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.

VICE CHAIR

Debra Allen, Chairperson
Civil Service Board