

**CITY OF WINTER PARK
CIVIL SERVICE BOARD
REGULAR MEETING**

February 7, 2017

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

Present:

Gary Brewer, Chairman
Kip Marchman, Vice-Chairman
Pitt Warner, Chief Examiner
Ansley Butts, Board Member
Steve Stutzer, Board Member

Javier Rodriguez, Police Representative
Tod Meadors, Fire Representative

Chief Jim White
Chief Michael Deal

Absent:

A quorum was present.

I Meeting Called to Order

Gary Brewer welcomed the newest members Ansley Butts and Steve Stutzer to the board.

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

Motion made by Mr. Marchman and seconded by Mr. Meadors to elect Mr. Brewer as Chairman. Motion carried.

Motion made by Mr. Brewer and seconded by Mr. Meadors to elect Mr. Marchman as Vice-Chairman. Motion carried.

Motion made by Mr. Marchman and seconded by Mr. Meadors to elect Mr. Warner as Chief Examiner. Motion carried.

II. Approval of Minutes, Regular Meeting January 3, 2017

Motion was made by Mr. Marchman and seconded by Mr. Rodriguez to approve the minutes from the Regular Meeting held on January 3, 2017. Motion carried.

III. Citizen Comments

No comments at this time.

IV. Police Department

a. FOP Officer of the Month for December

Chief Deal presented Officer Thomas with the FOP Officer of the Month for December.

b. Life Saving Medal

Chief Deal presented Officer Eddie Santos with the Life Saving Medal for his actions on scene for his efforts on the Roger Trindade case.

c. Civil Service Exam

Chief Deal requested permission to hold a Civil Service Exam due to upcoming vacancies. Motion was made by Mr. Rodriguez and seconded by Mr. Warner to allow the Department to hold a Civil Service Exam. Motion carried.

d. Sergeant and Lieutenant Promotional Exam

Chief Deal requested permission to hold promotional exams for the rank of Sergeant and Lieutenant. Motion made by Mr. Marchman and seconded by Mr. Stutzer to allow the Department to hold promotional exams for the rank of Sergeant and Lieutenant. Motion carried.

e. Off Duty Employment Request

Chief Deal requested that the board members approve the Off-Duty Request of Detective Kayla Kreinheder to work with Information Systems & Networks Corporation working in the capacity as a civilian inspector dealing with the sale of tobacco to minors. At this time, Chief Deal answered questions from board members regarding the duties and responsibilities officers have while working off-duty. Motion was made Mr. Rodriguez and seconded by Mr. Marchman to approve the Off-Duty Employment Request of Detective Kreinheder. Motion carried.

d. Misc. SOP's

Chief Deal introduced Lieutenant Pam Marcum at this time to review the following SOP'S:

| | |
|---------|--|
| SOP 200 | Uniformed Patrol |
| SOP 265 | Incident Command and Unusual Occurrences |
| SOP 286 | Traffic Crash Investigations |
| SOP 300 | Investigations |
| SOP 317 | Criminal Intelligence |
| SOP 332 | Media Relations |
| SOP 345 | Special Weapons and Tactics Team |
| SOP 370 | Records Section |
| SOP 394 | In-Vehicle Audio/Video |

Mr. Marchman suggested that if the changes were not potentially contentious to any officer and have been reviewed by legal counsel for the department that the above SOP's be approved as a group. Lieutenant Marcum further advised that the SOP's have also been reviewed by the Department's Accreditation Manager, Chief Deal and Supervisors of those divisions regarding policy changes. Motion was made by Mr. Marchman and seconded by Mr. Warner to approve the changes made to the above listed SOP's. Motion carried.

V. Fire Department

a. Misc. SOG'S

| | |
|---------|---|
| SOG 301 | Emergency Medical Services |
| SOG 302 | Emergency Medical Service-Required ID |
| SOG303 | Paramedic Certification |
| SOG 304 | Emergency Medical Services Patient Care |
| SOG 305 | Special Handling Considerations |
| SOG 306 | Exposure Control Program |
| SOG 307 | Handling/Storage Pharmaceuticals |
| SOG 308 | HIPPAA Compliance |
| SOG 309 | HIPPAA Compliance –Administration |
| SOG 310 | EMS-Patient Transport |
| SOG 311 | Special EMS Scene Operations |
| SOG 312 | Quality Assurance Program |
| SOG 318 | Post Exposure Prophylaxis |

Chief White introduced Chief McCabe to review the above listed SOG's. Chief McCabe

advised board members that the changes were basically housekeeping issues that needed to be addressed. A brief discussion was held and Chief White answered several questions from board members at this time.

Motion was made by Mr. Warner and seconded by Mr. Marchman to approve the above listed SOG's. Motion carried.

Chief McCabe also reviewed SOG 125 -Overtime with Board Members. Motion made by Mr. Meadors and seconded by Mr. Rodriguez to approve SOG 125-Overtime. Motion carried.

b. Lt. S. Zaldana to Permanent Status

Chief White introduced Lt. S. Zaldana to Board Members and requested that he be moved to Permanent Status. Motion made by Mr. Marchman and seconded by Mr. Meadors to move Lt. S. Zaldana to Permanent Status. Motion carried.

c. Outside Employment Request(not on agenda)

Chief White asked board members to approve the list of outside employment regarding members of the fire department that was presented to the board members prior to the meeting. Motion was made by Mr. Meadors and seconded by Mr. Rodriguez to approve to the list of outside employment of members of the Fire Department. Motion carried.

Chief White announced the upcoming retirement of three Lieutenants within the upcoming year. Chief White informed board members that the department will be coming forward in the next few months for permission to hold promotional exams and hiring exams.

A brief discussion was held regarding the upcoming retirements. Chief White stated that he and members of the department have already implemented a succession plan and continue to work diligently to ensure that this will not affect the level of service provided.

Chief White thanked board members for attending the ceremony held for the new apparatus today and also for attending the recent fire fighter symposium.

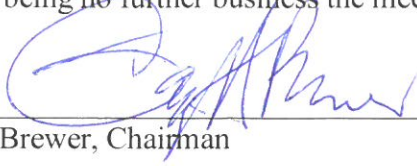
VI. New Business

VII. Old Business

.

VIII. Adjournment

There being no further business the meeting was adjourned.



Gary Brewer, Chairman

Kathy Reed, Recording Secretary