



Civil Service Board Regular Meeting Minutes

February 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, Board Members Terry Hotard and Tod Meadors, Fire Representative. **Also Present:** Police Chief Tim Volkerson, Fire Chief Dan Hagedorn, Deputy Chief Pam Marcum and Recording Secretary Kathy Reed.

Virtual: Chief Examiner Mary Daniels

Virtual: Javier Rodriguez, Police Representative

Absent: Bill Segal

(1) Call to Order

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

(2) Consent Agenda

Minutes for January 10, 2023

Motion made by Mr. Rodriguez and seconded by Mr. Reeves to approve the minutes from the January 10, 2023, Regular Meeting. Motion carried unanimously with a 6-0 vote.

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

None

(4) Action Items

a. Police Applicant Interviews

- Raheem Watts
- Preston Newman

Deputy Chief Pam Marcum introduced police trainee candidate Preston Newman to board members. Mr. Newman provided a brief background and responded to questions by board members. Motion was made by Mr. Reeves and seconded by Mr. Hotard to certify the candidate. Motion carried unanimously with a 6-0 vote.

Next, Deputy Chief Pam Marcum introduced police trainee candidate Raheem Watts to board members. Mr. Watts also provided a brief background and responded to questions by board members. Motion was made by Mr. Reeves and seconded by Mr. Meadors to certify the candidate. Motion carried unanimously with a 6-0 vote.

b. Officer of off Probation

- **Gordon Shyy**

Chief Volkerson requested Board Members to certify the permanent status of Officer Gordon Shyy. Motion was made by Mr. Rodriguez and seconded by Mr. Hotard to certify the permanent status of Officer Gordon Shyy. Motion carried unanimously with a 6-0 vote.

c. Police Department SOP's

SOP 141 Corrective Action Policy
SOP 216 Conducted Energy Weapon
SOP 260 Agency Owned Vehicular Utilization
SOP 336 Police Officer Trainee Program
SOP 385 Community Service Officer Program

At this time, Mr. Meadors asked that the following corrections be made to SOP 141-9 (B)—the word *have* to be removed.

B. Appeals Process

1. **INFORMAL PERSONNEL ACTION:** Sworn members of the Police Department who wish to appeal any Informal Personnel Action must do so within 48 hours by submitting a written request through their chain of command to their assigned **Captain Division Chief**. The aggrieved sworn shall ~~have~~ be afforded the opportunity to meet with their **Captain Division Chief** and discuss the Informal Personnel Action and present any evidence or testimony in determining if such corrective action should be upheld or modified. The **Captain Division Chief** will make a final decision regarding the award of Informal Personnel Action. The sworn member shall be advised of the decision in writing.

Mr. Meadors also suggested the following corrections for SOP 336-5 (E)—replace review and approve with, *consider for approval*.

- E. The Chief of Police shall select police officer trainee positions. The Civil Service Board shall ~~review and approve~~ each selected trainee candidate.

Chief Volkerson also addressed the issue of pay in SOP 336 and if/when the rate of pay changes the SOP will be brought back to the board for review.

Mr. Stutzer asked about SOP 336-4(4) regarding commission of a felony. Chief Volkerson informed that a commission of a felony is not a conviction of a felony. If an applicant was convicted of a felony, it would automatically disqualify the candidate.

Motion was made by Mr. Rodriguez and seconded by Mr. Reeves to approve all of the SOP's with corrections addressed above. Motion carried unanimously with a 6-0 vote.

d. Promotional Process for Lieutenant-Fire Department

Chief Hagedorn requested permission to hold a promotional process for Lieutenant. Motion was made by Mr. Meadors and seconded by Mr. Reeves to hold a promotion process for Lieutenant. Motion carried unanimously with a 6-0 vote.

(5) Not Action Items

(6) Staff Updates

a. Police Department

- 2 candidates interviewed today will fill forthcoming retirements
- 2 sworn vacancies to fill immediately

b. Fire Department

- Currently in the Promotional Process Phase
- Promotional Candidates list by next meeting

(7) Board Comments

None

(8) Upcoming Agenda Items

PD-Revisions on SOP'S
FD-Revisions on SOG's

(9) Adjournment

Minutes approved by the board on 7th day of March, 2023.

/s/ Recording Secretary Kathleen Reed