CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES
Council Chambers – 100 Civic Center Drive
Monday, January 6, 2014
REGULAR MEETING
5:00 PM

I. CALL REGULAR MEETING TO ORDER (5:00 PM)

Chairperson Talbot called the meeting to order at 5:00 PM.

II. ROLL CALL

Civil Service Board Members:
Maiqual Talbot, Chairperson
Douglas Coulter, Vice Chairperson
Debra Allen, Board Member
James "Mickey" Dunlap, Board Member
Hugh Logan, Board Member – Absent

Staff Members:
Terri L. Cassidy, Deputy City Manager/HR Director/Secretary to the Board
Leonie Mulvihill, Assistant City Attorney, Advisor to Civil Service Board
Jason Guyser, Assistant City Attorney, Advisor to Civil Service Board – *effective January 6, 2014*
Jyll Ramirez, Administrative Assistant to the HR Director

Administrative Assistant to the HR Director Jyll Ramirez reported that all Board Members were present except Board Member Logan, who had an excused absence.

III. FLAG SALUTE – Led by Board Member Dunlap

IV. PUBLIC COMMENTS

Chairperson Talbot welcomed Nancy Evans, Board Member Dunlap's daughter, who is visiting from Washington.

Interested parties were invited to address the Board at this time. There was no response and the Public Comments portion of the meeting was closed.

V. CONSENT CALENDAR

A. APPROVAL OF MEETING MINUTES FOR THE DECEMBER 2, 2013, REGULAR MEETING. Waive reading of subject Minutes, approve as amended, and order filed.

Administrative Assistant to the HR Director Jyll Ramirez pointed out an amendment to the December 2, 2013, regular meeting minutes.

Board Member Dunlap made a Motion to waive reading the December 2, 2013, Meeting Minutes, approve as amended and ordered filed. The Motion was seconded by Vice Chairperson Coulter. It was approved 4 Ayes, 0 No.

VI. PRESENTATIONS

A. SUNSET RIDGE AND MARINA PARKS – SEAN LEVIN, RECREATION AND SENIOR SERVICES SUPERINTENDENT

Ms. Cassidy introduced the item and deferred to Recreation and Senior Services Superintendent Sean Levin for a report.

Mr. Levin provided a presentation on Sunset Ridge and Marina Parks. He presented background information and addressed locations, amenities, ground-breaking dates and features of each. He added that there will be a visiting-vessel marina, a sailing center, and a community center at Marina Park.

Members of the Board commented positively on the projects.

VII. CURRENT BUSINESS

A. ORAL REPORTS

1. CITY-WIDE AND HUMAN RESOURCES MATTERS – TERRI L CASSIDY, DEPUTY CITY MANAGER/HR DIRECTOR

Ms. Cassidy expressed her wishes to the Board for a Happy New Year.

- The new employee evaluation system (Performance Pro) was activated January 2, 2014 and presented a sample evaluation, which was requested by the Board during its last meeting.
- The City is close to finalizing the recruitment for the Library Services Director, which has been in progress for approximately two months. In addition, she reported that staff is planning the next recruitment schedule, which may include some promotional examinations in the Fire and Police Departments.
- The Department has been working cooperatively with various City departments on policy training in the areas of drug and alcohol, sexual harassment prevention and other policies the City has to ensure compliance with.

She introduced new Assistant City Attorney Jason Guyser and expressed her appreciation to Assistant City Attorney Leonie Mulvihill for her service to the City and the Board. She reported that City Attorney Aaron Harp has made some assignment rotations and that beginning with the present meeting; Assistant City Attorney Jason Guyser will be serving the Board as Legal Counsel.

Assistant City Attorney Guyser introduced himself and provided a brief overview of his experience and qualifications and stated he looks forward to working with the Board.

2. FIRE DEPARTMENT MATTERS – SCOTT POSTER, FIRE CHIEF

Chief Poster thanked the Board for attending the Department's Badge Pinning Ceremony.

- The Fire Department is building on its Emergency Medical Service Mission, will be aligning resources towards same and will keep the Board advised in the future.
- Three people began paramedic school and four or five Firefighter Recruits will be hired next week.
- The Department received an additional 10,000 calls this holiday season, compared to 2012.
- Performance Pro (employee performance evaluation system) training will be later this month and the Department will be moving forward with all performance evaluations in the system.
- Training Captain Keith Winokur, who has done an outstanding job with his administrative assignment with the Department for the last year, will move back out onto the Floor and Fire Captain Nick Stocks will begin the administrative duties January 27, 2014.
- In Marine Operations, there were 85,000 more visitors in December 2013 compared to December 2012, with 259 preventative actions, 48 medical aids and 254,400 total beach visitors.
- Lifeguard Headquarters is still under construction with a projected completion date of Memorial Day weekend.
- Proposals are being sought for lifeguard services in Corona del Mar and submissions are due January 14, 2014.
- The Junior Lifeguard Program is now on the Fire Department website and will cost $700 for Newport Beach residents and $853 for non-residents. The first swim test is scheduled for March 9 at Corona Del Mar Pool from 9:00 a.m. to 1:00 p.m.
- Life Safety Services Division coordinated the Spark of Love program for the City and approximately 300,000 toys were delivered. He added that staff is in the midst of preparing its strategic plan which will be presented to the Board at a later date. A CERT all-hands meeting was held December 10 and he invited Board Members for the State of the CERT Awards Dinner Friday, January 31, 2014, at 6:30 p.m. He stated that invitations had been sent out.

Members of the Board commented positively on the Departments Badge Pinning Ceremony, December 11, 2013.

Board Members expressed concerns regarding outsourcing of Lifeguard services in Corona del Mar and asked if it will impact the Junior Lifeguard or other programs, Chief Poster stated that the RFP is for Big and Little Corona only and does not affect the Junior Lifeguard or other programs.

Ms. Cassidy stated that while it may be premature to be discussing the matter, City Manager Kiff's newsletter indicates that Council has asked to see about cost-effectiveness and how responses to the RFP would look. She stated that the City has obligations in the collective bargaining agreements that would necessitate sitting down with any affected members and negotiating the impacts of any outsourcing, as has been done with Refuse and other services in the past. She added that in terms of the RFP process, the City is at the very early stages and Council has requested doing this for Lifeguard services, as well as others. Impacts and decisions would be handled in accordance with State law and collective bargaining agreements.

3. POLICE DEPARTMENT MATTERS – DENNIS BIRCH, POLICE LIEUTENANT

Police Lieutenant Dennis Birch was unable to attend; therefore, Support Services Administrator Jonathan Stafford presented the Police Department report.

- This is the fourth consecutive year to see a decrease (1.1%) in Part 1 crimes. He reported that violent crimes were down by 29 incidents, property crimes were up by 3 incidents, felony arrests increased by almost 10% and there was a small decrease in misdemeanor arrests.
- The Civil Service test for Custody Officer will be held, January 7, 2014, with 180 candidates scheduled to take the exam for one (1) full-time vacancy and possibly two (2) part-time.
- The Support Services Division has selected a new staff member for Training, Sergeant Randy Querry, who will attend Board meetings on occasion to provide updates.
- The Department is getting a fresh recruitment of Police Laterals and Police Recruits (Academy & Academy Graduates) January 9, 2014.

VIII. 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 Allen announced the Speak Up Newport (SUN) meeting January 8, 2014, Reception at 5:30 p.m./Program starts at 6:00 p.m. The topic will be an update on City Parks presented by Director of Public Works Dave Webb and Recreation and Senior Services Director Laura Detweiler.

IX. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:31 PM.

The agenda for the Regular Meeting was posted December 24, 2013, before 12:00 p.m., on the City's website, public counter in the Human Resources Department (Bay A2) and in the Meeting Agenda Binder located in the entrance of the City Council Chambers at 100 Civic Center Drive.

Jyll Ramirez, Administrative Assistant to the Human Resources Director

Minutes approved by:

Maiqual Talbot, Chairperson
Civil Service Board 2013/2014