

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

**May 7, 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 April 2, 2019

Motion was made by Ms. Butts and seconded by Mr. Stutzer to approve the minutes from the Regular Meeting held on April 2, 2019. Motion carried.

III. Citizen Comments

No comments at this time.

#### IV. Police Department

##### a. Promotional Process for Lieutenant

Chief Deal requested permission to hold a promotional process for the rank of Lieutenant. Board members unanimously agreed to allow for the promotional process for the rank of Lieutenant.

Chief Deal further stated that upon completion of the promotional process for Lieutenant and a Sergeant is promoted to the rank of Lieutenant, he will be promoting Master Police Officer Bill Holley to fill the vacancy of Sergeant. Master Police Officer Holley was on the previous Sergeant's Eligibility List which was certified by board members on February 5, 2019. Members of the board unanimously approved the promotion of Master Police Officer to the rank of Sergeant.

##### b. Applicant Interviews

Lieutenant John Montgomery introduced new hire candidate Kyle Noyes who gave a brief background and responded to questions by board members. Motion was made by Mr. Rodriguez and seconded by Mr. Meadors to certify the applicant. Motion carried

Next, Lieutenant John Montgomery introduced new hire candidate Dalton Millard who gave a brief background and responded to questions by board members. Motion was made by Mr. Marchman and seconded by Mr. Stutzer to certify the applicant. Motion carried

##### c. Revised/New Standard Operating Procedures

SOP 125-Training Standards

SOP 139-Wellness Policy (new)

SOP 166-Weapons Authorization

Attachment "A"

SOP 190-Victms Rights

SOP 240-Persons in Crisis

SOP 241-Risk Protection Orders(new)

Attachment "A" (new)

Attachment "B" (new)

SOP 345-Special Weapons and Tactics Team

SOP 390-Property & Evidence

Chief Deal introduced Lieutenant Roesner at this time to review the above listed SOP's with Board Members. Lieutenant Roesner advised Board Members that all SOP's have been reviewed by both legal counsel and the accreditation manager for the department.

Motion made by Mr. Marchman and seconded by Ms. Butts to approve all SOP's listed above. Motion carried.

V. Fire Department

A. Revised Standard Operating Guidelines

SOG 100-Department Standard Operating Guidelines, Revisions

SOG 101-Chain of Command and Delegation of Authority

SOG 102-Personnel Assignments, Minimum Staffing and Out of Grade

SOG 103-Daily Operations Fire Department

SOG 104-Uniform Dress Fire Department

SOG 105-Personnel Transfers

SOG 106- Employee Transfers between Fire-Rescue, Fire Administration and the Officer of the Fire Marshall

Tabled until the June Civil Service Meeting

VII. Old Business

VIII. Adjournment

There being no further business the meeting was adjourned.

---

Gary Brewer, Chairman

Kathy Reed, Recording Secretary