

(5) Non-Action Items

None

(6) Staff Updates

a. Police Department

- 3 new officers started on August 21, 2023
- 4 openings

b. Fire Department

- No update at this time.

7) Board Comments

Discussion was held regarding hurricane preparations.

(8) Upcoming Agenda Items

None

(9) Adjournment

Minutes approved by the board on the 3rd day of October, 2023.
/s/ Recording Secretary Kathleen Reed