



Civil Service Board Hybrid Meeting Minutes

January 5, 2021 at 4:00 p.m.

Commission Chamber (Hybrid in-person and virtual meeting)
401 S. Park Avenue | Winter Park, Florida

Present

Kip Marchman, Chairman
Steve Stutzer, Vice Chairman
Pitt Warner, Chief Examiner
Mary Daniels, Board Member (virtual appearance)
Teresa Pace, Board Member
Javier Rodriguez, Police Representative
Tod Meadors, Fire Representative (virtual appearance)
Police Chief Michael Deal
Fire Chief Dan Hagedorn

Absent:

None

1. Meeting called to order (Agenda taken out of order)

a) Police and Fire Representative Election Results

Board members began the process of counting the ballots for both Fire and Police Representatives. Mr. Meadors was re-elected as the Fire Representative by a majority of votes. Mr. Rodriguez was also re-elected as the Police Representative by a majority of votes. Mr. Meadors and Mr. Rodriguez both accepted.

b) Election of Chairman, Vice-Chairman, Chief Examiner

Motion was made by Mr. Meadors and seconded by Mr. Stutzer to elect Mr. Marchman as the Chairman. Motion carried unanimously with a 7-0 vote.

Motion was made by Mr. Warner to elect Mr. Stutzer as the Vice-Chairman. Motion was made by Mr. Stutzer to elect Mr. Warner as the Vice Chairman. Mr. Warner stated he was unable to serve at this time. Motion was seconded by Mr. Rodriguez to elect Mr. Stutzer as Vice-Chairman. Motion carried unanimously with a 7-0 vote.

Motion was made by Mr. Stutzer to elect Mr. Warner as the Chief Examiner. Hearing no other nominees, Mr. Marchman accepted the nomination of Pitt Warner as the Chief Examiner. Motion carried unanimously with a 7-0 vote.

2. Approval of the December 1, 2020 minutes

Mr. Marchman inquired as to any additions, corrections or comments to the December 1, 2020 minutes. Mr. Warner made a motion for approval of the December 1 2020 minutes. Hearing no objections, Mr. Marchman declared approved.

3. Citizen Comments

None

4. Police

SOP 145- Promotions

Chief Deal introduced Lt. Garvin McComie who presented SOP 145-Promotions to board members. Lt. McComie stated the following additions that were made to SOP 145-Promotions:

- Candidate for sergeant must have a two-year degree or 60 hours of college credit.
- Candidate for lieutenant must have a four-year degree.
- Any employee who separates or retires from the Winter Park Police Department and is rehired as a police officer, must complete three years of continuous service before he/she is eligible to apply for a competitive position.

A discussion followed regarding the education requirements.

Mr. Meadors raised the issue of Section 10-C, as to the vagueness of the actions of the Chief after meeting with the affected member.

Chief Deal stated he would revise Section 10-C to state the following: The Chief will respond in writing within 5 working days to the employee.

Ms. Pace suggested the following: The Chief will respond in writing within 5 working days to the employee unless there are extenuating circumstances.

Chairman Marchman asked for approval of SOP-145 Promotions, with the following addition: The Chief will respond in writing within 5 working days to the employee unless there are extenuating circumstances. Hearing no objections, SOP-145-Promotions was passed by a vote of 7-0.

5. Fire

None

6. New Business

Chief Hagedorn informed of the recent retirement of Gene Rodriguez after 35 years of service and Brenda Weber after 27 years of service.

Chief Hagedorn gave an update a regarding the COVID Vaccine and answered questions from board members.

Chief Deal informed that the 5 new hires are progressing forward in their training and are doing well.

The Police Department currently has 5 vacancies and has started the interview process.

Chief Deal provided board members with an informational packet regarding the responsibilities of a board member and a copy of the Civil Service Code.

7. Old Business

Mr. Marchman thanked Ms. Pace and Ms. Daniels for becoming members of the board and asked if they had any questions or concerns. A brief discussion regarding Sunshine Laws followed.

8. Adjournment

There being no further business, the meeting was adjourned.



Kenneth Marchman, Chairman

Kathy Reed, Recording Secretary