



# Civil Service Board Regular Meeting Minutes

February 2, 2021 at 4 p.m.

**Hybrid (in-person & virtual)**

Public Safety Complex | Fire-Rescue Training Room  
500 North Virginia Avenue | Winter Park, Florida

## Present

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

## Absent

### 1. Meeting called to order

### 2. Approval of the January 5, 2021, Minutes

Motion made by Mr. Warner and seconded by Mr. Stutzer to approve the minutes from the January 5, 2021 Regular Meeting. Motion carried unanimously with a 7-0 vote.

### 3. Citizens Comments

*None*

### 4. Police

#### A. Officer Browning Off of Probation

Chief Deal stated that Officer Browning has successfully completed his extended probationary period and requested Board Members to certify the permanent status of Officer Browning. Motion was made by Mr. Warner and seconded by Ms. Daniels to certify the permanent status of Officer Browning. Motion carried unanimously with a 7-0 vote.

## B. Applicant Interview

Lieutenant Lisa Suepat introduced new hire candidate Mariano Roman who provided a brief background and responded to questions by Board Members. Motion was made by Mr. Rodriguez and seconded by Mr. Warner to certify the candidate. Motion carried unanimously with a 7-0 vote.

## C. 2021 Recruitment Plan

## D. 2020 Use of Force Review

Chief Deal provided an overview of the 2021 Recruitment Plan and the 2020 Use of Force Review. During this time, Chief Deal answered all questions and addressed all issues regarding the 2021 Recruitment Plan and the 2020 Use of Force Review that board members raised.

## 5. Fire

### A. Guideline Revision for CSB Approval

WPDF SOG 108 Internal Affairs Procedures	PDF File
WPDF SOG 110 Critical Incident Stress Management	PDF File
WPDF SOG 127 Guidelines for Attendance at Training Programs	PDF File
WPDF SOG 128 Professional Development Training	PDF File
WPDF SOG 129 Department Master Resource Library (MRL)	PDF File
WPDF SOG 130 Department Equipment	PDF File
WPDF SOG 131 Processing Information	PDF File
WPDF SOG 132 Lost Equipment Report or Damaged City Equipment	PDF File
WPDF SOG 133 Subpoena Handling Procedures	PDF File
WPDF SOG 134 Use of City Vehicles	PDF File
WPDF SOG 135 Handling of Private Property and Donations	PDF File
WPDF SOG 136 Safety Committee	PDF File
WPDF SOG 137 Internal Fire Station Safety Inspections	PDF File
WPDF SOG 140 Incident Safety Officer	PDF File
WPDF SOG 401 Fire Prevention and Life Safety Program	PDF File
WPDF SOG 402 Fire Investigations	PDF File
WPDF SOG 403 Public Education Program	PDF File
WPDF SOG 502 Radio Communications Procedures - BASIC	PDF File
WPDF SOG 503 Internal Emergency Call Handling Guidelines	PDF File
WPDF SOG 504 Public Information	PDF File

Chief Hagedorn stated the department is undergoing their 3-year revision process of SOG's. The SOG'S have been reviewed by a panel consisting of Division Chief Fischer, Division Chief of Training Jeff Spinelli, Battalion Chiefs and was submitted to the Union Executive Board and Legal for their approval.

A discussion followed concerning SOG 108- Internal Affairs Procedures. Mr. Meadors inquired as to SOG 108.01 regarding the revised portion below:

***In an effort to protect the integrity of the internal affair process, if the Fire Chief at any time determines there is a conflict of interest, he or his designee reserves the right to use outside counsel to conduct the investigation.***

Mr. Meadors suggested that the policy include the requirement of the Fire Chief to provide the proper documentation of the conflict of interest in the internal investigation file justifying the need for outside council.

Mr. Meadors also inquired as to the process of selecting outside council if it is necessary.

Chief Hagedorn informed that management reserves the right to assign who they deem is qualified. The decision for outside council is made by City Management, Legal, Human Resources and the Fire Labor Union is always involved.

Mr. Meadors requested that SOG 108 be modified as follows: The Fire Chief is required to document and place into the internal affairs investigation file the reasons why the use of outside council is necessary.

A Motion was made by Mr. Meadors and seconded by Ms. Pace to approve SOG 108- Internal Affairs Procures with the following revision: *The Fire Chief is required to document and place into the internal affairs investigation file the reasons why the use of outside council is necessary.* Motion carried unanimously with a 7-0 vote.

Mr. Rodriguez asked for clarification as to SOG 110. The SOG states the following:  
110.02 Required Notification.

***If it is determined that CISM/Peer Counseling is needed the Division Chief of Training Battalion Chief, Deputy Fire Chief or the Fire Chief shall be notified and they will contact the Orange County CISM Team. In addition the Deputy Fire Chief and Fire Chief shall be notified of any CISM activation.***

DC Spinelli stated it was an oversight on his part and will remove Orange County CISM TEAM and replace with, Florida Firefighters Safety and Health Collaborative.

Motion made by Ms. Pace and seconded by Mr. Stutzer to approve the remaining SOG's. Motion carried unanimously with a vote a 7-0 vote.

### **B. Outside Employment for CSB Approval**

Chief Hagedorn requested approval of the Outside Employment List.  
Motion made by Ms. Daniels and seconded by Ms. Pace to approve the outside employment list. Motion carried unanimously with a 7-0 vote

### **C. Announcement of WPFDFirefighter of the year** Postponed

## **6. New Business**

Chief Deal announced the Officer of the Year- Officer Aaron Stephenson

Sgt. Lina Strube will retire effective February 14, 2021.

MPO Billy Branch will retire effective January 14, 2021 and will be rehired effective March 8, 2021.


Winter Park Police will host Cops & Kids Community Nigh Out on February 18<sup>th</sup>, 4:00 - 6:00 p.m. Cops & Kids was created by 3 4<sup>th</sup> graders from Audubon Elementary School to help create a partnership between local police and their community to improve relationships.

## **7. Old Business**

Chief Hagedorn informed of upcoming SOG's for the March meeting. Chief Hagedorn ask for guidance regarding the upcoming operational based SOG's and their need for legal review. Mr. Marchman stated if they are operational/ procedural there is no need, if they have an impact on individual citizens/civilians a legal review would be necessary.

## **7. Adjournment**

There being no further business the meeting was adjourned.



Kenneth Marchman, Chairman  
Kathy Reed, Recording Secretary