**CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES**
**Council Chambers – 100 Civic Center Drive**
**Monday, October 5, 2015**
**REGULAR MEETING**
**5:00 p.m.**

## I. CALL REGULAR MEETING TO ORDER (5:00 p.m.)

Chair Allen called the meeting to order at 5:00 p.m.

## II. ROLL CALL

**Civil Service Board Members:**
Debra Allen, Chair
Maiqual Talbot, Vice Chair
James "Mickey" Dunlap, Board Member
Jeff Herdman, Board Member
Roberta Fesler, Board Member

**Staff Members:**
Terri L. Cassidy, Deputy City Manager/HR Director/Secretary to the Board
Leonie Mulvihill, Assistant City Attorney
Marissa Sur, Administrative Specialist to the HR Director

## III. FLAG SALUTE – Led by Board Member Dunlap

## IV. PUBLIC COMMENTS - None

## V. CONSENT CALENDAR

### A. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

1. **APPROVE MINUTES FOR THE SEPTEMBER 14, 2015 REGULAR MEETING.** Waive reading of subject Minutes, approve as written and order filed.

Board Member Fesler made a Motion to waive reading of subject Minutes, approve as revised and order filed. The Motion was seconded by Board Member Herdman. Motion carried. (4 Ayes, 0 No, 1 Abstain (Board Member 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 Terri Cassidy provided an overview of City-wide and Human Resources matters including a luncheon hosted by Recreation and Senior Services staff and a tour of the under-construction Marina Park facility. She commented positively on the venue and reported the grand opening is tentatively scheduled for December 5. She thanked Recreation and Senior Services staff for hosting the event.

Ms. Cassidy reported that Assistant City Manager interviews will be taking place on October 6 and announced Art in the Park on the Civic Green, to be held on October 10 hosted by the Arts Foundation, City Council's consideration of the Newport Beach Police Management Association MOU at the upcoming October 13 Council meeting. Last, Ms. Cassidy announced that the new HR Director will be starting with the City on October 26 and will attend the November Civil Service Board meeting.

In response to Vice Chair Talbot's question regarding who will manage Marina Park, Ms. Cassidy reported that City staff has been hired to handle Marina Park through the Recreation Department. Recreation Manager Racquel Valdez will be in charge of that facility.

Chair Allen stated she is looking forward to the opening of Marina Park.

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

Fire Chief Scott Poster provided an update of Fire Department matters. He addressed October as Breast Cancer Awareness Month, noting that the firefighters are showing their support by wearing pink shirts under their uniforms for the month. Chief Poster informed the board of Fire Department activities, including a recent alert of a tsunami advisory due to a substantial earthquake in Chile, and the Fire and Lifeguard Appreciation Dinner. He also commented on the completion of the Battalion Chief Exam and upcoming interviews, fires in Northern California and the Department's participation, the upcoming Annual Fire Service Day in the Santa Ana station, operational crews and transitional fire tactics training, and Fire Prevention Week.

Additionally, he announced the start of the Fall CERT class and addressed Marine Operations, September statistics, and notable events. He reported on recent Disaster Preparedness Lunch and Learn events and CPR classes for City employees, hosted by the Fire Department, as part of September Disaster Preparedness Month, a recent test of the Emergency Notification System and the 7th Annual Natural Disaster Preparedness Expo held at the Central Library.

3. **POLICE DEPARTMENT MATTERS** – Jonathan Stafford, Deputy Director of Police Services

Deputy Director of Police Services Jonathan Stafford provided an update of Police Department matters including crime statistics, implementation of the e-Citation Program, a recent Prescription Drug Take-back Day, a recent Police Recruit graduation and hiring of a new Cadet and part-time dispatcher.

Mr. Stafford gave an overview of crime statistics for 2015 so far, explaining that the rise in crime is in part due to such a low crime rate in the previous year. In response to Board Member Fesler's inquiry, Deputy Director of Police Services Stafford reported that Crime statistics are taken on a calendar-year basis, monthly and year-to-date.

In reply to Board Member Dunlap's question regarding the effect on parking citations by the e-Citation Program, Deputy Director of Police Services Stafford reported that they are a separate system managed through the Revenue Department. Additionally, he commented on the reports generated through the e-Citation Program.

Deputy Director of Police Services Stafford stated he will email a summary of crime statistics to Members of the Board.

## VII. CIVIL SERVICE BOARD ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM) - None

Chair Allen announced the upcoming Speak up Newport on October 14, in the Community Room, where a discussion will be held regarding seawalls throughout the City.

Board Member Fesler requested to be excused from the next meeting of the Civil Service Board.

## VIII. ADJOURNMENT

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

*The agenda for the Regular Meeting was posted on Thursday, October 1, 2015, before 5:00 p.m., on the City's website, public counter in the Human Resources Department (Bay A2) and in the Meeting Agenda Binder located in the entrance of the City Council Chambers at 100 Civic Center Drive.*

Prepared by:

Marissa Sur, Administrative Specialist to the HR Director
City of Newport Beach, Human Resources

Approved by:

Debra Allen, Chairperson
Civil Service Board 2015/2016