



Civil Service Board Regular Meeting Minutes

January 10, 2023 at 4:00 p.m.

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

Present

Present in Person: Vice Chairman Steve Stutzer, Board Members: Stockton Reeves, Terry Hotard, Bill Segal, and Todd Meadors. **Also Present:** Police Chief Tim Volkerson, Fire Chief Dan Hagedorn, Interim Division Chief Dan Devlin and Recording Secretary Kathy Reed.

Virtual: Mary Daniels (joined at 4:15 p.m.)

Absent: Javier Rodriguez

Vice Chairman Steve Stutzer welcomed our two new board members, Terry Hotard and Bill Segal.

(1) Call to Order

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

a. Election of Chairman, Vice-Chairman and Chief Examiner

(Agenda taken out of order)

(2) Consent Agenda

Minutes for December 6, 2022

Motion made by Mr. Meadors and seconded by Mr. Reeves to approve the minutes from the December 6, 2022, Regular Meeting. Motion carried unanimously with a 5-0 vote.

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

None

(4) Action Items

a. Fire Department SOG'S

SOG 231 Operational Procedures for Use of AC Hotstick

SOG 237 Hazardous Materials Response

SOG 501-Dispatching - Communication's Center Procedures

SOG 505 Quality Control Program - Emergency Communications

Mr. Reeves stated that in SOG 505, Eatonville is referred to as the City of Eatonville, when it should state the Town of Eatonville. Correction was noted and SOG 505 will be changed to reflect the Town of Eatonville. Motion was made by Mr. Reeves and seconded by Mr. Hotard to approve the above listed SOG's. Motion carried unanimously with a 5-0 vote.

b. Approval of Outside Employment - Fire Department

Chief Hagedorn requested board members to approve the list of outside employment. At this time, Chief Hagedorn answered questions from board members pertaining to the procedures of outside employment. Motion was made by Mr. Hotard and seconded by Mr. Reeves to approved the list of outside employment. Motion carried unanimously with a 6-0 vote.

c. Police Department SOP's SOP 141 Corrective Action Policy SOP 260 Agency Owned Vehicular Utilization

Chief Volkerson asked that SOP 141 and 260 be postponed to February when Javier Rodriguez the Police Representative is present. Mr. Reeves noted the following corrections to be made: his to their. SOP 141-Page 9 and on Page 10

Nothing in this regulation should be construed as prohibiting on-duty drinking when necessary to maintain cover or further an investigation when authorized to do so by the Chief of Police or his designee. Members are also prohibited from consuming any substance to the extent the on-duty performance is impaired.

4. Medical Examinations/Testing – Cite: City manual 2.07, 7.03

Members shall submit to any legally permissible and reasonable physical, psychiatric, breath test, chemical or laboratory tests or examinations, if ordered by the Chief of Police or his designee to determine fitness for duty or during the course of an internal investigation.

Vice-Chairman Stutzer inquired as to the meaning of a Notice of Caution in SOP 141. Chief Volkerson explained that a Notice of Caution is the last step before an employee will be moved into formal discipline.

d. Request to hold a Civil Service Exam-PD

Chief Volkerson requested to hold a Civil Service Test. Motion was made by Mr. Segal and seconded by Mr. Reeves to allow a Civil Service Test to be held. Motion carried unanimously with a 6-0 vote.

a. Election of Chairman, Vice-Chairman and Chief Examiner

Motion was made by Mr. Meadors to elect Mr. Stutzer as the Chairman. Motion was made by Mr. Segal to elect Mr. Reeves as the Chairman. Mr. Reeves declined at this time.

Ms. Daniels seconded the motion to elect Mr. Stutzer as the Chairman. Motion carried unanimously with a 6-0 vote.

Motion was made by Mr. Meadors to elect Mr. Reeves as the Vice-Chairman.

Motion was seconded by Mr. Hotard to elect Mr. Reeves as Vice-Chairman. Motion carried unanimously with a 6-0 vote.

Motion was made by Mr. Reeves to elect Ms. Daniels as the Chief Examiner. Motion was seconded by Mr. Hotard to elect Ms. Daniels as the Chief Examiner. Motion carried unanimously with a 6-0 vote.

(5) Not Action Items

(6) Staff Updates

a. Police Department

- Ed Bigley has been selected to the newly funded city position as the Community Services Officer. This position will respond to minor crashes and over with property crimes.
- Annabelle Arciniega was promoted to the Senior Property Evidence Technician.
- One open position remains for a Property Evidence Technician.

b. Fire Department

- Two resignations in the last two months/pursuing careers outside of the fire service.
- Staffing is currently even at this time.
- Interim Chief Devlin was appointed to Division Chief of Fire and EMS Operations.
- Fire Department was awarded a federal grant in the amount of \$101,000.00. This grant will allow every intersection to be outfitted with a preemption device and transponders will be mounted in every emergency vehicle.

Chief Hagedorn requested permission to hold testing for the position of Battalion Chief. Motion was made by Mr. Reeves and seconded by Mr. Meadors to allow testing for the position of Battalion Chief. Motion carried unanimously with a 6-0 vote.

(7) Board Comments

Ms. Daniels asked for information regarding the position of Chief Examiner. Ms. Reed will forward requested information to Ms. Daniels.

(8) Upcoming Agenda Items

(9) Adjournment

Minutes approved by the board on February 7, 2023.

Kathy Reed
/s/ Recording Secretary Kathleen Reed