



CIVIL SERVICE BOARD AGENDA
Council Chambers – 100 Civic Center Drive, Newport Beach, 92660
Monday, December 1, 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 CIVIL SERVICE BOARD MEETING MINUTES

1. APPROVE MINUTES FOR THE SEPTEMBER 3, 2014, REGULAR MEETING. Waive reading of subject Minutes, approve as written and order filed.
2. APPROVE MINUTES FOR THE SEPTEMBER 29, 2014, SPECIAL MEETING. Waive reading of subject Minutes, approve as written and order filed.
3. APPROVE MINUTES FOR THE SEPTEMBER 30, 2014, SPECIAL MEETING. Waive reading of subject Minutes, approve as written and order filed.
4. APPROVE MINUTES FOR THE OCTOBER 16, 2014, SPECIAL MEETING. Waive reading of subject Minutes, approve as written and order filed.

5. APPROVE MINUTES FOR THE OCTOBER 17, 2014, SPECIAL MEETING.
Waive reading of subject Minutes, approve as written and order filed.
6. APPROVE MINUTES FOR THE OCTOBER 27, 2014, SPECIAL MEETING.
Waive reading of subject Minutes, approve as written and order filed.
7. APPROVE MINUTES FOR THE NOVEMBER 17, 2014, SPECIAL 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
 - a. Schedule January 2015 Regular Meeting of the Civil Service Board.
2. **FIRE DEPARTMENT MATTERS** – Scott Poster, Fire Chief
 - a. Recognition & Appreciation of Years of Service of former Board Member Doug Coulter.
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).

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 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



CIVIL SERVICE BOARD AGENDA

Council Chambers – 100 Civic Center Drive, Newport Beach, 92660

Monday, September 29, 2014 - 9:00 AM Special 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 Guyser, Assistant City Attorney
Jyll Ramirez, Administrative Specialist to the Deputy City Mgr
Roy Clarke, Legal Counsel, Richards, Watson & Gershon

- I. CALL MEETING TO ORDER** – The meeting was called to order (9:00 am).
- II. ROLL CALL** – All Board Members were present.
- III. FLAG SALUTE** – The Pledge of Allegiance was led by Board Member Dunlap.
- IV. PUBLIC COMMENTS**

Ms. Ramirez read the following notice:

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.

There were no public comments.

V. ADJOURN TO CLOSED SESSION

- A. Public Employee discipline/dismissal/release pursuant to California Government Code § 54957.**

The meeting was adjourned to Closed Session until Tuesday, September 30, 2014, 9:00 am.

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 2014-15

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CIVIL SERVICE BOARD AGENDA
Council Chambers – 100 Civic Center Drive, Newport Beach, 92660
Tuesday, September 30, 2014 - 9:00 AM Special 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 Guyser, Assistant City Attorney
Jyll Ramirez, Administrative Specialist to the Deputy City Mgr
Roy Clarke, Legal Counsel, Richards, Watson & Gershon

- I. **CALL MEETING TO ORDER** – The meeting was called to order (9:00 am).
- II. **ROLL CALL** – All Board Members were present.
- III. **FLAG SALUTE** – The Pledge of Allegiance was led by Board Member Talbot.
- IV. **PUBLIC COMMENTS**

Ms. Ramirez read the following notice:

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.

There were no public comments.

V. ADJOURN TO CLOSED SESSION

- A. Public Employee discipline/dismissal/release pursuant to California Government Code § 54957.

The meeting was adjourned to Closed Session until Thursday, October 16, 2014, 8:00 am.

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 2014-15

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CIVIL SERVICE BOARD AGENDA

Council Chambers – 100 Civic Center Drive, Newport Beach, 92660

Thursday, October 16, 2014 – 8:00 AM Special 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 Guyser, Assistant City Attorney
Jyll Ramirez, Administrative Specialist to the Deputy City Mgr
Roy Clarke, CSB Legal Counsel, Richards, Watson & Gershon

- I. CALL MEETING TO ORDER** – The meeting was called to order (8:00 am).
- II. ROLL CALL** – All Board Members were present, with the exception of Board Member Dunlap, who will be absent the remainder of hearing (special meeting).
- III. FLAG SALUTE** – The Pledge of Allegiance was led by Vice Chair Allen.
- IV. PUBLIC COMMENTS**

Ms. Ramirez read the following notice:

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.

There were no public comments.

V. ADJOURN TO CLOSED SESSION

- A. Public Employee discipline/dismissal/release pursuant to California Government Code § 54957.**

The meeting was adjourned to Closed Session until Friday, October 17, 2014, 9:00 am.

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 2014-15

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CIVIL SERVICE BOARD AGENDA

**Council Chambers – 100 Civic Center Drive, Newport Beach, 92660
Friday, October 17, 2014 – 9:00 AM Special 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 Guyser, Assistant City Attorney
Jyll Ramirez, Administrative Specialist to the Deputy City Mgr
Roy Clarke, Legal Counsel, Richards, Watson & Gershon

- I. CALL MEETING TO ORDER** – The meeting was called to order (9:00 am).
- II. ROLL CALL** – All Board Members were present, with the exception of Board Member Dunlap, who will be absent the remainder of hearing (special meeting).
- III. ADJOURN TO CLOSED SESSION**
 - A. Public Employee discipline/dismissal/release pursuant to California Government Code § 54957.**

The meeting was adjourned to Closed Session until Monday, October 27, 2014, 9:00 am.

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 2014-15

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CIVIL SERVICE BOARD AGENDA
Council Chambers – 100 Civic Center Drive, Newport Beach, 92660
Monday, October 27, 2014 – 9:00 AM Special 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 Guyser, Assistant City Attorney
Jyll Ramirez, Administrative Specialist to the Deputy City Mgr
Roy Clarke, Legal Counsel, Richards, Watson & Gershon

- I. **CALL MEETING TO ORDER** – The meeting was called to order (9:00 am).
- II. **ROLL CALL** – All Board Members were present, with the exception of Board Member Dunlap, who will be absent the remainder of hearing (special meeting).
- III. **FLAG SALUTE** – The Pledge of Allegiance was led by Board Member Talbot.
- IV. **PUBLIC COMMENTS**

Ms. Ramirez read the following notice:

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There were no public comments.

V. ADJOURN TO CLOSED SESSION

- A. Public Employee discipline/dismissal/release pursuant to California Government Code § 54957.

The meeting was adjourned to Closed Session Monday, November 17, 2014, 10:00 am.

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 2014-15

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CIVIL SERVICE BOARD AGENDA

Council Chambers – 100 Civic Center Drive, Newport Beach, 92660

Monday, November 17, 2014 – 10:00 AM Special 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 Guyser, Assistant City Attorney
Jyll Ramirez, Administrative Specialist to the Deputy City Mgr
Roy Clarke, Legal Counsel, Richards, Watson & Gershon

- I. CALL MEETING TO ORDER** – The meeting was called to order (10:00 am).
- II. ROLL CALL** – All Board Members were present, with the exception of Board Member Dunlap, who has an excused absence and will be unavailable the remainder of the hearing (special meeting).
- III. FLAG SALUTE** – The Pledge of Allegiance was led by Board Member Herdman.
- IV. PUBLIC COMMENTS**

Ms. Ramirez read the following notice:

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There were no public comments.

V. ADJOURN TO CLOSED SESSION

- A. Public Employee discipline/dismissal/release pursuant to California Government Code § 54957.**

The meeting was adjourned to Closed Session and was scheduled to reconvene later that day, at 3:15 pm.

VI. RECONVENE (3:15 PM)

Legal Counsel Roy Clarke disclosed the Board's unanimous decision, in closed session, upholding a confidential Police Sergeant disciplinary matter, pursuant to California Government Code § 54957, and there are no other actions to disclose regarding the matter.

VII. ADJOURNMENT TO NEXT REGULAR MEETING OF MONDAY, DECEMBER 1, 2014

3:19 pm

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 2014-15

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