

# **CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES**

**Council Chambers – 100 Civic Center Drive**

**Monday, August 1, 2016**

**Regular Meeting**

**5:00 p.m.**

## **I. CALL MEETING TO ORDER**

Board Member Talbot called the meeting to order at 5:00 p.m.

## **II. ROLL CALL**

### **Civil Service Board Members:**

Maiqual Talbot, Chair

Jeff Herdman, Vice Chair

Roberta Fesler, Board Member

Robyn Grant, Board Member

Douglas Wood, Board Member

### **Staff Members:**

Barbara J. Salvini, Secretary to the Board/HR Director

Andrew Maiorano, Deputy City Attorney

Jyll Ramirez, HR Specialist II

## **III. FLAG SALUTE – Led by Board Member Wood**

## **IV. PUBLIC COMMENTS**

There were no public comments.

## **V. CONSENT CALENDAR**

### **A. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES**

**1. APPROVE REVISED MINUTES FOR THE JUNE 6, 2016, REGULAR MEETING.**

**2. APPROVE MINUTES FOR THE JULY 6, 2016, REGULAR MEETING.**

Board Member Herdman requested Mr. Mosher's corrections be included in the July 6, 2016, Meeting Minutes.

Board Member Grant advised that she was not present for the June 6, 2016, Civil Service Board Meeting; however, she reviewed the audio recording.

Board Member Fesler moved, seconded by Board Member Grant, to waive reading of, approve, and order filed the Revised Meeting Minutes for June 6, 2016, as presented, and the Civil Service Board Meeting Minutes for July 6, 2016, as corrected. Motion carried (5 Ayes, 0 No, 0 Abstain, 0 Absent).

## **VI. CURRENT BUSINESS**

### **A. DISCUSS AND POSSIBLY TAKE ACTION ON THE SEPTEMBER 2016 REGULAR MEETING DATE DUE TO THE LABOR DAY HOLIDAY – Barbara J. Salvini, Secretary to the Board**

Ms. Salvini reported that the first Monday of September was the Labor Day Holiday and City Hall would be closed. Under Civil Service Rules and Regulations, the meeting should be held on the next succeeding Wednesday; however, the Council Chambers are not available September 7, 2016. Staff proposed to hold the meeting Monday, September 12, 2016.

All Board Members were available on the 12<sup>th</sup>, with the exception of Board Member Grant.

Board Member Fesler moved, seconded by Board Member Talbot, to continue the September Regular Meeting to September 12, 2016. Motion carried (5 Ayes, 0 No, 0 Abstain, 0 Absent).

### **B. ORAL REPORTS**

#### **1. CITY-WIDE AND HUMAN RESOURCES MATTERS – Barbara J. Salvini, Human Resources (HR) Director**

HR Director Barbara Salvini reported:

- Staff continued to create and build the open enrollment module for Munis software. The City's annual open enrollment begins September 12, 2016.
- On July 28, 2016, employees from Monterey Park shared ideas regarding planning, setup and implementation with City of Newport Beach Munis core staff.
- Administrative Assistant Marissa Sur was selected to fill the position vacated by Leslie Campbell in the Risk Management Division.
- The Fire Department provided a basic CPR course for employees on July 14, 2016.
- On July 26, 2016, a market update was provided to City staff regarding the effects of Great Britain's withdrawal from the European Union.

- Recruitments are underway for the Human Resources, Finance, Public Works, City Clerk's Office, Library, Recreation, Municipal Operations, Police and Fire Departments.
- Seven vacant positions are expected to be filled in the Fire Department in October, with recruits beginning an academy in November. Promotional recruitments are planned for fire paramedic, fire engineer, and fire captain.
- Additional testing is in progress for the police officer recruitment.
- Several candidates are in the background process for community services officer, police officer, and part-time police dispatcher.

## **2. FIRE DEPARTMENT MATTERS – Scott Poster, Fire Chief**

Chief Poster reported:

- The Fire Department hosted a funeral service for Retired Fire Chief Jim Reed.
- The firefighter examination was recently completed. The process began with 400 applicants. Of the 400, fifty-six (56) participated in oral interviews and 13 moved forward to the background process. The academy will begin in November.
- On July 26, 2016, Assistant Fire Chief Duncan gave a presentation on pier firefighting to the City Council. A fire was reported at the pier on July 31, 2016.
- Resources were dispatched to the Sand Fire in Los Angeles County. An engine company dispatched to the Soberanes Fire was rerouted to the Big Sur area.
- The CPR class for City employees was well attended.
- The Engine 64 surge ambulance pilot study appeared to be successful and will continue.
- The Paramedic Assessment Unit in Santa Ana Heights was in service.
- Marine operations statistics for July 2016:
  - Public Assists – 14,833
  - Enforcements – 4,717
  - Medical Aids – 728
  - Preventatives – 44,379
  - Rescues – 1,620
  - Total Calls – 66,525
  - Beach Population – 2,416,000

- At the July 9, 2016, pier-to-pier swim, a rookie lifeguard placed eighth overall.
- On July 10, 2016, lifeguards towed the remains of a whale out to sea.
- The 36th annual Junior Lifeguard Hot Dog Dinner was held July 14, 2016.
- On July 16, 2016, Newport Beach lifeguards and the Harbor Patrol responded to swimmers on the rocks off Cameo Shores. Two of six personal water crafts had capsized.
- Lifeguards placed three sensors in the water to track tagged marine animals. Thus far, one shark has been recorded. Staff created a webpage at the Marine Operations website to inform the public.

Board Member Wood inquired about the number of Fire Department vacancies. Chief Poster reported there are one firefighter, three fire engineer, and three fire paramedic vacancies.

Board Member Fesler asked if the Fire Department utilized Nixle or a similar system to broadcast shark notifications. Chief Poster advised that the Fire Department utilizes PulsePoint notification system, which can be downloaded on your phone. The Fire Department will explore utilizing the Police Department's Nixle service. The City's Public Information Officer sent a bulletin to the City's subscriber list indicating the operations website was active.

Chair Talbot requested a presentation of pier firefighting capabilities before the Civil Service Board.

**3. POLICE DEPARTMENT MATTERS** – Jonathan Stafford, Deputy Director of Police Services

Deputy Director Jonathan Stafford reported:

- National Night Out would be held on August 2, 2016, at Bonita Canyon Sports Park from 4:00 p.m. to 7:00 p.m.
- Two promotions: Keith Krallman promoted to police lieutenant and Todd Bush promoted to police sergeant.
- Four police recruits are attending the academy and doing well.
- In July 2016, there were 10,475 CAD events. This is an increase from 9,032 events in June 2016, but a decrease from 11,128 events in July 2015. CAD stands for

computer-aided dispatch and tracks phone calls from start to finish by providing times, dates, names, and locations to police officers.

- The Fourth of July Holiday was uneventful.
- The field test of in-car tablets is continuing. The removable tablet is popular with police officers.
- The Teen Academy was in session for another week with 30 teenagers participating.
- San Diego Police Officer Jonathan DeGuzman was killed in the line of duty on July 28, 2016. Officer Wade Irwin was shot during the incident, but is expected to survive. Newport Beach police officers will attend Officer DeGuzman's funeral August 5, 2016.

**VII. CIVIL SERVICE BOARD ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)**

None.

**VIII. ADJOURNMENT**

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:31 p.m. to the next Civil Service Board Regular Meeting on September 12, 2016.

The agenda for the Regular Meeting was posted on July 28, 2016, before 5:00 p.m., on the City's website, public counter in the Human Resources Department (Bay A2) and in the Meeting Agenda Binder located in the entrance of the City Council Chambers at 100 Civic Center Drive.

Prepared by:

  
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Jyll C. Ramirez, HR Specialist II  
City of Newport Beach

Approved by:

  
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Maiqual Talbot, Chair  
Civil Service Board 2016/2017