



Civil Service Board

Regular Scheduled Meeting

June 1, 2021 at 4:00 p.m.

Commission Chamber

401 South Park Avenue | Winter Park, Florida

Hybrid (in-person & virtual Regular Meeting)

Meeting Minutes

Present

Kip Marchman, Chairman

Steve Stutzer, Vice Chairman

Mary Daniels, Board Member (Virtual)

Teresa Pace, Board Member

Javier Rodriguez, Police Representative

Tod Meadors, Fire Representative (Virtual)

Police Chief Michael Deal

Fire Chief Dan Hagedorn

Absent: Pitt Warner, Chief Examiner

1. Meeting called to order

Chairman Marchman called the meeting to order at 4:00 p.m.

2. Consent Agenda

A. Approval of the May 4, 2021 Minutes

Motion made by Mr. Rodriguez and seconded by Ms. Pace to approve the minutes from the May 4, 2021 Regular Meeting. Motion carried unanimously with a 5-0 vote. Ms. Daniels did not vote due to technical difficulties and Mr. Warner was not present.

3. Staff Updates

A. Police Department Update

Chief Deal provided the following updated:

- Three applicants to be interviewed today.

B. Fire Department Update

Chief Hagedorn provided the following update:

- Hiring process will continue to the end of June.
- Department is continuing to create a video recruitment campaign.

4. Citizens Comments

None

5. Action Items (agenda taken out of order)

C. Applicant Interviews

The following new hire candidates were introduced by Chief Deal: Lindsey Ellison, Richard Sotomayer and Justina Cabaraca. Each candidate provided a brief background and responded to questions by Board Members. Motion was made by Ms. Pace and seconded by Mr. Stutzer to certify all candidates. Motion carried unanimously with a 6-0 vote. Mr. Warner not present to vote.

A. SOP 120 Selection and Hiring Procedures

Lieutenant Mccomie presented SOP 120- Selection and Hiring Procedures to Board Members and stated that it has been reviewed by Chief Deal, all Division Chiefs and has been approved by Legal Counsel, Erin DeYoung. A brief discussion followed regarding tattoos and smoking which were addressed by Chief Deal

Motion was made by Ms. Pace and seconded by Mr. Rodriguez to approve the modifications to SOP 120-Selection and Hiring Procedures. Motion carried unanimously with a 6-0 vote. Mr. Warner was not present to vote.

B. SOP 315 Confidential Informant Procedures

Lieutenant McComie presented SOP 315 Confidential Informant Procedures to Board Members and stated that it has been reviewed by Chief Deal, all Division Chiefs and approved by Legal Counsel, Erin DeYoung. Motion was made by Mr. Rodriguez and seconded by Mr. Stutzer to approve the modifications made to SOP 315-Confidential Informant Procedures. Motion carried unanimously with a 6-0 vote. Mr. Warner was not present to vote.

C. Review/Discussion -Equal Employment Opportunity Hiring

Mr. Marchman asked if everyone had the opportunity to review the certification that was attached to SOP 120. At this time, Mr. Marchman read the certification which stated the following:

The Winter Park Civil Service Board has reviewed the Winter Park Police Department's hiring practices for sworn police officers. The Board reviewed Standard Operating Procedure 120 (Selection and Hiring Procedures), the Selection Process Outline (SOP 120 Attachment A), the Validation Table for Police Officer (SOP 120 Attachment B) and the City of Winter Park's Job Description for Police Officer.

The Board has reviewed the entire hiring process to include all steps needed to become a Police Officer and has determined that the policy and procedures of the hiring process are documented as job-related and non-discriminatory. The process and elements are relative to and relatable to the job and each element is determined to be job-related and non-discriminatory. In addition, all elements of the hiring process have been determined to be administered, scored, and interpreted in a uniform manner.

Motion was made by Mr. Rodriguez and seconded by Mr. Stutzer directing the Chairman to sign the certification. Mr. Marchman, Mr. Stutzer, Ms. Pace and Mr. Rodriguez voted yes. Ms. Daniels did not vote. Mr. Warner was not present to vote.

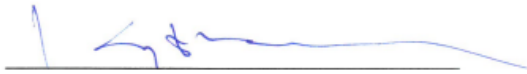
Mr. Marchman reviewed the certification requirements again and Ms. Daniels asked for another vote to take place. A Second Motion was made to direct the Chairman to sign the certification. Motion carried unanimously with a 6-0 vote. Mr. Warner was not present to vote.

6. Board Comments

None

8. Adjournment

There being no further business the meeting was adjourned at 4:30 p.m.



Kenneth Marchman, Chairman
Kathy Reed, Recording Secretary