



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

**Council Chambers – 3300 Newport Boulevard, Building A
Monday, December 3, 2012
5:00 PM Regular Meeting**

Civil Service Board Members:

**James “Mickey” Dunlap, Chairperson
Maiqual Talbot, Vice Chairperson
Debra Allen, Board Member
Douglas Coulter, Board Member
Hugh Logan, Board Member**

Staff Members:

**Terri L. Cassidy, Deputy City Manager/HR Director
& Secretary to the Board
Leonie Mulvihill, Assistant City Attorney
Jyll Ramirez, Administrative Assistant to the HR Director**

- 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.

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.

5) CONSENT CALENDAR

A. APPROVAL OF MEETING MINUTES

CSB Regular Meeting of November 5, 2012 – Waive reading subject Minutes, approve as written and order filed.

B. INFORMATIONAL ITEMS

Reserve Officer Eligibility List - Merged

6) CURRENT BUSINESS

A. PRESENTATION – Overview of the Police Department Explorer Program (Lloyd Whisenant, Police Sergeant)

B. RULE OF THREE DISCUSSION (Brian McDonough, President, Newport Beach Firefighters Association)

C. ORAL REPORTS

1. Secretary to the Board (Terri Cassidy, Deputy City Manager/HR Director)

a. Announcements of Deputy Finance Director Steven Montano and Deputy Public Works Director Patrick Thomas

b. City-Wide Classification & Compensation Study and Potential Role for Appeals

2. Fire Department (Scott Poster, Fire Chief)

3. Police Department (Dennis Birch, Police Lieutenant)

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

8) ADJOURNMENT



CIVIL SERVICE BOARD

MEETING MINUTES

Date: Monday, November 5, 2012
5:00 PM – Council Chambers (3300 Newport Boulevard)

Board Members: James “Mickey” Dunlap, Chairperson
Maiqual Talbot, Vice Chairperson
Debra Allen, Board Member
Douglas Coulter, Board Member
Hugh Logan, Board Member

Support Staff: Terri L. Cassidy, Deputy City Manager/HR Director
& Secretary to the Board
Leonie Mulvihill, Assistant City Attorney
Jyll Ramirez, Administrative Assistant to the HR Director

1. CALL MEETING TO ORDER - Chairperson Dunlap called the meeting to order (5:00 pm).
2. ROLL CALL - Chairperson Dunlap noted Board Member Allen had an excused absence and all other Board Members were present.
3. ADJOURN TO CLOSED SESSION – LEGAL ADVISOR (PUBLIC EMPLOYEE APPOINTMENT, GOVERNMENT CODE § 54957) - Assistant City Attorney Leonie Mulvihill requested that the Board adjourn to closed session in accordance with Government Code § 54957 to discuss the appointment of a legal advisor.
4. RECONVENE - Chairperson Dunlap reconvened the meeting at 5:18 pm.
5. FLAG SALUTE - Board Member Coulter led the Pledge of Allegiance.
6. CLOSED SESSION REPORT – Assistant City Attorney Leonie Mulvihill announced that there were no items to report from the closed session.
7. PUBLIC COMMENTS – Ms. Lauren Farley, HR/RM Administrator, read the admonishment for the Public Comments item.

There were no public comments.



CIVIL SERVICE BOARD

MEETING MINUTES

8. CONSENT CALENDAR

a. APPROVAL OF OCTOBER 1, 2012 CSB REGULAR MEETING MINUTES

A Motion was made by Board Member Logan to approve the October 1, 2012 Meeting Minutes as written and order filed.

Board Member Coulter seconded the Motion. It was approved 4 Ayes, 0 No.

b. INFORMATION ITEM – Police Officer, Entry-Level/Academy Graduate Eligibility List

No action needed; informational item only.

9. CURRENT BUSINESS – Oral Reports

a. Terri L. Cassidy, Deputy City Manager/HR Director (Human Resources Dept.)

The Recruitment Division is in its final stages of the recruitment process for Deputy Finance Director and Deputy Public Works Director. Job offers have been made to the top candidates.

Twenty (20) Occupational Panels were conducted by Fox Lawson for the City's Classification and Compensation Study. After the panels were finished, HR Analyst Maggie Williams-Dalgart assisted Ms. Cassidy in holding an open forum for the panel-involved staff members to give them the opportunity to ask further questions about the study. The project completion goal is to be ready for implementation by FY13-14 budget process.

The Benefits Division held their Annual Retirement Seminar for near-retirement employees, so they are educated on new benefits, policies and procedures. This year, Pension Reform was a main topic.

At the request of Chairperson Dunlap, Human Resources Administration has requested a presentation highlighting police activities from the Police Department. This presentation will be brought to the Board next month.



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Board Member Coulter asked for an update on the new Employees Appraisal System and when it will be implemented.

Ms. Farley notified the Board that HR will be the first trial department and is expected to start before December 3, 2012 (next Board Meeting).

b. Scott Poster, Fire Chief (Fire Department)

The Fire Department published its first quarterly newsletter *Fireline* to enhance departmental communication. The next issue will come out January 2013.

An EOC drill was conducted this last month, which simulated an active shooter in Fashion Island. This type of drill keeps the Fire Department prepared for an emergency.

A Los Angeles County staff member conducted a *Vision into the Future* presentation on upcoming changes to our EMS personnel.

This week, three probationary Firefighters will be taking an 11-month exam.

November 15, 2012, the Fire Engineer exam will be conducted.

Eleven (11) new Firefighter Recruits will be hired and, November 26, will begin the Recruitment Academy to prepare them for their probationary year.

Marine Operations (October):

- 60 Rescues
- 2,380 Preventative Actions
- 220 Medical Aids
- 2 Reunited People
- 343,000 Beach Attendance

Newport Beach Lifeguards, with NB Firefighters, held seven CPR training classes at Newport Harbor High School.



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Newport Beach Seasonal Lifeguards Alys Williams and Madison McLaren have been selected to compete in the Youth World Championships for water polo in Australia for two weeks in December 2012.

Life Safety Services Division was awarded the 2012 FEMA (Federal Emergency Management Agency) Individual and Community Preparedness Award for Outstanding CERT (Community Emergency Response Team) Initiatives. This program has been nationally recognized (see Newsletter for more details).

The Fire Department, with Human Resources, is asking City Council at the November 13 meeting to identify and reclass a Life Safety Specialist I, II and III job series, which combines non-sworn Disaster Preparedness positions with Fire Prevention Specialist I and II - providing a career ladder.

c. Dennis Birch, Police Lieutenant, Police Department

October 25, 2012, Crime Scene Investigator Nikki Zack joined the Newport Beach Police Department. Ms. Zack was chosen after competing for the position with approximately 490 candidates. She has a Bachelor's Degree in Forensic and Investigative Sciences from West Virginia University.

A Police Dispatcher Trainee resigned October 30, leaving the Department down in this job classification. However, a current and active eligibility list is in place which will help expedite filling the position.

October 24, 2012, the Police Department teamed up with the Yard House, Newport Beach Fashion Island, for a fundraising event. Police Officers, including Police Chief Jay Johnson, served patrons to help raise money for the Special Olympics. The Department raised over \$ 8700.

Crime stats through the 10/27:

- Part I Crimes are down 3.3%
- Property Crimes remain the highest crime rate for Newport Beach, mostly due to bike theft and shop lifting.



CIVIL SERVICE BOARD

MEETING MINUTES

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

None

11. ADJOURNMENT – 6:34 PM

The agenda for the Regular Meeting was posted on Thursday, September 27, 2012, at 3:45 PM, on the City Hall Bulletin Board located outside of the City of Newport Beach Administration Building.

James "Mickey" Dunlap, Chairperson
NEWPORT BEACH CIVIL SERVICE BOARD

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