



## **CIVIL SERVICE BOARD AGENDA**

**Council Chambers – 100 Civic Center Drive, Newport Beach, 92660  
Wednesday, September 3, 2014 - 5:00 PM Regular Meeting**

### **Civil Service Board Members:**

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

### **Staff Members:**

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

### **I. CALL MEETING TO ORDER**

### **II. ROLL CALL**

### **III. FLAG SALUTE**

### **IV. PUBLIC COMMENTS**

*Public comments are invited on agenda and non-agenda items generally considered to be within the subject matter jurisdiction of the Civil Service Board. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Civil Service Board has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.*

### **V. CONSENT CALENDAR**

#### **A. APPROVAL OF MEETING MINUTES**

APPROVE MINUTES FOR THE AUGUST 4, 2014, REGULAR MEETING. Waive reading of subject Minutes, approve as written and order filed.

### **VI. CURRENT BUSINESS**

#### **A. ORAL REPORTS**

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

2. **FIRE DEPARTMENT MATTERS** – Scott Poster, Fire Chief
  3. **POLICE DEPARTMENT MATTERS** – Jonathan Stafford, Police Support Services Administrator
- VII. CIVIL SERVICE BOARD ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)**
- VIII. ADJOURNMENT**

This committee is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Commission's agenda be posted at least 72 hours in advance of each meeting and that the public be allowed to comment on agenda items before the Commission and items not on the agenda but are within the subject matter jurisdiction of the Commission. The Commission may limit public comments to a reasonable amount of time, generally either three (3) or five (5) minutes per person.

It is the intention of the City of Newport Beach to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Newport Beach will attempt to accommodate you in every reasonable manner. Please contact Leilani Brown, City Clerk, at least 72 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible (949-644-3005 or [lbrown@newportbeachca.gov](mailto:lbrown@newportbeachca.gov)).

**CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES**  
**Council Chambers – 100 Civic Center Drive**  
**Monday, August 4, 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

Ms. Ramirez reported Chairperson Logan and Board Members Herdman and Talbot were present (reaching a quorum). Vice Chairperson Allen and Board Member Dunlap had excused absences, as well as Terri L. Cassidy, Deputy City Manager/HR Director and Secretary to the Board. Lauren Farley, Deputy HR Director will be acting Secretary to the Board for tonight's meeting.

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

**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.

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**V. CONSENT CALENDAR****A. APPROVAL OF MEETING MINUTES  
CSB Regular Meeting of July 7, 2014 - Waive reading of subject Minutes, approve as written and order filed.**

Board Member Talbot made a Motion to waive reading of, approve and file the July 7, 2014, Regular Meeting Minutes. The Motion was seconded by Board Member Herdman. It was approved 3 Ayes, 0 No, 0 Abstain.

**VI. CURRENT BUSINESS****A. DISCUSS AND POSSIBLY TAKE ACTION ON SEPTEMBER 2014 REGULAR MEETING DATE, DUE TO THE LABOR DAY HOLIDAY (SEPTEMBER 1) – Lauren Farley, Deputy HR Director**

Chair Logan reported the next Regular Meeting of the Civil Service Board would fall on Labor Day, September 1, 2014. He noted two possible alternate dates for the meeting, the first Wednesday, September 3, 2014, or Monday, September 8, 2014. Absentee Vice Chair Allen and Board Member Dunlap notified by e-mail they are available to meet either on date.

Board Member Herdman made a Motion to move the next Civil Service Board meeting date to Wednesday, September 3, 2014. The motion was seconded by Board Member Talbot. It was approved 3 Ayes, 0 No, 0 Abstain.

**B. ORAL REPORTS****1. CITY-WIDE AND HUMAN RESOURCES MATTERS – Lauren Farley, Deputy HR Director**

Lauren Farley, Deputy HR Director, reported that at the last City Council meeting (July 22, 2014), the Council approved the closure of City Hall between Christmas Eve through New Year's Day (12/24/2014 – 1/1/2015), and gave authorization to the City Manager (Dave Kiff) to determine hours of operation for all facilities.

Ms. Farley further reported that they have completed duties assigned with Finance for the new fiscal year based on the adoption of the budget. Human Resources is preparing for the

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fall activities; such as open enrollment and promotional exams in the safety departments.

Chair Logan inquired whether the closure between Christmas Eve and New Year's Day will apply to the Police and Fire Department personnel as well. Ms. Farley noted that due to the twenty-four-hour emergency operation of these departments, the modified hours, most likely, would not apply to them.

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

Fire Chief Scott Poster introduced the newest member of the Fire Department, Angela Crespi, Administrative Manager.

Ms. Crespi gave a brief introduction of herself, stated she has been on the job three weeks, and will be assisting Chief Poster with all the financial and administrative matters.

Chief Poster reported that fuel moisture is low, and they are anticipating a very active fire season. He noted operational resources will be pulled in many different directions in the coming weeks.

He reported the services for Lifeguard Ben Carlson took place on July 13, 2014. The Emergency Operations Center (EOC) was activated and an Emergency Memorial Management Team was established in order to coordinate the event in five days, with the assistance of the Police Department, Parks and Recreation and all City Departments. The paddle out in the morning had 2,500 participants and over 6,000 spectators (5,000 on the pier and 1,000 on the beach). In the evening, a Celebration of Life took place on the sand in West Newport, and it was quite a testament to all who participated in the logistics of planning the event. The tribute to Lifeguard Ben Carlson and Ben's family was truly remarkable.

Chief Poster noted that in Fire Operations, three firefighters are being sent to Paramedic school, all Fire Department personnel will be going through Ethics training, the new EMS Captain will start August 11, preparations are in process for Fire and Marine Battalion Chief tests, forceful entry props have been received, and work has begun on an informational video for Fire Department Operations.

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In Marine Operations, there were 1,357 rescues, 63,744 preventive actions, 1,679 medical aids, and 1,935,000 beach visitors.

He highlighted notable events:

- July 10, 2014, the 35<sup>th</sup> Junior Guard Hot Dog Dinner.
- July 25, the Junior Lifeguard Regional Competition in Huntington Beach, with 1,500 competitors.
- July 31, the Junior Lifeguard Monster Mile and Heartfelt Project, which is an event with cardiac screenings for children ages 5 and up.

Upcoming events:

- August 7, 5:00 p.m., Junior Lifeguard Graduation at the Junior Lifeguard Headquarters at Peninsula Park.
- August 9, the Gray Lunde Iron Man seven-mile run and one-mile swim between the Newport and Balboa piers.

Regarding vegetative management, 177 notices and inspections have been completed. Twelve (12) have been deemed non-compliant and Code Enforcement will follow-up on those.

Board Member Talbot commented that he was fortunate to be in attendance for both ceremonies (Ben Carlson), and noted how well each went and thanked all involved.

Chair Logan echoed Board Member Talbot's comment and stated he attended the paddle out and the memorial service in the evening, and noted how everyone pulled together. He stated it was a celebration of life and all the good things Lifeguard Ben Carlson brought to the City.

**3. POLICE DEPARTMENT MATTERS** – Jonathan Stafford, Police Support Services Administrator

Mr. Stafford reported recent scams that have been targeting Newport Beach (and Orange County) residents. The victims receive a phone call from a law enforcement or Internal Revenue Service impersonator who sounds official, threatening and creating false emergencies that can be resolved monetarily. Mr. Stafford reminded the Board Members that law enforcement does not do business by phone, and he asked for help notifying friends and neighbors.

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Tuesday, August 5, 2014, at 5:00 p.m., is the Bonita Canyon "National Night Out" at the Sports Park. There will be displays, booths, games, and the new heavy duty "Bear Cat" armored vehicle. He invited Board Members to attend.

Mr. Stafford announced Captain Dale Johnson will be retiring; his last day will be Thursday, August 28, 2014. A retirement celebration will be held the same day at the Balboa Yacht Club, beginning at 11:30 am.

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

Chair Logan announced the Teen Police Academy Graduation August 6.

**VIII. ADJOURNMENT**

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:30 p.m.

Prepared by:

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

Approved by:

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Hugh Logan, Chairperson  
Civil Service Board 2014/2015

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