



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

**Council Chambers – 3300 Newport Boulevard, Building A  
Monday, May 7, 2012 – 5:00 PM**

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

**Debra Allen, Chair  
Mickey Dunlap, Vice Chair  
Douglas Coulter  
Hugh Logan  
Maiqual Talbot**

### ***Staff Members:***

**Lauren Farley, Acting HR Director & Secretary to the Board  
Aaron Harp, City Attorney  
Jyll Ramirez, Administrative Assistant to the HR Director**

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#### **1) CALL MEETING TO ORDER (5:00 PM)**

#### **2) ROLL CALL**

#### **3) FLAG SALUTE**

#### **4) PUBLIC COMMENTS**

*Public comments are invited on agenda and non-agenda items generally considered to be within the subject matter jurisdiction of the Civil Service Board. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Civil Service Board has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.*

#### **4) APPROVAL OF MINUTES**

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This Civil Service Board is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Civil Service Board's agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Civil Service Board and items not on the agenda but are within the subject matter jurisdiction of the Civil Service Board. The Civil Service Board may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

It is the intention of the City of Newport Beach to comply with the Americans with Disabilities Act ("ADA") in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Newport Beach will attempt to accommodate you in every reasonable manner. If requested, this agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Please contact the City Clerk's Office at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 644-3005 or [cityclerk@newportbeachca.gov](mailto:cityclerk@newportbeachca.gov).

Meeting of April 2, 2012 – Waive reading subject Minutes, approve as written and order filed.

5) **CURRENT BUSINESS**

A. Oral Reports

1. Secretary to the Board – Lauren Farley, Acting Human Resources Director

- a. Schedule Appeal Hearing of Terminated, Non-Civil Service Employee
  - i. Suggested Dates – July 12 or 19 or August 17

2. Fire Department

- a. Introduction of Newport Beach’s New Assistant Fire Chief, Kevin Kitch (Scott Poster, Fire Chief)
- b. Department Report (Scott Poster, Fire Chief)

3. Police Department

- a. Department Report (Jon Lewis, Police Lieutenant)

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

7) **ADJOURNMENT**



## **CIVIL SERVICE BOARD MEETING MINUTES**

**DATE:** Monday, April 2, 2012  
4:00 PM, Regular Meeting

**BOARD:** Debra Allen, Chairperson  
James "Mickey" Dunlap, Vice Chairperson  
Doug Coulter, Board Member  
Hugh Logan, Board Member  
M.D. Talbot, Board Member

**STAFF:** Lauren Farley, Acting HR Director and Secretary to the Board  
Aaron Harp, City Attorney  
Jyll Ramirez, Administrative Assistant to the HR Director

### **1. REGULAR MEETING CALLED TO ORDER – 4:00 PM**

Chair Allen called the regular meeting to order.

### **2. ROLL CALL**

- Ms. Ramirez announced that all Board Members were present.
- Assistant City Attorney Leonie Mulvihill was present for legal matters, on behalf of City Attorney Aaron Harp.

### **3. THE PLEDGE OF ALLEGIANCE**

The Flag Salute was led by Board Member Coulter.

### **4. PUBLIC COMMENTS**

There were no public comments.

### **5. BOARDS & COMMISSIONS TRAINING**

City Manager Dave Kiff thanked Board Members for attending the training and introduced Dr. Trudy Sopp, The Centre for Organizational Effectiveness. Dr. Sopp covered and refreshed the Board on How to Run an Effective Meeting – Their Role and Staff's Role.

## **6. APPROVAL OF MINUTES**

A Motion was made by Board Member Coulter to approve the March 5, 2012 Meeting Minutes with no corrections. Board Member Logan seconded the Motion. It was approved 5 Ayes, 0 No.

## **7. CURRENT BUSINESS**

### **A. Welcome and Introduction of David McGill, Assistant Police Chief – Jay Johnson, Police Chief**

Chief Johnson introduced newly hired Assistant Police Chief David McGill, who has 25 years of experience with Los Angeles Police Department and completed the West Point Leadership Academy.

Assistant Police Chief McGill addressed the Board and expressed his enthusiasm for his new role.

### **B. Oral Reports**

1. Secretary's Report – Lauren Farley, Acting HR Director and Secretary to the Board, reported:

a) The City is moving forward with the new Performance Evaluation System. A subcommittee has been assembled and includes Ms. Farley, HR Analyst Maggie Williams-Dalgart, Assistant Fire Chief Ralph Restadius, Police Lieutenant Jon Lewis, Assistant to the City Manager Rob Houston, Recreation & Senior Services Director Laura Detweiler, and Assistant City Manager Dana Smith.

b) The Chief Information Officer recruitment opened today.

2. Fire Department's Report – Scott Poster, Fire Chief, reported:

a. Chief Poster announced that he hired new Assistant Fire Chief – Kevin Kitch, who starts April 23, 2012. Assistant Chief Kitch comes from the City of Poway.

- b. Battalion Chief Chip Duncan was transferred from Field Operations to the Training Division.
  - c. Recently, one hundred and twenty-two people attended the CERT Training at Fire Station 7 – Santa Ana Heights.
  - d. The Fire Department is committed to extending themselves and speaking to as many community groups as possible regarding High Hazard Zones.
  - e. Seasonal Lifeguard Try-outs were held March 18, 2012. Sixty-seven (67) tested and 29 will continue in the process.
  - f. Firefighters and Fire Staff Members will be going into Newport Beach schools to teach the students CPR.
  - g. There are 1,255 children registered for the Junior Lifeguard program. Sign-ups for the children, not residing in Newport Beach, will open April 2, 2012.
  - h. The recruitment for Firefighters begins Wednesday, April 4, and will close after the first 500 completed applications are submitted.
  - i. The Fire Department successfully simulated an air disaster drill at the John Wayne Airport.
3. Police Department's Report – Jon Lewis, Police Lieutenant, reported:
- a. The Police Appreciation Breakfast was held Thursday, March 15, 2012, at the Hyatt Regency. The following awards were given out:
    - i. The Officer of the Year Award - Bill Hume, Police Officer
    - ii. The Supervisor of the Year Award - Jay Short, Police Lieutenant
    - iii. The Civilian of the Year Award - Kathy Lowe, Crime Prevention Specialist
    - iv. The Reserve Officer of the Year Award – Chip Cuthbert, Police Reserve Officer
    - v. Volunteer of the Year – Joel Gerson

- b. Entry-Level and Lateral Police Officer testing was held over the weekend. One hundred, three (103) applicants took the written tests, 34 passed the physical agility step, and the Department is conducting interviews all week. Mr. Lewis thanked Human Resources Staff Members for their effort and assistance.
- c. Police Dispatcher recruitment closed Friday, March 30.
- d. The Police Department's Management Staff Members were invited by Council Member Curry to attend Concord University for one-day training on Creating a High Performance Government in Orange County and beyond. Topics covered were Statistical Analysis on Performance in Government Organizations – Newport Beach Police Department's crime statistics were used as the good model in the workshop.

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

None

**9. ADJOURNMENT**

The meeting adjourned at 5:24 pm.

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Debra Allen, Chairperson  
Civil Service Board