

CITY OF WINTER PARK  
CIVIL SERVICE BOARD  
REGULAR MEETING

October 6, 2015

The regular meeting of the Winter Park Civil Service Board was called to order by the Chairman,  
Gary Brewer 4:00 p.m. in the Public Safety Building, Fire Training  
Room 500 N. Virginia Avenue, Winter Park,

Present:

Gary Brewer, Chairman  
Kip Marchman, Vice-Chairman  
Paula Satcher, Chief Examiner  
Bill Swartz, Board Member  
Johnny Jallad, Board Member  
Tod Meadors, Fire Representative

Chief Brett Railey  
Chief Jim White

Kathy Reed, Recording Secretary

Absent:

Eddie Santos, Police Representative

A quorum was present.

I. Meeting Called to Order

II. Approval of Minutes, Regular Meeting September 1, 2015

Motion made by Mr. Marchman and seconded by Mr. Jallad to approve the minutes from the Regular Meeting held on September 1, 2015. Motion carried.

III. Citizen Comments

No comments at this time.

IV. Police Department

a. FOP Officer of the Month of July and August

Chief Railey presented Officer Coop with the FOP Officer of the month of July, 2015.

Chief Railey presented Officer Foster with the FOP Officer of the month of August, 2015

b. Officers off of Probation

Chief Railey recommended that the Board approve the Permanent Status of the following Officers: Pam Woehr, Ryan Wing, Greg Gerardi and Jason Bracknell.

At this time, a brief discussion was held concerning the vacancies currently at the police department and the decision made by the Commission regarding the four frozen positions. The Commission had decided to eliminate two of the positions therefore leaving two positions to be filled. The department is currently looking to hire five officers to fill the two that were frozen and three positions that were currently vacant. Chief Railey asked the board for permission to continue with the processing of the applicants prior to being interviewed by the Board Members. Motion made by Mr. Marchman and seconded by Mr. Brewer to allow for the hiring process of applicants to continue prior to the applicants being interviewed by the Civil Service Board. Motion carried.

A Motion was made at this time by Mr. Jallad and seconded by Mr. Marchman to approve the permanent status of Officers Pam Woehr, Ryan Wing, Greg Gerardi and Jason Bracknell. Motion Carried.

c. SOP REVISIONS

SOP 100 Organization	SOP 101-Authority
SOP 110 Written Directive System	SOP 115 Fiscal Activities
SOP 140 Pro. Standards and Compliance	SOP 144 Performance Evals.
SOP 166 Weapons Authorization	SOP 180 Extra Duty Employment
SOP 222 Use of Force	SOP 250-Handcuffing, Searching, etc.,
SOP 311 Undercover Surv.	SOP 315 Conf. Informant Procedures
SOP 316 Investigative Funds	SOP 370 Records
SOP 376 Electronic Citations	SOP 390 Prop. and Evidence

Chief Railey asked Lt. Marcum to review the changes/revisions to the listed SOP's. Chief Railey further stated that these changes are from our recent mock accreditation and are just basic housekeeping issues. The Board Members had previously reviewed all SOP's listed and agreed to accept the changes. Motion was made by Mr. Marchman and seconded by Mr. Jallad to accept all the changes made to the listed SOP's above. Motion carried.

Lieutenant Marcum invited all board members to National Night Out which was being held tonight from 6:00 p.m. to 9:00 p.m.

V. Fire Department

a. Fire Safety House –Open House- 1216 Golfside Drive

Chief White invited all members of the Board to attend the open house at 1216 Golfside Drive on October 14, 2015 from 6:00 p.m. to 8:00 p.m. Chief White explained that this was an actual structural fire that they will be using as an education tool to educate citizens about the danger of fire and the importance of smoke detectors. Guided tours will be given.

- b. Fire Rescue Strategic Planning Process External Stakeholder Meeting Tuesday, October 27<sup>th</sup>.

Chief White invited all Board Members to attend the strategic planning process. Formal invitations to follow.

VI. New Business

Chief White announced the retirement of Jack Ryan as of October 1, 2015.

Chief White will be doing a presentation during the December Civil Service Meeting (30 minutes).

Chief White asked permission to hold an Engineers Test. Motion made by Mr. Jallad and seconded by Mr. Meadors to allow for a Engineer's test to be given. Motion carried.

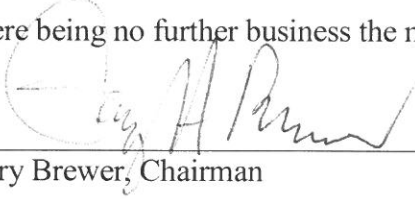
VII. Old Business

Tod Meadors commended dispatch on for their collective effort during the recent snake bite incident.

Mr. Brewer raised the issue of the recent burglaries in the city and if similarities of the cases have been determined. Chief Railey addressed this issue as well as Captain Biles.

VIII. Adjournment

There being no further business the meeting was adjourned.

  
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Gary Brewer, Chairman

Kathy Reed, Recording Secretary