

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

May 1, 2018

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
Steve Stutzer, Board Member
Ansley Butts, 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

II. Approval of Minutes, Regular Meeting April 3, 2018

Motion was made by Ms. Butts and seconded by Mr. Rodriguez to approve the minutes from the Regular Meeting held on April 3, 2018. Motion carried.

III. Citizen's Comments

None

IV. SOP's (not on agenda)

Lieutenant Roesner presented the Standard Operating Procedures that are listed below. Lieutenant Roesner answered questions presented to him by board members regarding certain issues as they pertained to each individual SOP.

SOP 101 Authority- Added authority of the chief to make appointments to lateral transfer positions at his/her discretion; removed deputy chief position and added Master Police Officer; changed staff meetings to quarterly.

SOP 107 Field Reporting System- Added use of CAFÉ computerized report management system to document calls; added information on scanning documents as digital originals.

SOP 154 Subpoena Procedures- Added information for processing electronic subpoenas; modified the process to request dismissal of charges after sent to the court.

SOP 240 Persons in Crisis- This was formerly Crisis Intervention Team; moved former SOP 242 Baker Act and SOP 243 Intoxicated Persons into this single policy and rescinded the old ones; eliminated a specific crisis intervention team (this is now being done through a new CISM policy); allowed non-sworn members to receive CIT training; requires that all school resource officers be CIT trained (per statutory changes following the Marjory Stoneman Douglas High School shooting); added language to document threats made by persons in a police report; added language to properly seize firearms during Baker Act and request a judge order the temporary or permanent removal of such firearms.

SOP 311 Undercover Operations- Removed reference to the deputy chief, changed funds accountability from monthly to quarterly

SOP 323 Search Warrants- changed “investigator” to “detective”; minor clarification revisions, added Metro SWAT Team for search warrants.

SOP 353 NEW Critical Incident Stress Management Team (CISM)- Creates and guides formation and management of this team. CISM was brought further into focus as a result of the Pulse Nightclub shooting and the need to offer support to first responders.

SOP 355 Hostage Negotiation Team- Renamed back to HNT to follow industry standards; minor changes clarified positions and responsibilities on the team; added language for joint operations with SWAT.

A motion was made by Mr. Stutzer and seconded Mr. Meadors to approve all listed SOP's above. Motion carried.

V. Fire Department

a. Approval of Firefighter Civil Service Test

Board Members were asked to certify the WPPD Civil Service Test List. Motion was made by Mr. Marchman and seconded by Mr. Meadors to certify the WPPD Civil Service Test List. Motion carried.

b. Approval of Lieutenant's Promotional Test

Lt. Mark Adams requested permission to hold a Lieutenant's Promotional Test in June. Motion was made by Mr. Meadors and seconded by Mr. Rodriguez to allow the Fire Department to hold a Lieutenant's Promotion Test in June. Motion carried.

c. Firefighter Candidate Interviews

Lt. Mark Adams presented the following candidates to Board Members: Nathan Foll; Jacob Gercak; Brennan Moore and Mitchell Wilkerson. Each candidate gave a brief background and responded to questions by board members. Motion was made by Mr. Marchman and seconded by Ms. Butts to certify all the candidates. Motion carried.

d. Chief White-Parting Message

Chief White took this time to express his gratitude and appreciation for allowing him to serve as the fire chief and to the board members for their service and support of him and the department during his tenure.

Board Members thanked Chief White for his years of service and wished him well in his future endeavors.

VI. New Business

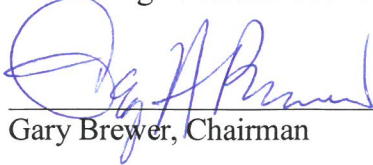
At this time, Captain Biles advised of an accreditation standard which would require a third party (Civil Service Board) to validate the selection process for all sworn candidates in writing stating that our selection process is job related and nondiscriminatory. The SOP regarding the Hiring Process and other information to be forthcoming.

VII. Old Business

None.

VIII. Adjournment

There being no further business the meeting was adjourned.



Gary Brewer, Chairman

Kathy Reed, Recording Secretary