

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

July 3, 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
Ansley Butts, Board Member
Steve Stutzer, Board Member
Javier Rodriguez, Police Representative
Tod Meadors, Fire Representative

Deputy Chief Ryan Fisher
Chief Michael Deal

Absent: Chief Hagedorn

A quorum was present.

I Meeting Called to Order

II. Approval of Minutes, Regular Meeting June 5, 2018

Motion was made by Mr. Rodriguez and seconded by Mr. Meadors to approve the minutes from the Regular Meeting held on June 5, 2018. Motion carried.

III. Citizen's Comments

None

IV. a. Department Awards

Chief Deal presented the following awards:

Excellent Police Duty-Officer Lorne Galloway-
FOP Officer of the Quarter

Unit Citation: MPO Holley; MPO Massallo, MPO Fairbanks, Officer Stanford,
Officer Lopez, Officer Kidd, Officer Galloway, Officer Maingot, Sergeant Suepat,

Detective Dallas, Detective Woehr, Detective DiCarlo and CST Bigley.

Unit Citation: Communications Supervisor Richard Dixon, Communications Supervisor Ed Pierce and Dispatcher Diana Ward.

Certificate of Recognition: Communications Supervisor Doreen Sabatino, Dispatcher Amanda Weslager and Dispatcher Amanda Swobodzien.

Certificate of Recognition for Gold Watch: MPO Bill Holley, MPO German Massallo, Officer Lopez, Officer Galloway and Officer Williams.

b. UPDATED/REVISED SOP'S

SOP 120	Selection and Hiring Procedures
SOP 130	Personal Appearance
SOP 140	Professional Standards and Compliance
SOP 140	Attachment A – Administrative Investigation form
SOP 140	Attachment B – Notice of Investigation
SOP 140	Attachment C – Administrative Warning
SOP 141	Corrective Action Policy
SOP 180	Extra Duty Employment
SOP 200	Uniform Patrol
SOP 222	Use of Force

Chief Deal introduced Lieutenant Kevin Roesner who reviewed the above listed policies with board members. Lieutenant Roesner answered questions presented to him by board members regarding certain issues as they pertained to each individual SOP. Motion was made by Mr. Marchman and seconded by Mr. Stutzer to approve the above listed SOP's. Motion carried.

During the review of SOP's, Mr. Marchman addressed the issue of the written verification letter of compliance that was discussed during the May Civil Service Meeting. The verification letter is to validate the selection process for all sworn candidates in writing stating that our selection process is job related and nondiscriminatory. Lt. Roesner did produce the letter to the board members and asked that they review and execute.

Motion was made by Mr. Marchman and seconded by Mr. Rodriguez to approve and sign the verification letter stating that the board has reviewed the policy and that the process is job related and nondiscriminatory. Motion carried.

V. Fire Department

a. Presentation of New Lieutenants (5)

Deputy Chief Ryan presented board members with the Lieutenant Promotional List and asked members to certify the Lieutenant's Promotional List. Division Chief Spinelli announced the promotions of Victoria Devereux, Eric Wheaton, Scott McAuley, Michael Ulmer and Christopher Gattis to the rank of Lieutenant.

Motion made by Mr. Marchman and Mr. Meadors to certify the Lieutenant's Promotional List and the promotions of Victoria Devereux, Eric Wheaton, Scott McAuley, Michael Ulmer and Christopher Gattis to the rank of Lieutenant Motion carried.

b. Upcoming Engineers process for the end of August

Deputy Chief Ryan requested permission to hold an Engineer's Test in the month of August. Motion made by Mr. Meadors and seconded by Mr. Rodriguez to allow the testing for Engineer in August. Motion carried.

VI. New Business

Chief Deal advised board members of the recent title/rank change of Captains to Division Chiefs. This title change will take effect July 3, 2018 and does not include a pay increase.

Motion made by Ms. Butts and seconded by Mr. Meadors to approve the title change of Captain to Division Chief. Motion carried.

VII. Old Business

None.

VIII. Adjournment

There being no further business the meeting was adjourned.



Gary Brewer, Chairman

Kathy Reed, Recording Secretary