

**CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES**  
**Council Chambers – 100 Civic Center Drive**  
**Wednesday, September 3, 2014**  
**REGULAR MEETING**  
**5:00 PM**

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

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

**II. ROLL CALL**

**Civil Service Board Members:**

Hugh Logan, Chairperson  
Debra Allen, Vice Chairperson  
James "Mickey" Dunlap, Board Member  
Jeff Herdman, Board Member  
Maiqual Talbot, Board Member

**Staff Members:**

Terri L. Cassidy, Deputy City Manager/HR Director/Secretary to the Board  
Lauren Farley, Deputy HR Director  
Jason Guyser, Assistant City Attorney  
Jyll Ramirez, Administrative Specialist to the Deputy City Manager

**III. FLAG SALUTE – Led by Board Member Dunlap**

**IV. PUBLIC COMMENTS**

The notice was read by Jyll Ramirez, Administrative Specialist to the Deputy City Manager.

Interested parties were invited to address the Board. Hearing none, the Public Comments were closed.

**V. CONSENT CALENDAR**

**A. APPROVAL OF MEETING MINUTES**

Waive reading, approve and order to file the Civil Service Board Regular Meeting of August 4, 2014.

Board Member Talbot made a Motion to waive reading, approve and file the August 4, 2014, Regular Meeting Minutes. The Motion was seconded by Board Member Herdman. Motion carried. (3 Ayes, 0 No, 2 Abstain - Allen and Dunlap).

## VI. CURRENT BUSINESS

### A. ORAL REPORTS

1. **CITY-WIDE AND HUMAN RESOURCES MATTERS** – Terri L. Cassidy, Deputy City Manager/HR Director

Deputy City Manager/HR Director Cassidy commented on notable events:

- a. Successful completion of promotional recruitments coordinated by the Police and Human Resources Department led by HR Supervisor Rebecca Redyk.
- b. The Civic Center's Grand Opening of the Sculpture Garden is scheduled for September 13, 2014, from 2:00 PM to 5:00 PM, in the Friends Room at the Newport Beach Central Library.
- c. Human Resources has implemented a City-wide suggestion award plan called the Innovation Improvement Incentive Program, which encourages City employees to submit ideas for efficiencies and suggestions with a monetary reward if they are adopted.
- d. HR will be hosting the City's Health Fair on October 1, 2014, where the City will be offering flu shots for \$20 to City employees. She encouraged Board Members to attend.
- e. Because employee performance evaluations have been a high priority to the Board, Public Works Director Dave Webb reported (via Ms. Cassidy) that his department is almost 100% complete with their evaluations, which is a substantial improvement from a year ago.

2. **FIRE DEPARTMENT MATTERS** – Scott Poster, Fire Chief

Due to Chief Poster's excused absence, Assistant Fire Chief Chip Duncan provided an update on Fire Department matters.

#### FIRE OPERATIONS

- a. A unit was dispatched to Northern California to help with the fire in Mendocino National Forest for nine days, which gave them the opportunity to perform wildland firefighting.
- b. He reported that 25 staff members are attending a Leadership Training course and will be in class during the next couple of weeks.
- c. A paramedic assessment unit will be added to Station 4 on Balboa Island, in the beginning of October.
- d. The Department is concluding its ethics training this month.
- e. A Badge Pinning ceremony will be held September 15, 2014, at 8:00 AM, in the Civic Center Community Room, Board Members are invited to attend.

- f. A new Search and Rescue vehicle is being specified and will be added to the Department's fleet.

#### EMERGENCY MEDICAL SERVICES

- a. Three Fire personnel have been sent to Paramedic School and are expected to graduate in March, 2015.
- b. Three staff members recently graduated Paramedic School and are in the process of being accredited, so they can practice medicine in Orange County.

#### MARINE SAFETY

- a. This summer, the City's Lifeguards had 1,418 rescues, 83,778 preventative actions, 1,448 medical aids, with 1.7 million visitors to the City's beaches.
- b. Battalion Chief Jim Turner retired after forty-one years of service.
- c. Newport Beach is experiencing abnormally large waves, due to Hurricane Marie; and the number of Lifeguard rescues increased significantly during the five-day period. He noted there is great footage on [www.youtube.com](http://www.youtube.com) of City Lifeguards making rescues at the Wedge.
- d. The Lifeguards hosted a year-end barbecue at the Balboa Peninsula Point Association.

#### LIFE SAFETY AND SERVICES

- a. September is National Preparedness Month, and there will be a number of activities, classes and events in commemoration.
- b. The Sixth Annual Disaster Preparedness Expo is scheduled for September 13, 2014, at the Newport Beach Central Library. Following the Expo, there will be three Community Emergency Response Training (CERT) programs scheduled to begin during the last week of September.

On behalf of the Board, Chairperson Logan commented on Jim Turner's retirement and his work over the years and wished him well.

3. **POLICE DEPARTMENT MATTERS** – Jonathan Stafford, Police Support Services Administrator
  - a. The Department, with Human Resources, recently completed the Police Sergeant recruitment and a strong, viable list of candidates was established.
  - b. Steve Rasmussen was promoted to Police Lieutenant and the Department swore in two new, lateral Police Officers.

- c. Two Police Recruits have graduated from the Police Academy and were welcomed into the Department.

Mr. Stafford commended the City's Lifeguards for their excellent work and commented on the large crowd at the Wedge. He added that the Police Department helped with security, including crowd and traffic management at the peninsula.

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

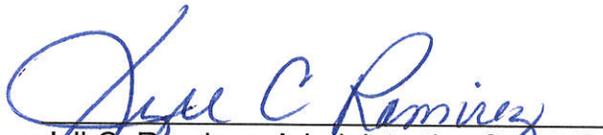
Board Member Allen announced a Candidates Forum hosted by Speak Up Newport (SUN) on September 10, 2014, at 5:30 P.M., in the Civic Center Community Room and invited the Board and public to attend.

Chairperson Logan announced the Inaugural Sculpture Exhibition at the Civic Center Park on September 13, 2014, from 2:00 P.M. to 5:00 P.M.

**VIII. ADJOURNMENT**

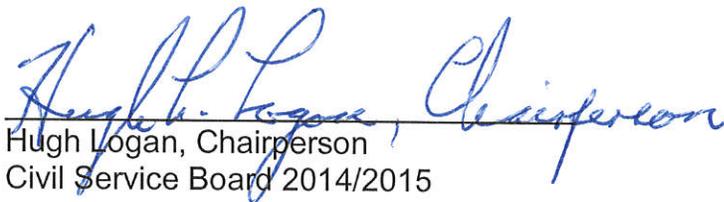
There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:22 p.m.

Prepared by:



Jyll C. Ramirez, Administrative Specialist to the Deputy City Manager  
City of Newport Beach, Human Resources

Approved by:



Hugh Logan, Chairperson  
Civil Service Board 2014/2015