



Civil Service Board Regular Meeting

Agenda

April 4, 2023 @ 4:00 pm

City Hall | Commission Chambers

401 S. Park Avenue | 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 March 7, 2023](#) 1 minute
 3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Action Items**
 5. **Non-Action Items**
 - a. [Merit Award-Fire Department](#) 3 minutes
 - Engineer Hall
 - Firefighter Brearly
 - Firefighter Escalera
 - Firefighter Quigley
 - Firefighter York
 6. **Staff Updates**
 - a. [Police Department](#) 3 minutes
 - b. [Fire Department](#) 3 minutes
 7. **Board Comments**
 8. **Upcoming Agenda Items**
 9. **Adjournment**



Civil Service Board **agenda item**

item type	Consent Agenda	meeting date	April 4, 2023
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Minutes for March 7, 2023

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[March 7, 2023.pdf](#)



Civil Service Board Regular Meeting Minutes

March 7, 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, Chief Examiner Mary Daniels, Board Members: Terry Hotard, Bill Segal (arrived at 4:10), Tod Meadors- Fire Representative and Javier Rodriguez-Police Representative. **Also Present:** Police Chief Tim Volkerson, Fire Chief Dan Hagedorn, Deputy Chief Pam Marcum and Recording Secretary Stephanie Ecohardt.

(1) Call to Order

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

(2) Consent Agenda

Minutes for February 7, 2023

Motion made by Mr. Hotard and seconded by Ms. Daniels to approve the minutes from the February 7, 2023, Regular Meeting. Motion carried unanimously with a 6-0 vote.

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

None

(4) Action Items (taken out of order)

b. Police Department

1. SOP 300 Investigations
2. SOP 393 Body Warn Cameras-
3. SOP 333-Attachment A-update

Before Deputy Chief Marcum presented the SOP's to board members, Chief Volkerson made a modification to SOP 393 Body Warn Cameras. Chief Volkerson asked that under Section 393-7, J.#4, that the highlighted portion be stricken.

Deputy Chief Marcum reviewed SOP 333-Attachment A and SOP 300 Investigations with board members and answered any questions. A motion to was made by Mr. Reeves and seconded by Mr. Segal to approve SOP 300- Investigations, SOP 393-Body Warn Cameras and SOP 333-Attachment A. Motion carried unanimously with a 7-0 vote.

4. Applicant Interview (deferred until after Fire Department report)

Lieutenant Lisa Suepat introduced police candidate Davion Hampton to board members. Mr. Hampton provided a brief background and responded to questions by board members. Motion was made by Mr. Hotard and seconded by Mr. Segal to certify the candidate. Motion carried unanimously with a 7-0 vote

a. Fire Department

- 1. Approval of Battalion Chief's Promotional List**
- 2. Approval of Lieutenant's Promotional List**

Chief Hagedorn provided board members with a copy of the Battalion Chief's Promotional List and the Lieutenant's Promotional List. Chief Hagedorn gave a brief overview of the promotional process for both Battalion Chief and Lieutenant. At this time, Chief Hagedorn requested board members to certify the eligibility list. A motion was made by Mr. Meadors and by Mr. Hotard to certify the eligibility list for Battalion Chief and Lieutenant. Motion carried unanimously with a 7-0 vote.

3. Permission to hold an Engineer Promotional Process

Chief Hagedorn requested permission to hold a promotional process for Engineer. Motion was made by Mr. Meadors and seconded by Mr. Reeves to hold a promotion process for Lieutenant. Motion carried unanimously with 7-0 vote.

4. Staff Recognition-Division Chief Spinelli

Chief Hagedorn recognized Division Chief Spinelli for his recent designation of Chief Training Officer by the Commission on Professional Credentialing. Chief Spinelli is 1 out of 14 in the State of Florida and 1 out of 206 in the country with this designation.

Motion to hold a Civil Service Test-Police (not on agenda).

Chief Volkerson requested permission to hold a Civil Service Test. Motion was made by Mr. Segal and seconded by Mr. Rodriguez to hold a Civil Service Test. Motion carried unanimously with a 7-0 vote.

(5) Not Action Items

(6) Staff Updates

a. Police Department

- One open position

b. Fire Department

- Fully staffed

A brief discussion was held concerning future annexation.

(7) Board Comments

None

(8) Upcoming Agenda Items

Captain John Montgomery's retirement celebration will be held on April 27th at 9:30 a.m. at the Winter Park Community Center.

(9) Adjournment

Minutes approved by the board on ____ day of April, 2023.
/s/ Recording Secretary Kathleen Reed



Civil Service Board **agenda item**

item type Non-Action Items	meeting date April 4, 2023
prepared by Kathleen Reed	approved by
board approval	
strategic objective	

subject

Merit Award-Fire Department

item list

- Engineer Hall
- Firefighter Brearly
- Firefighter Escalera
- Firefighter Quigley
- Firefighter York

motion / recommendation

background

alternatives / other considerations

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