CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES
Council Chambers – 100 Civic Center Drive
Monday, March 3, 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

Staff Members:
Terri L. Cassidy, Deputy City Manager/HR Director/Secretary to the Board
Jason Guyser, Assistant City Attorney
Jyll Ramirez, Administrative Assistant to the HR Director

Administrative Assistant to the HR Director Jyll Ramirez reported that all Board Members were present.

III. FLAG SALUTE – Board Member Logan

IV. PUBLIC COMMENTS

The notice was read by Ms. Ramirez.

Interested parties were invited to address the Board. There were no responses, and the Public Comments portion of the meeting was closed.

V. CONSENT CALENDAR

A. APPROVAL OF MEETING MINUTES

APPROVE MINUTES FOR THE FEBRUARY 3, 2014, REGULAR MEETING.

Waive reading of subject Minutes, approve as written, and order filed.

Vice Chairperson Coulter made a Motion to waive reading the February 3, 2014, Meeting Minutes, approve as written, and ordered filed. The Motion was seconded by Board Member Allen. It was approved 5 Ayes, 0 No.

VI. PRESENTATIONS

A. CALIFORNIA DROUGHT UPDATE – GEORGE MURDOCH, ACTING MUNICIPAL OPERATIONS CO-DIRECTOR

Mr. Murdoch noted the attendance of Water Conservation Coordinator Shane Burckle and addressed the State's worst-recorded water drought and the impacts on Central and Northern California. His presentation included California Governor Jerry Brown's emergency plan; President Obama's concern, visit to California and pledge for Federal assistance; the State's water supply – zero percent projected allocation; an explanation of how this drought happened and that 2013 was the driest year for California since 1850; and from where California and Newport Beach receive their water (ground, import and recycled). Additionally, he addressed the City's recycled water program, the City's water conservation programs (including rebates and public outreach) and the City's water usage.

In response to an inquiry from the Board, Mr. Murdoch addressed the President's visit to Central California and the availability of Federal aid in terms of funding. He added that the State is trying to balance the wetlands and endangered species and attempting to keep a dual water source for the area while still providing water to the south.

VII. CURRENT BUSINESS

A. SCHEDULE DATE OF CLOSED TERMINATION APPEAL HEARING (CIVIL SERVICE EMPLOYEE) – TERRI L. CASSIDY, SECRETARY TO THE BOARD

Ms. Cassidy informed the Board Members that this is a new request for an appeal hearing from a Sworn Police Officer, not the request (Non-Sworn Police Employee) brought to the Board at the September 9, 2013, Regular Meeting. She then deferred to Assistant City Attorney Jason Guyser for a report.

Mr. Guyser reported that outside counsel will represent the City in this matter. He stated that outside counsel has not received a response from employee's attorney for availability and suggested that the Board provide dates of availability over a two- to three-month span, after May 2014, which is when the other hearing is to be completed.

Ms. Cassidy added that it appears this hearing will take approximately five (5) days, as it is a complicated hearing. She requested that the Board review their calendar and obligations for June and July, 2014.

Board Member Dunlap reported that he is available the entire month of June.

Board Member Logan reported that the last two (2) weeks in June would be good, as well as the entire month of July.

Vice Chairperson Coulter reported that the last two (2) weeks of June would be good.

Board Member Allen reported that she will not be available June 25, June 26 and July 24.

Chairperson Talbot reported that he is available the weeks of June 8 and 15, but that he may have a conflict with the week of June 22. Also, he will be available the last two (2) weeks in July.

Ms. Cassidy stated that she will advise the attorneys of the Board Members' availability and discuss the outcome at the next CSB Regular Meeting, April 7, 2014. Additionally, she is scheduling a prehearing meeting for the Non-Sworn Police Employee appeal and will let the Board know the details when solidified.

Chairperson Talbot reported who will be involved in the prehearing meeting and explained that it will streamline the process, scheduled dates and possible stipulations.

In response to an inquiry from the Board, Ms. Cassidy reported that the appeal hearing dates for the Non-Sworn Police Employee matter are May 27, 28 and 29, 2014. She added that Fong Tse, the City's Project Engineer, has indicated that privacy screens are in the City's possession and will be available for the hearings.

B. ORAL REPORTS

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

Ms. Cassidy thanked City Manager Dave Kiff for his attendance. She reported that the HR Department is moving forward on the classification study, and the Board will be advised in the next few months regarding the matter.

HR Staff Members continue to recruit for several open positions, including Deputy Public Works Director. She added that current employees are encouraged to apply for all positions for which they are qualified. Ms. Cassidy added that the City continues to provide tuition reimbursement and training for all levels of the organization. She reported that the City is undergoing budget planning/processing and commented on the staff reduction (over 100) since 2009.

2. FIRE DEPARTMENT MATTERS – SCOTT POSTER, FIRE CHIEF

Chief Poster reported:

- The City will not be outsourcing Lifeguards at the Corona del Mar beach this season.

- Fire Station 5 (Corona del Mar) is in the planning stage of their building's restructure, and a design will be developed in future months.
- A comprehensive evaluation and report will be completed, from consultant Emergency Services Consulting International (ESCI) and the matter presented to City Council within the next six (6) weeks.
- The Department is continuing with the Emergency Medical Services (EMS) program, and the goal is to have a paramedic at every station by the end of the year.
- An update on Fire Operations:
    - The Department has three (3) new Recruits, who will be graduating March 7, 2014. At the end of their one (1) year probation, Board Members will be invited to a ceremony to commemorate their accomplishment.
    - One Firefighter is continuing in a Paramedic internship.
    - The Chief will be hiring a new Fire Facilities Coordinator.
- He continues to work with labor groups and Human Resources to update standard operating procedures and performance evaluations.
- Newport Beach assisted the City of Costa Mesa on a structure fire.
- The Department is preparing an incident report for the upcoming marathon in May 2014.
- Details of Marine Operations:
    - Lifeguards are now using Electronic Patient Care Reporting (EPCR).
    - Lifeguard tryouts will be held March 16, 2014, at 9:00 a.m., at the Newport Pier. Board Members are welcome to attend.
    - The Junior Lifeguard Program announced swim tests will be held at the Corona del Mar pool on Sundays, March 9, 23 and 30, 2014, from 9:00 a.m. to 1:00 p.m.
- Details of Life Safety Services Division:
    - HAM (Amateur) Radio Classes were held February 4, 6 & 8, 2014.
    - Upcoming Community Emergency Response Training (CERT) classes will be Tuesday, March 11, 7:00 p.m. – 9:00 p.m.; Thursday, March 13, 9:00 a.m. – 1:30 p.m.; and Saturday, March 15, 8:30 a.m. – 5:30 p.m.
    - They hosted a pancake breakfast honoring Fire and Community Development employees February 13, 2014.

Brief discussion followed regarding the new Lifeguard Headquarters and Chief Poster stated that the project is on track.

3. POLICE DEPARTMENT MATTERS – JONATHAN STAFFORD, POLICE SUPPORT SERVICES ADMINISTRATOR

Police Support Services Administrator Jonathan Stafford provided an update on Police Department matters:

- Preparations are being made for the new CAD/RMS system, which is an important project.
- Crime was significantly down for January and February, 2014, and he provided related statistics.
- The Police Department will be participating again in the upcoming, annual Baker-to-Vegas Run. Mr. Stafford acknowledged volunteers and runners.
- The Police Appreciation Breakfast will be held Friday, March 28, 2014, and noted that Board Members should have received invitations to the event.

Members of the Board thanked Mr. Stafford for sending a follow-up email in response to a request at the Board's prior meeting.

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 reported that Speak Up Newport (SUN) will meet March 12, 2014, in the Community Room. The speaker will be Gary Brown, CEO of Coast Keeper. Additionally, she listed topics for discussion and reported that social time begins at 5:30 p.m. with the meeting starting at 6:00 p.m.

IX. ADJOURNMENT

Ms. Cassidy announced the passing of Kay Dunlap, wife of Board Member Mickey Dunlap, and requested adjourning the meeting in her memory.

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:44 p.m. in memory of Kay Dunlap.

The agenda for the Regular Meeting was posted on February 27, 2014, before 5:00 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
Admin Assistant to the HR Director

Approved by:

Maiqual Talbot, Chairperson
Civil Service Board 2013/14

**Corrected post meeting

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Approved by:

See previous page for signature

Jyll Ramirez
Admin Assistant to the HR Director

Maigual Talbot, Chairperson
Civil Service Board 2013/14

**Garry Brown, CEO of Coastkeeper (grammatical change only).