



Civil Service Board Virtual Regular Meeting Minutes

August 4, 2020 at 4:00 p.m.

Present

Gary Brewer, Chairman
Kip Marchman, Vice Chairman
Steve Stutzer, Chief Examiner
Ansley Butts, Board Member
Pitt Warner, Board Member
Javier Rodriguez, Police Representative
Tod Meadors, Fire Representative
Police Chief Michael Deal
Fire Chief Dan Hagedorn
Mary Daniels, Board Advisor

1. Meeting called to order

2. Approval of the July 7, 2020 minutes

Motion made by Mr. Marchman and seconded by Mr. Rodriguez to approve the amended minutes from the July 7, 2020 Regular Meeting. Motion carried.

3. Citizen Comments

(Moved to bottom of agenda due to technical difficulties)

4. Police

a) SOP 345- Special Weapons and Tactics Team

Lieutenant Roesner presented SOP 345 Special Weapons and Tactics Team to Board Members and stated that it has been approved by Legal Counsel, Erin DeYoung. Motion was made by Mr. Stutzer and seconded by Ms. Butts to approved SOP 345- Special Weapons and Tactics Team. Motion carried.

b) Department SOP Review Process

Mr. Brewer stated that all members of the Board received an informational packet (binder) from Chief Deal on August 3rd, which contained materials to help assist in future discussions regarding the above topic. At this time, Chief Deal stated that Mary Daniels who was asked by Chief Deal to participate as an advisor on the Civil Service Board did not receive her packet of information until this morning and will need time to review. Chief Deal stated that his intent was to review the materials

including in the packet tonight and give the Board Members ample time to review the materials in order to discuss during the September Civil Service Meeting.

Chief Deal reviewed the informational packet with Board Members and answered any questions as needed.

Mary Daniels thanked everyone for inviting her to be an advisor to the Board. Ms. Daniels did suggest that it would be beneficial if the public was informed that the department has implemented the use of Body Cameras.

During this time, Mr. Marchman made a motion to approve the amendments made to SOP 105- Bias Free Policing was approved as presented with no changes and SOP 222- Use of Force was approved with revisions in the informational packet. This motion was seconded by Mr. Stutzer. Motion carried.

5. Fire

a) Approval of SOGs

SOG 111 Possession of Weapons in FD Facilities

SOG 112 Right to Know Law-Toxic Substance

SOG113 Post Incident Evaluations

SOG 115 Job and Position Audit and Modifications

SOG 301 Emergency Medical Services

SOG 302 EMS Required Documentation

SOG 303 Paramedic Certification

SOG 304 Emergency Medical Services Patient Care Reports

SOG 305 Bio Hazard Disposal

SOG 306 Exposure Control Program

SOG 307 Handling and Storage of Pharmaceuticals

SOG 308 HIPAA Compliance Operations

SOG 309 HIPAA Compliance Administration

SOG 310 EMS Patient Transport

SOG 311 Special EMS Scene Operations

SOG 312 Quality Assurance EMS

SOG 313 Treatment of City Employees

SOG 314 Use of Medical Helicopters and Landing Procedures

SOG 315 Drug Box Security Procedures

SOG 316 Personal Respiratory Protection

SOG 317 Portable Oxygen Cylinder Cascade

SOG 318 Post Exposure Prophylaxis Administration

SOG 319 Patient Safety and Handling

SOG 320 Vehicle Cleaning

SOG 321 Vehicle Security

Chief Hagedorn presented the above SOG's and informed Board Members that the majority of the changes were made due to terminology and new processes to incorporate what they practice today. Chief Hagedorn answered questions regarding SOG 307-Handling and Storage of Pharmaceuticals. Chief Hagedorn stated SOG 307- Handling and Storage of Pharmaceuticals was updated with the input of their Medical Director, Legal Counsel and DEA requirements. Mr. Marchman inquired of Mr. Meadors regarding his thoughts on the new guidelines. Mr. Meadors agreed with all the new guidelines.

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

b) Permission to run a hiring process beginning August 31, 2020

Chief Hagedorn stated that there are five retirements within the upcoming months and requested permission to begin the hiring process.

c) Permission to run a promotional process for the position of Engineer and Rank Lieutenant.

d) Update on Jerry Griffin

Chief Hagedorn gave a health update on Jerry Griffin.

A Motion was made by Mr. Meadors and seconded by Ms. Butts to approved the hiring process beginning on August 31, 2020 and the promotional process for the rank of Engineer and Lieutenant. Motion carried.

6. New Business

None

7. Old Business

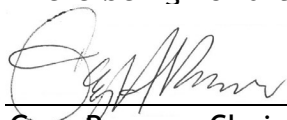
Chief Deal gave an update on the status of Police Department's hiring process.

Due to earlier technical difficulties Mr. Brewer asked again for any Citizen Comments.

Pastor Troy East from the New Hope Baptist Church of Winter Park introduced himself to the Board and he is looking forward to working with the department and the community.

8. Adjournment

There being no further business, the meeting was adjourned.



Gary Brewer, Chairman

Kathy Reed, Recording Secretary