



Civil Service Board Minutes

Regular Scheduled Meeting

October 05, 2021 at 4:00p.m.

City Hall | Commission Chambers
401 s. Park Avenue | Winter Park, Florida

Present:

Kip Marchman, Chairman
Steve Stutzer, Vice Chairman
Pitt Warner, Chief Examiner (via phone)
Mary Daniels, Board Member
Stockton Reeves, Board Member
Tod Meadors, Fire Representative (virtual appearance)
Javier Rodriguez, Police Representative

Police Chief Michael Deal
Fire Chief Dan Hagedorn

1. Call to Order

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

2. Consent Agenda

a. Approval of the September 7, 2021 Minutes

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

b. Approval of the September 20, 2021 Special Set Meeting Minutes

Motion made by Mr. Rodriguez and seconded by Ms. Daniels to approve the minutes from the September 20, 2021 Special Set Meeting. Motion carried unanimously with a 7-0 vote.

Agenda was taken out of order

6. Action Items

- #### d. Firefighter Applicant Interviews
- Caleb Recicar

- **Christopher Takacs**

Division Chief Jeff Spinelli introduced firefighter candidates Caleb Recicar and Christopher Takacs to board members. Each candidate provided a brief background and responded to questions by board members. Motion was made by Mr. Reeves and seconded by Mr. Stutzer to certify both candidates listed above. Motion carried unanimously with a 7-0 vote

- a. **SOP 266 Bomb Threats**

Lieutenant Garvin McComie presented SOP 266-Bomb Threats to board members and answered questions. Lt. McComie stated that SOP 266 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. Reeves to approve SOP 266. Motion carried unanimously with a 7-0 vote.

- b. **SOP 300 Investigations**

SOP 300-Investigations was presented to board members by Lieutenant McComie. Division Chief Marcum answered questions regarding the destruction of records asked by Mr. Warner. Lt. McComie stated that SOP 300 has been reviewed by Chief Deal, all Division Chiefs and approved by Legal Counsel, Erin DeYoung. Motion was made by Mr. Reeves and seconded by Mr. Rodriguez to approve SOP 300. Motion carried unanimously with a 7-0 vote.

- c. **SOP 374 Electronic Files**

Lt. McComie presented SOP 374-Electronic Files to the board members and answered questions. Lt. McComie stated that SOP 374-Electronic Files 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 SOP 374. Motion carried unanimously with a 7-0 vote.

3. Staff Updates

Police Department Update

- 2 open positions
- October 5th- National Night Out
- October 18th - 2 new officers start their orientation phase
- October 26th-28th - onsite reaccreditation

Fire Department Update

- October 5th National Night Out
- October 7th-8th Ambulance Service Accreditation

At this time, Mr. Reeves inquired as to the number of ambulances the fire department currently has in service. Chief Hagedorn responded that the department has 2 ambulances in service. A brief discussion followed.

4. Citizens Comments (for items not on the agenda)

None.

5. Non-Action Items

None

7. Public Hearings

None

8. Board Comments

None

9. Adjournment

Minutes approved by the board on November 2, 2021.

Kathy Reed

Kathy Reed
Recording Secretary