CIVIL SERVICE BOARD
MEETING MINUTES

DATE: June 7, 2010
3:30 pm – 5:21pm

BOARD: Doug Coulter, Chairperson
Hugh Logan, Vice Chairperson
James "Mickey" Dunlap, Board Member
Debra Allen, Board Member
Maiqual "Mike" Talbot, Board Member

STAFF: Terri L. Cassidy, Human Resources Director/Secretary to the Board
David Hunt, City Attorney
Jyll C. Ramirez, Administrative Assistant to the HR Director
Jeffrey Freedman, Liebert, Cassidy, Whitmore – Professional Counsel

1. ROLL CALL

Vice Chairperson Logan was absent (excused). All other Board Members were present.

2. DISCUSSION OF PROCESS AND PROCEDURE FOR BOARD HEARING OF EMPLOYEE'S APPEAL OF DISCIPLINARY ACTION

Presented by Jeffrey Freedman, Liebert Cassidy Whitmore.

3. RECONVENE FOR REGULAR MEETING

5:00 pm

4. FLAG SALUTE

The Pledge of Allegiance was led by Board Member Dunlap.

5. APPROVAL OF THE MAY 3, 2010 CIVIL SERVICE BOARD MEETING MINUTES

A Motion was made by Board Member Allen to approve the May 3, 2010 Minutes. Board Member Talbot seconded the Motion. It was approved 4 Ayes, 0 No.

6. MONTHLY REPORT FROM THE SECRETARY TO THE BOARD

HR Director Terri Cassidy reported to the Board:

- The Police Chief recruitment is in its final stages. City Manager Kiff has interviewed the finalists, and we are in the background process, which is very

labor intensive and thorough. The new Chief of Police is expected to be announced before Chief Luman departs June 30.

- Human Resources welcomes new Assistant City Manager Dana Smith.
- The Charter Update Commission report will be presented to City Council at a future meeting.
- This year, the Ackerman Scholarship Trust had $5,000 funded to award qualified students entering or transferring to an accredited college. Of the 12 applicants, ten (10) qualified to receive a $500.00 scholarship from the City of Newport Beach on behalf of the Ackerman Trust.

7. FIRE DEPARTMENT STATUS REPORT

Ralph Restadius, Fire Line Battalion Chief, delivered the status report for the Fire Department.

- The Fire Department and Human Resources recently finished the firefighter testing process. The next phase will be an Ocean Swim test Wednesday, June 16.
- Human Resources finished testing for the Fire Division Chief.
- The Fire Department, in conjunction with the Police Department, has completed a MADD (Mothers Against Drunk Driving) program for high school students to teach them the dangers of drinking and driving.
- Last week, the Fire Department finished their annual Wild Land training with Costa Mesa and Laguna Beach.
- A spill in the Bay was mitigated by the Fire Department with assistance from the Police Department, Department of Fish & Game and Environmental Protection Agency.
- The Junior Lifeguard program is preparing to begin.

HR Supervisor Rebecca Redyk provided the Civil Service Board Members with photographs of the Firefighter candidates as they were performing the Biddle Exam, which is the performance portion of the exam. The exam consists of various, time-based exercises, for which they are graded using a point system. Human Resources conducted the Biddle exam for two days, four sessions each day, with a total attendance of 173 applicants, only four did not pass. Those 169 candidates will continue in the process and be invited to the Ocean Swim test on Wednesday, June 16, at the Newport Pier. The top 100 candidates will be invited to the oral interviews June 23 and June 24.

HR Director Cassidy informed the Board that there were 1,500 applicants initially and Human Resources' Recruiting Division screened them down to 500 candidates.

Chairperson Coulter asked Ms. Redyk how many Firefighter openings the City has available to fill.

Ms. Redyk informed the Board that HR is authorized to hire eight candidates; however, the Fire Department has more than eight vacancies.

Fire Division Chief Paul Matheis reported to the Board that he attended and observed the prospective Firefighters' performance of the Biddle exam. Chief Matheis felt that the test challenged the applicants to perform many reality-type situations.

8. REQUEST APPROVAL OF UPDATED FIRE BATTALION CHIEF JOB DESCRIPTION

Board Member Allen confirmed that the Fire Management Association approved the update to the Fire Battalion Chief job description.

A Motion was made by Board Member Allen to approve the updated Fire Battalion Chief job description. Board Member Dunlap seconded the Motion. It was approved 4 Ayes, 0 No.

9. REQUEST APPROVAL TO OPEN THE FIRE BATTALION CHIEF PROMOTIONAL RECRUITMENT

A Motion was made by Board Member Dunlap to approve opening the recruitment of Fire Battalion Chief. Board Member Allen seconded the Motion. It was approved 4 Ayes, 0 No.

10. REQUEST APPROVAL OF FIRE DIVISION CHIEF PROMOTIONAL ELIGIBILITY LIST

A Motion was made by Board Member Talbot to approve the Fire Division Chief promotional eligibility list. Board Member Allen seconded the Motion. It was approved 4 Ayes, 0 No.

11. POLICE DEPARTMENT STATUS REPORT

Captain Gazsi delivered to the Board the Police Department's status:

Recruitment Update

- The Police Department is anticipating to fill four positions from the Lateral and Recruit Police Officer eligibility list from the January 2010 testing.
- The recruitment for Police Dispatcher took place January 27, 2010, and the Police Department will be filling one position from that list.

- On February 5, the department tested for Crime Scene Investigator and one candidate is in the background process.
- The department tested for Animal Control Officer in February and will hire one candidate for that classification.
- Testing for the Station Officer position occurred on May 7; there is one opening.

Points of Interest

- On May 19, 2010, Police Officer Beau Rains graduated, as the honored Police Recruit in his class, from the Orange County Sheriff's Academy.
- Police Officer Greg Ford retired on April 10, 2010.
- Police Officer Dave Moon is scheduled to retire in June 2010.
- Police Sergeant Dave Byington retired on May 17, 2010.
- Police Recruit Robert Hufford and Ricardo Adame began the Orange County Sherriff's Academy March 22, 2010.

Backgrounds in Progress

- 1 – Lateral Police Officer
- 5 – Recruit Police Officers
- 2 – Police Dispatcher
- 1 – Crime Scene Investigator
- 1 – Police Cadet

Board Member Dunlap asked Captain Gazsi if the Police Department has an existing eligibility list for (Civilian position) Community Services Officer.

Captain Gazsi said that they do not have a current Community Services Officer eligibility list; however, the recruitment is expected to open shortly, and will cover jobs such as Records, Personnel, Parking Control and the like.

Board Member Dunlap pointed out the recent lay-offs from the City of Costa Mesa and commented that there should be a large, qualified labor pool available to Newport Beach.

12. REQUEST APPROVAL OF STATION OFFICER PROMOTIONAL ELIGIBILITY LIST

A Motion was made by Board Member Allen to approve the Station Officer promotional eligibility list. Board Member Dunlap seconded the Motion. It was approved 4 Ayes, 0 No.

13. REQUEST APPROVAL OF POLICE CAPTAIN PROMOTIONAL ELIGIBILITY LIST

A Motion was made by Board Member Dunlap to approve the Police Captain promotional eligibility list. Board Member Allen seconded the Motion. It was approved 4 Ayes, 0 No.

14. BOARD MEMBER COMMENTS

Board Member Dunlap welcomed new Assistant City Manager Dana Smith to Newport Beach, welcomed back City Attorney David Hunt and thanked City Manager Dave Kiff for attending the meeting.

15. ITEMS FOR FUTURE AGENDAS

None

16. PUBLIC COMMENTS

City Manager Dave Kiff introduced new Assistant City Manager Dana Smith.

Ms. Smith addressed the Board and shared with them a brief description of her professional history and background.

17. PUBLIC COMMENTS

None

18. ADJOURNMENT

The Civil Service Board meeting adjourned at 5:21 PM.

Terri L. Cassidy

Terri L Cassidy, HR Director
Secretary to the Board