



CIVIL SERVICE BOARD AGENDA

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

Monday, February 2, 2015 - 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

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. 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 JANUARY 12, 2015, 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).

DRAFT

**CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES
Council Chambers – 100 Civic Center Drive
Monday, January 12, 2015
REGULAR MEETING
5:00 PM**

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

Chair Hugh Logan called the meeting to order at 5:00 PM.

II. ROLL CALL

Civil Service Board Members:

Hugh Logan, Chair

Debra Allen, Vice Chair

James "Mickey" Dunlap, Board Member (excused absence)

Jeff Herdman, Board Member

Maiqual Talbot, Board Member

Staff Members:

Terri L. Cassidy, Deputy City Manager/HR Director/Secretary to the Board

Jason Guyser, Assistant City Attorney

Jyll Ramirez, Administrative Specialist to the Deputy City Manager

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; however, there were no remarks.

Chair Logan closed Public Comments.

V. CONSENT CALENDAR

A. APPROVAL OF MEETING MINUTES

1. APPROVE MINUTES FOR THE DECEMBER 1, 2014, REGULAR MEETING. Waive reading of subject Minutes, approve as written and order filed.

Board Member Herdman made a Motion to waive reading of, approve and file the December 1, 2014 Regular Meeting Minutes. The Motion was seconded by Board Member Talbot. Motion carried. (4 Ayes, 0 No, 0 Abstain).

VI. CURRENT BUSINESS

A. ORAL REPORTS

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

Ms. Cassidy wished everyone a Happy New Year. She addressed the City's new computer system, Enterprise Resource Planning, and reported that Human Resources will start its phase on January 27, 2015, so the department will be short-staffed.

HR's new vendor, AdminSure, Inc., began administration for Workers' Compensation January 1, 2015. Training for the Police, Fire and Municipal Operations Departments will be conducted during the first quarter of the year.

Newport Beach is a HEAL (Healthy Eating, Active Living) city, and the County of Orange has invited the City to participate in their new 15 in 2020 Program, which aims to reduce obesity in the County by 15% in the year 2020. She encouraged Members to contact her regarding programs of interest so that staff can provide the Board with information in the areas of Human Resources.

Discussion followed regarding conducting orientation on subjects of interest to new Council Members.

2. FIRE DEPARTMENT MATTERS – Scott Poster, Fire Chief

Fire Chief Scott Poster commented on the recent memorial services for retired Fire Battalion Chief George Pearce and Harbor Patrol Officer Tim Mitchell. He also announced the passing of former Beach Lifeguard Al Irwin, at the age of 96.

He provided an update on Fire Operations noting there have been two second-alarm fires and provided details of each.

The Fire Department's Automatic Vehicle Locator Program was launched and will allow fire apparatus' to be dispatched from the closest resource to where the emergency is located.

The Department collected over 10,000 toys that were distributed to the less fortunate families through the Spark of Love program.

A blood drive will be held March 26, 2015, from 9:00 a.m. to 3:15 p.m., in the Community Room at the Civic Center.

A probationary Firefighter successfully completed the eleven-month exam and there are three (3) Fire Paramedic students in the field internship program. The Department is currently recruiting for a Training Fire Captain and is working closely with Human Resources to develop a Fire Captain's exam. A Community Paramedic Training program should be effective in June or July of this year.

Chief Poster reported that Lifeguard Officer George Leeper observed a house fire from the beach, off-duty, and alerted residents before attending to the fire with a hose until the Fire Department arrived.

On December 3, 2014, Gary Conwell accepted the Medal of Honor for fallen Lifeguard Ben Carlson for his bravery and sacrifice.

January 1, 2015, a Computer Dispatch System was implemented by the Lifeguards, which generates better data.

Ensuing discussion pertained to the "State of CERT," Chief Poster reported it will be held January 30, 2015, at OASIS Senior Center. He will advise Board Members regarding the time.

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

Police Support Services Administrator Jonathan Stafford provided updates on Police Department matters, including Police Recruit testing, recruiting for Lateral Police Officers, Custody Officers testing, completing instructional videos and presenting crime statistics for 2014. He thanked those who attended the recent Promotional Ceremony and introduced Deputy Police Chief Jon Lewis, who was promoted from Police Lieutenant.

Deputy Chief Lewis provided a snapshot of Police Department Operations in 2014. He addressed significant events and provided highlights including decreases in Part 1 crime, property crimes and crime prevention. He commented on a recent residential burglary incident and addressed community partnerships that have aided in helping the Police Department solve crimes. Additionally, he addressed the Baker to Vegas Relay, the Police Appreciation Breakfast, and the Department's partnership with the Special Olympics.

Also, he described a recent traffic incident where seven AK47 assault rifles, as well as other weapons and ammunition, were found in the vehicle with drug paraphernalia and burglary tools. He addressed traffic safety including DUI checkpoints, seat belt enforcement and distracted driver awareness. He added that the Department rolled out a Crime Suppression Unit to address chronic

problem offenders, support the Detective Division and help with quality of life issues. He addressed the new Computer-Aided Dispatch software and records management system.

Members of the Board congratulated Deputy Chief Lewis on his promotion.

Brief discussion followed regarding the nextdoor.com sharing group in Dover Shores.

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

Vice Chair Allen announced that Speak Up Newport (SUN) will host a forum on Wednesday, January 14, 2015, in the Community Room on "To Toll or Not to Toll." There will be a reception at 5:30 p.m., and the forum will begin at 6:00 p.m.

Additionally, SUN will host the Mayor's Dinner on February 5, 2015, at 6:00 p.m., at the Marriott.

VIII. ADJOURNMENT

A moment of silence was held in honor of Fire and Police Department alumni who passed in 2014.

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:41 PM.

The agenda for the Regular Meeting was posted on Thursday, January 29, 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:

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

Approved by:

Hugh Logan, Chairperson
Civil Service Board 2014/2015