



## **Civil Service Board**

### **Regular Scheduled Meeting**

**August 3, 2021 at 4:00 p.m.**

**Public Safety Complex**

500 North Park Avenue | Winter Park, Florida

### **Regular Meeting**

### **Meeting Minutes**

#### **Present**

Kip Marchman, Chairman  
Steve Stutzer, Vice Chairman  
Pitt Warner, Chief Examiner  
Mary Daniels, Board Member  
Division Chief Pam Marcum  
Division Chief Jeff Spinelli

Absent: Tod Meadors, Fire Representative

Javier Rodriguez, Police Representative

Police Chief Michael Deal

Fire Chief Dan Hagedorn

#### **1. Meeting called to order**

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

#### **2. Consent Agenda**

##### **A. Approval of the July 7, 2021 Minutes**

Motion made by Mr. Warner and seconded by Ms. Daniels to approve the minutes from the July 7, 2021 Regular Meeting. Motion carried unanimously with a 4-0 vote.

### **3. Staff Updates**

#### **A. Police Department Update**

#### **B. Fire Department Update**

Division Chief Spinelli provided the following update:

- 60 applicants are scheduled to participate in the physical abilities test.
- Hiring process begins on July 13<sup>th</sup>, 2021-Applicant must receive a passing score of 70% to move forward in the process.
- Currently the department has three vacancies.
- Special set meeting to be scheduled on September 20<sup>th</sup> at 4:00 p.m. to present candidates.

### **4. Citizens Comments**

None

### **5. Action Items**

#### **A. Revised Standard Operating Procedures**

- SOP 195 Accreditation
- SOP 392 Digital Evidence Procedures

Division Chief Marcum presented SOP 195-Accreditation and SOP 392 Digital Evidence Procedures. Division Marcum answered questions by 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. Warner and seconded by Ms. Daniels approve SOP 195 and 392. Motion carried unanimously with a 4-0 vote.

At this time, Division Chief Marcum requested permission for Officer Alex Gysler to work as a courtesy officer at the Winter Park Village Apartments. Motion was made by Mr. Warner and seconded by Mr. Marchman to allow Officer Gysler to work as a courtesy officer at the Winter Park Village. Motion carried unanimously with a 4-0 vote.

## **Police Applicant Interview (not on the agenda)**

The following new hire candidate, Rodney Jones was introduced by Division Chief Marcum to members of the board. Mr. Jones provided a brief background and responded to questions by board members. Motion was made by Mr. Warner and seconded by Mr. Stutzer to certify Mr. Jones. Motion carried unanimously with a 4-0 vote.

## **6. Public Hearings**

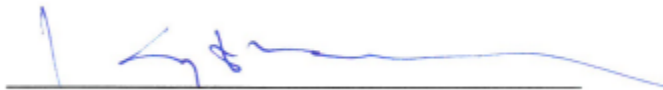
None

## **7. Board Comments**

None

## **8. Adjournment**

There being no further business the meeting was adjourned at 4:35 p.m.

A handwritten signature in blue ink, appearing to be "Kenneth Marchman", written over a horizontal line.

Kenneth Marchman, Chairman  
Kathy Reed, Recording Secretary