CIVIL SERVICE BOARD

MEETING MINUTES

Date:	Monday, December 3, 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 all Board Members were present. Lauren Farley, Human Resources/Risk Management Administrator, was present in the excused absence of Terri Cassidy, Deputy City Manager.

3. FLAG SALUTE - Board Member Coulter led the Pledge of Allegiance.

4. PUBLIC COMMENTS – Ms. Ramirez, Administrative Assistant to the HR Director, read the admonishment for the Public Comments item.

   There were no public comments.

5. CONSENT CALENDAR

   a. APPROVAL OF NOVEMBER 5, 2012 CSB REGULAR MEETING MINUTES

      A Motion was made by Board Member Coulter to approve the November 5, 2012 Meeting Minutes as written and order filed.

      Board Member Logan seconded the Motion. It was approved 4 Ayes, 0 No, 1 Abstain (Board Member Allen – due to excused absence at the November 5, 2012 meeting).

b. INFORMATION ITEM – Reserve Police Officer Eligibility List

No action needed; informational item only.

6. CURRENT BUSINESS – Oral Reports

a. PRESENTATION – Overview of the Police Department Explorer Program - Lloyd Whisenant, Police Sergeant

Sergeant Whisenant presented and explained how the Explorer Program operates and develops successful citizens. He introduced two members of the Program, who credited the program for their own personal experiences and accomplishments.

b. RULE OF THREE DISCUSSION - Brian McDonough, President, Newport Beach Firefighters Association

Mr. McDonough asked for clarification on the *Rule of Three* recruitment/selection process for new Fire Department employees.

Ms. Mulvihill suggested that Mr. McDonough and City Attorney/Human Resources staff members meet and discuss the process.

Mr. McDonough agreed to meet with staff and come back to the Board, if needed.

c. HUMAN RESOURCES ORAL REPORT – Lauren F. Farley, HR/RM Administrator

- Newport Beach welcomes Steve Montano, Deputy Finance Director, and Patrick Thomas, Deputy Public Works Director.
- There have been preliminary discussions regarding a possible role for the Civil Service Board, or a subcommittee of the Civil Service Board, to participate in the City-wide Classification and Compensation Study. The Board, or Subcommittee, would serve by hearing the employee appeals, if any, and act in an advisory capacity for the City Council. The details have not been decided.

- Board Member Coulter asked for a status update on the performance evaluation system. Ms. Farley informed the Board that the new system will dovetail with the City-wide Classification and Compensation Study for efficiency, since job classifications will be changing soon. At this stage, the Information Technology Division is providing background information to the new vendor. The Human Resources Department will be the first to beta test the system to identify any glitches or nuances before we implement the program City-wide.
- Board Member Logan asked if the City-wide Classification and Compensation Study will be budget-neutral. Ms Farley advised the Board Members that we will not know the cost of full implementation until we are further along in the process.

d. FIRE DEPARTMENT ORAL REPORT - Scott Poster, Fire Chief

- At the November 13, 2012 Council meeting, Council adopted Resolution 2012-102, which consolidated three job classifications (Fire Prevention Specialist, Fire Prevention Plans Examiner, and Community Preparedness Coordinator) into one occupational career series by creating the Life Safety Specialist job classifications (Life Safety Specialist I, II, and III). This series has created broader job duties and responsibilities and given the Life Safety Services Division greater flexibility and capability to provide the highest level of service to the community and customers.
- Chief Poster attended the California Chiefs' Conference in Sacramento last week; some interesting topics included Community Paramedicine and new innovations in the fire service.
- The Fire Department has completed 96% of their employee performance evaluations, with only a few late. Colleen Gill, Administrative Assistant to the Fire Chief, has been working hard to bring the Fire Department current with their employee evaluations.
- The Fire Operations Division had a 2nd alarm structure fire on Heather Lane, with one fatality, but no injuries to Firefighters. The fire is believed to be accidental in nature and caused by something electrical.
- Three Firefighters have successfully completed probation.

- Ten (10) new Firefighters began the Recruitment Academy today for three weeks and will follow up with a one-year probationary period.
- Six candidates successfully completed the Engineer's Test on November 28, 2012. Two of the six interviews have already been conducted; we hope to make promotions effective December 15, 2012.
- A Lifeguard Specialist II candidate is currently in the background stage of the recruitment process.
- Newport Beach Lifeguards held a *Train the Trainer* class, which discussed principles of instruction and presentation skills to several Orange County Lifeguard agencies, helped with CERT's (Community Emergency Response Team) *Drill the Skills* exercise and assisted Los Angeles County Sheriffs' with a helicopter simulation drill.
- The Life Safety Services Division issued 45 Fire Permits and conducted 76 Building Inspections.
- The Fire Department has started the *Spark of Love* fundraiser, with toy boxes placed in all Fire Stations and various Newport Beach businesses.

Marine Operations (November 2012) Stats:

- Over 380 Preventative Actions
- 70+ Medical Aides
- Approximately 201,900 Beach Visitors

e. POLICE DEPARTMENT ORAL REPORT - Dennis Birch, Police Lieutenant

- Thanked Sergeant Whisenant for doing an outstanding job with the Police Explorer Program.
- November 26, 2012, the Police Department held a ceremony to welcome and swear in 11-year police veteran David Mock, Police Officer – Lateral, and recognize promotions to full-time status for Community Services Officers Tiffany Lippman, former part-time Community Services Officer, and Justin Edson, former part-time Police Cadet.
- The department held a *Bike Rodeo* at Newport Heights Elementary School to discuss Bicycle Safety and conduct bicycle equipment

checks. This was a successful event with many of the attendees registering their bicycles.

- *Operation Safe Holidays* is underway – signs are posted around the parameters of the city to remind people to be aware of theft and burglary and to lock vehicles, DUI (Driving Under the Influence) patrol is increased, and communication is being distributed city-wide.

Crime stats 1/1/2012 through the 11/24/2012:

- Part I Crimes are down 2.2%
- Arrests are up 2.8% - total of 2,953 arrests, which includes 896 felony arrests

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

   None

8. ADJOURNMENT – 6:51 PM

The agenda for the Regular Meeting was posted on Thursday, November 29, 2012, at 4:00 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