CIVIL SERVICE BOARD
MEETING MINUTES

DATE: Monday, March 5, 2012
5:00 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: Terri Cassidy, 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 – 5:00 PM

Chair Allen called the regular meeting to order.

2. ROLL CALL

Ms. Ramirez announced that all Board Members were present. However, HR Director/Secretary to the Board Terri Cassidy and City Attorney Aaron Harp have excused absences. HR Administrator Lauren Farley will be Acting Secretary to the Board for Ms. Cassidy and Deputy City Attorney Michael Torres will assist the Board with any legal matters.

3. THE PLEDGE OF ALLEGIANCE

The Flag Salute was led by Board Member Logan.

4. PUBLIC COMMENTS

There were no public comments.

5. APPROVAL OF MINUTES

A Motion was made by Board Member Coulter to approve the February 6, 2012 Meeting Minutes with no corrections. Vice Chair Dunlap seconded the Motion. It was approved 5 Ayes, 0 No.

6. CURRENT BUSINESS

A. Oral Reports

1. SECRETARY'S REPORT – Lauren Farley, Human Resources Administrator and Acting Secretary to the Board, reported:

   a) **Rescheduled Appeal Hearing** - Both parties have agreed to reschedule the February 22, 23 and 24 Appeal Hearing to June 5, 6 and 7, from 9 am – 5 pm, in the Council Chambers.

   b) **Boards & Commissions Workshop** – The Boards & Commissions Workshop will be held at 4:00 pm, before the next regularly scheduled Civil Service Board Meeting - Monday, April 2, 2012.

   c) **Informational Items** – The Board received the updated Lateral Police Officer Eligibility List and Senior Police Dispatcher Promotional Eligibility List in their agenda packets for informational purposes.

   Save the Date for the Employee Appreciation Event Tuesday, May 15, 2012, 11:30 am – 1:30 pm at Bonita Creek Park.

2. FIRE DEPARTMENT – Scott Poster, Fire Chief, reported:

   a) **Department Report** – Chief Poster flew over Newport Beach to review the High Hazard Fire Zone map and to recommend any changes.

Newport Beach Lifeguards have recently completed two Scuba Dive Trainings and are scheduled for Helicopter Training March 7, 2012.

Seasonal Lifeguard try-outs will be held March 18, 2012. There are 116 applicants at this time.

Three Junior Lifeguard Swim Tests have been completed, which consists of a 100-yard swim under a designated age-appropriate time frame, in addition to treading water for three minutes.

b) **Announcement of Newport Beach's New Assistant Fire Chief –** February 25, 2012 Fire Division Chief Ralph Restadius was promoted to Assistant Fire Chief for Fire Operations. All Board Members congratulated Chief Restadius.

3. **POLICE DEPARTMENT**

a) **Police Chief Jay Johnson Introduced Newport Beach's New, and First, Support Services Administrator –** This position is non-sworn and will oversee the Records, Police Dispatch, Fleet Services, Training/Personnel, and Property and Evidence Divisions. Jonathan Stafford was hired on February 27, 2012, with 20 years of experience from the City of Long Beach.

b) **Department Report (Lieutenant Jon Lewis) –** The Police Appreciation Breakfast will be Thursday, March 15, 2012, at the Hyatt Regency starting at 7:15 am.

The Police Department is conducting recruitments for Entry-Level Police Officers, Police Dispatcher, Senior Crime Analyst, Lateral Police Officer and Recruit Police Officer.

Every two years, the State offers grant funds for the Peace Officers Standards and Training (POST). This year, the Police Department sent the Executive Staff Members to attend this three-day workshop, which helped them establish department priorities.

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

Board Member Logan asked for a short presentation on how the high fire hazard areas in Newport Beach are determined. Chair Allen seconded the request.

8. ADJOURNMENT

The meeting adjourned at 5:26 pm.

Debra

Debra Allen, Chairperson
Civil Service Board