CIVIL SERVICE BOARD
MEETING MINUTES

Date:	Monday, April 1, 2013 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
Staff Members:	Terri Cassidy, Deputy City Manager/HR Director/Secretary to 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 – All Board Members were present.

   HR Supervisor Rebecca Redyk served as Acting Secretary to the Board for Deputy City Manager/HR Director Terri Cassidy.

   Deputy City Attorney Kyle Rowen was present on behalf of Assistant City Attorney Leonie Mulvihill.

3. FLAG SALUTE – Led by Board Member Logan.

4. PUBLIC COMMENTS – Admonishment read by Mrs. Ramirez.

   There were no public comments.

5. CONSENT CALENDAR – Approval of Meeting Minutes.

   Board Member Coulter made a Motion to waive reading the March 4, 2013 Meeting Minutes, approve as written and ordered filed. The Motion was seconded by Board Member Logan. It was approved 5 Ayes, 0 No, and 0 Abstain.

6. PRESENTATIONS

Library Services Manager Tim Hetherton gave a PowerPoint presentation and provided information on services and resources that the Newport Beach libraries have to offer. The presentation may be viewed on the City's website at http://www.newportbeachca.gov/Modules/ShowDocument.aspx?documentid=15711.

Mr. Hetherton explained to the Board that in keeping with the times, the Library customers have a higher need for online services and eResources, also known as *Electronic Resources.* Some of the eResources that the library offers are eBooks, audio books, magazines and virtual reference books. Staff Members also provide training for their patrons who would like to become more proficient with technology, such as how to use eBook readers, iPads, Kindles, eBay and Microsoft Office.

For more information on the four Newport Beach libraries and their available services, visit the Library website at www.newportbeachlibrary.org.

7. CURRENT BUSINESS

a. ORAL REPORT – Rebecca Redyk, HR Supervisor and Acting Secretary to the Board

Tonight, April 1, 2013, will be the Civic Service Board's (CSB) last meeting in the Council Chambers at 3300 Newport Boulevard, Newport Beach, CA 92663. The next regular CSB meeting, May 6, 2013, will be held in the Council Chambers at the *new* Civic Center, located at 100 Civic Center Drive, Newport Beach, CA 92660.

There will be a Study Session on the May 6, 2013 CSB agenda, at 4:00 pm, to allow training time on the equipment and become familiar with the environment in the new Council Chambers. The regular meeting will start at 5:00 pm.

Board Member Allen announced that she will be absent from the May 6, 2013 meeting. Staff reassured her that we would provide training upon her return.

City Staff Members are in the process of moving. The move will officially begin Thursday, April 4, after 5:00 pm, and last through the weekend. Please note that the City's website will be down from Thursday, 9:00 pm, until Friday, April 5, 8:00 am.

The Grand Opening for the new Civic Center will be Saturday, May 4, 2013. Invitations will go out this week.

As requested at the March 4 CSB regular meeting, Human Resources generated letters to the Department Directors on behalf of the Board, addressing late performance evaluations.

Chairperson Dunlap notified Acting Secretary Redyk that the letters are signed and ready to send out to the Department Directors. Ms. Redyk informed the Board that HR will distribute them to the Directors before the next meeting.

b. ORAL REPORT – Scott Poster, Fire Chief

Fire Operations
The Advanced Life Support (ALS) Ambulance will be going into service as the Department's fourth ambulance for the summer, starting July 2013.

Firefighter Mike Zaccaro was promoted to Fire Paramedic October 17, 2012.

The Department will be testing for Fire Captain June 5, 2013.

This month, training was held at the Huntington Beach Central Net facility. This is an important drill which allows Firefighters to feel the heat of a live fire and become more familiar with the element.

Marine Operations 2013 Stats
1,169 Preventative Actions
22 Rescues
125 Medical Aids
481,100 Beach Visitors

Sunday, March 10, the Junior Lifeguards held their first swim test, which includes treading water for three minutes. Returning Lifeguards must also re-qualify for the season by swimming 44 lengths (1100 yards) of the pool. The Fire Department likes to start the summer season staffed with approximately 250 Lifeguards.

March 23, 2013, one hundred twenty-five (125) CERT (Community Emergency Response Team) volunteers participated in the annual Drill the Skills event. There were six, 30-minute stations, which consisted of outdoor search and rescue, radio communication, fire suppression, indoor search and rescue, triage, disaster medical operations and a badge review station.

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

   Wednesday, April 17, 2013, at Sherman Gardens, the Corona del Mar Residents Homeowners' Association will hold their Open House.

9. ADJOURNMENT

   5:43 pm

James "Mickey" Dunlap, Chair
Civil Service Board