



## **CIVIL SERVICE BOARD AGENDA**

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

**Monday, July 7, 2014 - 5:00 PM Regular Meeting**

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

Maiqual Talbot, Chair  
Debra Allen, Board Member  
James “Mickey” Dunlap, Board Member  
Jeff Herdman, Board Member  
Hugh Logan, 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

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. FLAG SALUTE**
- IV. ANNOUNCE AND CONGRATULATE NEW BOARD MEMBER JEFF HERDMAN ON HIS APPOINTMENT BY CITY COUNCIL TO THE CIVIL SERVICE BOARD FOR THE JULY 1, 2014 – JUNE 30, 2018 TERM (APPOINTMENT ANNOUNCED AT JUNE 24, 2014, CITY COUNCIL, REGULAR MEETING)**
- V. CHAIRPERSON ELECTION FOR 2014/15 CHAIRPERSON – TERRI CASSIDY, SECRETARY TO THE BOARD/LAUREN FARLEY, DEPUTY HR DIRECTOR**
- VI. VICE CHAIRPERSON ELECTION FOR 2014/15 – NEWLY ELECTED 2014/2015 CHAIRPERSON**
- VII. 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.*

**VIII. CONSENT CALENDAR**

**A. APPROVAL OF MEETING MINUTES**

APPROVE MINUTES FOR THE JUNE 2, 2014, REGULAR MEETING. Waive reading of subject Minutes, approve as written and order filed.

**IX. CURRENT BUSINESS**

**A. ORAL REPORTS**

1. **CITY-WIDE AND HUMAN RESOURCES MATTERS** – Terri L. Cassidy, Deputy City Manager/HR Director or Lauren Farley, Deputy HR Director
2. **FIRE DEPARTMENT MATTERS** – Scott Poster, Fire Chief
3. **POLICE DEPARTMENT MATTERS** – Jonathan Stafford, Police Support Services Administrator

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

**XI. ADJOURNMENT**

**CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES**  
**Council Chambers – 100 Civic Center Drive**  
**Monday, June 2, 2014**  
**REGULAR MEETING**  
**5:00 PM**

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

Chairperson Maiqual Talbot called the meeting to order at 5:00 PM.

**II. ROLL CALL**

**Civil Service Board Members:**

Maiqual Talbot, Chairperson  
Douglas Coulter, Vice Chairperson  
Debra Allen, Board Member  
James "Mickey" Dunlap, Board Member  
Hugh Logan, Board Member

**Staff Members:**

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

**III. FLAG SALUTE – Vice Chairperson Coulter**

**IV. PUBLIC COMMENTS**

The notice was read by Administrative Specialist Jyll Ramirez.

Interested parties were invited to address the Board at this time. There were no responses, and the Public Comments portion of the meeting was closed.

**V. CONSENT CALENDAR**

**A. APPROVAL OF MEETING MINUTES**

**APPROVE MINUTES FOR THE MAY 5, 2014, REGULAR MEETING.**

Waive reading of subject Minutes, approve as written, and order filed.

Board Member Dunlap made a Motion to waive reading the May 5, 2014, Meeting Minutes, approve as written, and ordered filed. The Motion was seconded by Board Member Coulter. It was approved 5 Ayes, 0 No.

**VI. CURRENT BUSINESS****A. DISCUSS AND POSSIBLY TAKE ACTION ON JULY 2014 REGULAR MEETING DATE, DUE TO THE 4<sup>TH</sup> OF JULY HOLIDAY (JULY 7 OR JULY 9, 2014) – Terri L. Cassidy, Secretary to the Board**

Secretary to the Board Cassidy proposed two dates for the July Civil Service Board meeting in order to accommodate potential travel for the 4<sup>th</sup> of July holiday weekend. Board Member Allen stated she has a conflict Wednesday, July 9, and would prefer to keep the regular date of July 7, 2014. Chair Talbot stated July 7 is the consensus.

Board Member Allen made a Motion to set the date for the next Regular Meeting to July 7, 2014. The Motion was seconded by Board Member Logan. It was approved 4 Ayes, 1 Abstain (Vice Chairperson Coulter – whose term expires June 30, 2014).

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

Secretary to the Board Cassidy introduced new Human Resources/City Manager's Office Intern Trevor Bell and also recognized Vice Chair Coulter's family members Sheila Coulter, wife, and Susan Giangrande Coulter, daughter, who were present for the meeting.

She extended an invitation to the Board Members for the Employees Service Awards event June 12, 2014, in the Civic Center Community Room.

With regard to the Ackerman Scholarship, Ms. Cassidy reported the City received 16 applications (14 qualified) and scholarships will be awarded in the upcoming week.

**a. Acknowledgement of Board Member Coulter's Eight Years of Service**

Secretary to the Board Cassidy recognized Board Member Coulter and acknowledged his extensive service and accomplishments. Board Member Coulter spoke about his own experiences and thanked Secretary to the Board Cassidy for her kind words.

Board Member Logan stated it was a pleasure to work with Board Member Coulter and thanked him for his service.

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

Assistant Fire Chief Chip Duncan provided the Fire Department update, on behalf of Fire Chief Scott Poster. The American Legion honored Fire Department employees at the Law and Order Awards held May 19, 2014. He also reported that one engine had been sent to assist with the recent "Coco" area fire in San Diego. Further, three individuals had been selected for Paramedic School, and the Fire Department is working with Human Resources to develop a Fire Battalion Chief test scheduled for October, 2014.

With regards to Memorial Day, the Fire Department ran 127 calls this year, compared to 77 calls for the same period in 2013, and Marine Operations made 99 rescues. He reported on a drowning the prior night and, though it was an unfortunate incident, the Lifeguards and Fire Personnel worked together seamlessly.

Assistant Fire Chief Duncan noted that Life Safety Services personnel attended a class to assist businesses in developing a plan for on-site hazardous materials. They also attended a class on indoor fireworks to increase their understanding of fireworks and pyrotechnics. Finally, CERT volunteers attended a mutual aid class on May 17, 2014, to learn how to assist other cities in the event of a disaster.

Board Member Logan asked if there were any lessons Assistant Fire Chief Duncan brought back from the fire operations in San Diego. Assistant Fire Chief Duncan noted because of the severe water drought, he had not experienced the type of fire conditions seen in San Diego. He further stated he was impressed with the leadership from the newer officers and firefighters and the amount of work the department put into a 24-hour period.

Board Member Allen asked about the increase in calls to the Fire Department as opposed to the Marine (Lifeguard) Division over the Memorial Day weekend. Assistant Fire Chief Duncan noted the uncommonly higher temperatures over the holiday weekend and explained that, in his experience; when it is warmer people imbibe more alcohol which generates more activity.

Assistant Fire Chief Duncan thanked Vice Chair Coulter on behalf of the Fire Department for his years of service.

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

Police Support Services Administrator Jonathan Stafford reported that through May 28, 2014, crime was down significantly. He attributed the decrease to more police officers on the street, due to the new scheduling model and noted the Police Department's advertising campaign may have something to do with lower property crime. He reported on the mobile field force training June 2, 2014, which teaches officers how to respond to large-scale crowd incidents in a coordinated fashion.

Mr. Stafford thanked the Board for their attendance at the May 19, 2014, Promotional Ceremony. He reported that the Police Sergeant Eligibility List has been exhausted and all candidates on the list have been promoted, which is a testament to the candidates and the process. He further thanked Human Resources for their hard work and noted there will be a Swearing In Ceremony June 9, 2014, at the Police Department. He reported on a recent officer involved shooting and noted no officers were hurt.

Administrator Stafford reported on the Police Department's renewed beach presence and noted the department recently received one (1) UTV side-by-side, 4-wheel vehicle and two (2) ATVs designed for the beach. On their first night out with the new vehicles, officers issued 9 citations. Additionally, the Police Department is working to get a wireless mesh network in place for the 4<sup>th</sup> of July holiday weekend, which will enable the Police Department to place cameras anywhere from the waterline to north of Balboa Boulevard. Long-term, this will allow the department to place cameras on the beach anywhere within that zone.

Board Member Logan stated he was impressed by the caliber of people promoted at the recent ceremony. He noted the importance of cross-coordination between the Police Department, Fire Department and Marine Operations, during the 4<sup>th</sup> of July holiday weekend, and stated it has worked well in the past.

Board Member Dunlap inquired on how the CAD-RMS (Computer Aided Dispatch Records Management System) is working. Police Support Services Administrator Stafford reported the department is looking at the data coming out of the system and it is going well.

**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 Logan reported the next Speak Up Newport will be June 11, 2014, at 5:30 p.m., in the Civic Center Community Room. The topic will be Sculptures in the Park.

**VIII. ADJOURNMENT**

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:27 p.m.

Prepared by:

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Jyll C Ramirez, Administrative Specialist  
City of Newport Beach, Human Resources

Approved by:

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Maiqual Talbot, Chairperson  
Civil Service Board 2013/2014