



Amended 5/2/16
CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES
Council Chambers – 100 Civic Center Drive, Newport Beach, 92660
Monday, April 4, 2016
Regular Meeting
5:00 p.m.

I. CALL MEETING TO ORDER

Chair Allen called the meeting to order at 5:02 p.m.

II. ROLL CALL

Civil Service Board Members:

Debra Allen, Chair
Maiqual Talbot, Vice Chair
Jeff Herdman, Board Member

Absent:

James "Mickey" Dunlap, Board Member - Excused
Roberta Fesler, Board Member

Staff Members:

Barbara J. Salvini, Secretary to the Board / HR Director
Leonie Mulvihill, Assistant City Attorney
Marissa Sur, Administrative Specialist to the HR Director

III. FLAG SALUTE – Led by Board Member Talbot

IV. PUBLIC COMMENTS - None

V. CONSENT CALENDAR

A. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

- 1. APPROVE MINUTES FOR THE MARCH 7, 2016 REGULAR MEETING.** Waive reading of subject Minutes, approve as written and order filed.

Board Member Herdman made a Motion to waive reading of subject Minutes, approve as revised and order filed. The Motion was seconded by Board Member Talbot. Motion carried. (3 Ayes, 0 No, 2 Absent (Board Member Dunlap and Board Member Fesler)).

VI. CURRENT BUSINESS

A. ORAL REPORTS

- 1. CITY-WIDE AND HUMAN RESOURCES MATTERS** – Barbara J. Salvini, Human Resources Director

Human Resources Director Barbara J. Salvini reported that the City of Newport Beach is currently accepting applications for the Newport Beach Scholarship program. The City has seven \$700 scholarships to award, and the applications along with additional information can be obtained via the city's website. The deadline for submitting the applications is April 28, 2016, by 5 p.m.

Ms. Salvini also reported that on May 31, 2016, the Newport Beach Mayor's Youth Council hosted a Youth Government Day event with 16 students in attendance. The students participated in a 1.5 hour mini internship within the departments and a mock City Council meeting which the students seemed to enjoy. Ms. Salvini commented that the lower turnout may have been due to the event being held during Spring Break week.

Lastly, Ms. Salvini suggested for the Board to save the date for the 2016 Employee Service Appreciation event sponsored by the Newport Beach Chamber of Commerce to be held on Thursday, June 9, from 11:30 a.m. to 1:30 p.m. Chair Allen stated that the event is usually a packed and successful event, and that she will be in attendance, unless out of town.

2. FIRE DEPARTMENT MATTERS – Scott Poster, Fire Chief

Fire Chief Scott Poster provided an update on Fire Department Matters. Chief Poster reported that there was a multi-casualty incident involving an OCTA bus on March 27, which resulted in five injuries. He also reported that the department is starting their Wildland training.

Chief Poster further reported on upcoming events, such as a Firefighter recruitment in June, and that the department is working on an Incident Action Plan for the OC Marathon. He also mentioned that the department held a CERT Drill to Skills event at Fire Station 7 with 70 CERT volunteers in attendance.

Chief Poster announced the launch of the Elite PCR (Patient Care Reporting) via iPads program, the first program to be launched under EMS Division Chief Kristin Thompson's direction. Additionally, he reported the department has been selected to participate in the Health Information Exchange Grant alongside several other agencies. He noted that the Newport Beach Fire Department is the first public fire department transport to be selected in the State. The grant is to be used for a two-way communication between hospitals and the department's EMS units.

Chief Poster also reported on the Marine operation stats for the month of March, which included public assists, boat calls, enforcements, medical aids and preventative rescues, for a total of 3,706 calls. He reported that on March 20, the department held a swim test for the Junior Lifeguard program and further stated that the Newport Beach Marine Operations training teams have recertified 98 seasonal lifeguards. Lastly, the department recently hired an office assistant for the Marine Operations division.

Thereafter, Fire Operations' Assistant Chief Duncan and Marine Operations' Assistant Chief Williams provided a recap of the Maritime Drill. The event consisted of simulated

exercises involving a major boat collision incident and how the agencies would handle such an occurrence in a real life situation. Volunteers portrayed injured victims and mannequins were used to portray casualty victims. Assistant Chief Duncan and Assistant Chief Williams explained the procedures and the steps taken to ensure that the event was not only a success but mimicked real life situations so they could properly assess how those situations would be handled. Assistant Chief Duncan also stated that in order to make the event a possibility, the department obtained a grant from Anaheim/Santa Ana UASI. The grant request was initially approved for \$75,000 and an additional \$6,000 was provided for logistical components.

The Board expressed its appreciation of the efforts that went into the program and the overall success of the program. Chair Allen asked if the lessons learned during the Maritime Drill were applicable citywide and countywide since it was a water exercise. Assistant Chief Duncan responded by stating that the lessons learned could be applied to any mass casualty events and the plan does not change from event to event based on the medical aspect of it. Chair Allen also asked if other cities such as Anaheim have held a similar event for Disneyland or other soft targets, to which Assistant Chief Duncan replied that both he and Assistant Chief Williams attended a similar event called the Golden Guardian held at Anaheim Stadium involving terrorist events.

Assistant Chief Duncan and Assistant Chief Williams responded to questions posed by Board Member Talbot regarding the number of divers involved in the exercise and whether there were communications with different hospitals where patients were going to be triaged. There were a total of 12 divers involved; four from the Sheriff's Department and eight from various Lifeguard agencies. It was also reported that communication plans with the hospitals had to be set up in advance and the same radio medic contact system currently in place was used as part of the exercise. In regard to communication with the lifeguards, Assistant Chief Williams stated that with the water component, the technique and hand signals used are pretty elaborate and that the exercise was beneficial to the department as this is not an atmosphere in which they usually practice.

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

Deputy Director of Police Services Jonathan Stafford provided an update on the Newport Beach Police Department. It was reported that the Police Department held an appreciation breakfast on Thursday, March 17. The event was successful and was hosted by the community in appreciation of the outstanding work done throughout the year. Mr. Stafford also stated that the breakfast included a brief farewell to retired Chief Jay Johnson.

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It was reported that the Police Department is continuing its efforts in code management. This includes efforts with parking control, additional staffing and patrol of the city and streets on the weekends.

Mr. Stafford reported on the CAD statistics for the month of March, noting that although there was a 6.6 percent increase from February, there was an 11.4 percent decrease from March 2015 to March 2016. Mr. Stafford stated the reason for the decrease could range from weather activity to pro-active policing. Deputy Director Stafford announced that Human Resources has a new Community Service Officer eligibility list with individuals in backgrounds. Staff and HR are also working on a dispatcher list as well as other existing lists, such as Deputy Chief. Mr. Stafford also provided an update on the Baker to Vegas relay race, in which the Department finished first in the 150-division for the twelfth year in a row.

Field testing of the new in-car computers begins the week of April 11, 2016. The Department is considering upgrading the existing equipment or purchasing two additional tablets, one to be hard mounted to the vehicles and the other to be removable so it can be used in crime scenes. Mr. Stafford stated that there are security concerns with the removable tablet options. The department is looking to make a decision in a couple of months based on feedback received from field personnel. Mr. Stafford also stated that the department is looking to upgrade the in-car video or "dash cam" as it is commonly called. The upgrade will allow the cameras to have higher-definition quality, multiple camera angles, better audio and longer transmitter distance.

Mr. Stafford announced that the Teen Academy will be held from June 29 through August 10, 2016, and the first 30 applicants to pass the minor background investigation will be accepted. The academy allows the teens to be involved with working with the dogs and traffic stops.

In conclusion, Mr. Stafford announced that there will be a swearing in event held on Wednesday, April 13, 2016, at 9 a.m., involving two new lateral police officers from El Segundo Police Department and Alhambra Police Department. This event is an important event for both the officers and their families, and the Civil Service Board members and city staff are cordially invited to attend.

Newport Beach Police Department Chief Jon Lewis introduced himself to the Board as the newly appointed Chief of Police. He commented on his transition to Chief of Police and the strength and morale of the individuals serving the City. He also commented on the fact that the Police Department is one of the finest departments.

Chair Allen thanked the Newport Beach Police Department for its great service to the community throughout the years.

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Chair Allen announced the upcoming Speak up Newport on April 14, at 5:30 p.m. with Senator John Moorlach as guest speaker. The event will be held at the OASIS Center on the second Thursday instead of the second Wednesday. Discussion will be held regarding finances.

As a side matter, Chief Poster responded to an inquiry made by Board Member Herdman regarding a letter he received inviting him to attend an upcoming fire drill. Chief Poster stated that the Fire Department is hosting a Firehouse 101 training for elected officials and top city staff. The training is a day and a half course designed to show what it takes to be a firefighter, including what firefighters experience in a fire suppression environment as well as the emergency medical environment.

VIII. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:51 p.m.

The agenda for the Regular Meeting was posted on Thursday, March 31, 2016, 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

Approved by:



Debra Allen, Chairperson
Civil Service Board 2015/2016