

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

March 5, 2019

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 Dan Hagedorn
Chief Michael Deal

Absent:

A quorum was present.

I. Meeting Called to Order

II. Approval of Minutes, Regular Meeting February 5, 2019

Motion was made by Ms. Butts and seconded by Mr. Rodriguez to approve the minutes from the Regular Meeting held on February 5, 2019. Motion carried.

III. Citizen Comments

No comments at this time.

IV. Police Department

Administrative Excellence Award- (Not on Agenda)

Chief Deal presented Elin Varela with the Administrative Excellence Award.

- a. Revised Standard Operating Procedures- SOP 170- Infectious Diseases and Bloodborne; SOP 338- Ride Along Program and SOP 348- Special Purpose Vehicles and Vessels.

Chief Deal introduced Lieutenant Kevin Roesner who gave a brief overview of the revisions made to the above listed SOP's. Motion was made by Mr. Marchman and seconded by Mr. Stutzer to approve the revisions made to SOP 170- Infectious Diseases and Bloodborne; SOP 338- Ride Along Program and SOP 348- Special Purpose Vehicles and Vessels. Motion carried.

Chief Deal thanked Mr. Brewer and Mr. Stutzer for attending the re-accreditation ceremony in St. Augustine on February 5th.

Mr. Brewer spoke briefly about the ceremony and congratulated the department on their achievement. Mr. Brewer also congratulated MPO Rodriguez on receiving the Officer of the Year Award.

V. Fire Department

- a. Promotional Exam for Lieutenant
- b. Hiring process to fill vacant position

Chief Hagedorn requested permission from the board to begin the process to hold a promotional exam for the position of Lieutenant and also to begin the hiring process for the position of firefighter.

Motion was made by Mr. Meadors and seconded by Mr. Rodriguez for the fire department to begin the promotional process for the position of Lieutenant and also the hiring process for the position of firefighter. Motion carried.

VI. New Business

Ms. Butts congratulated Chief Hagedorn and Chief Deal on their presentation during the State of the City Luncheon held on February 22, 2019. MPO Rodriguez was awarded Officer of the Year and Firefighter Kevin Powers was awarded Firefighter of the Year Award.

Chief Deal requested the approval of the outside employment request of Officer Alicia Spain to work as a Courtesy Officer at the El Cortez Apartments in Winter Park. Motion was made by Mr. Marchman and seconded by Ms. Butts to allow the outside employment request of Officer Spain. Motion carried.

Division Chief Marcum gave a brief update regarding the Civil Service Exam that was held on March 1, 2019. There was a total of 48 applicants that passed the pre-screener; 37 signed up to take the test, 19 took the test-13 passed, 6 failed.

VII. Old Business

VIII. Adjournment

There being no further business the meeting was adjourned.

Gary Brewer, Chairman

Kathy Reed, Recording Secretary