



CIVIL SERVICE BOARD AGENDA

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

Monday, March 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 FEBRUARY 2, 2015, REGULAR MEETING. Waive reading of subject Minutes, approve as written and order filed.

VI. CURRENT BUSINESS

A. NEWPORT BEACH CITY CHARTER, SECTION 705, PERTAINING TO BOARDS AND COMMISSIONS VACANCIES

B. 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).

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES
Council Chambers – 100 Civic Center Drive
Monday, February 2, 2015
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, 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 Herdman

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. There were no responses, and Chair Logan closed Public Comments.

V. CONSENT CALENDAR

A. APPROVAL OF MEETING MINUTES

1. APPROVE MINUTES FOR THE JANUARY 12, 2015, 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 Minutes as listed above. The Motion was seconded by Vice Chair Allen. Motion carried. (4 Ayes, 0 No, 0 Abstain and with Board Member Dunlap, absent).

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/Secretary to the Board Terri Cassidy wished everyone a Happy Valentine's month and introduced Administrative Specialist to the City Attorney Lisa Buzby and Administrative Technician Marissa Sur, who were being trained by Ms. Ramirez.

Ms. Cassidy reported that City Council held its goal-setting retreat in the Community Room on Saturday, January 31, providing several departments an opportunity to update the Council on CIP projects, public and private developments, and the state of revenue and budget matters. She added that Council did not provide a set of goals, but indicated they will be doing so in the near future. She added that the Mayor's Dinner will be held this week.

The Human Resources Department is active with several training sessions (Workers Compensation, Injury/Illness Prevention Program, mandated safety program) and implementing the City-wide Enterprise Resource Planning (ERP) computer system. Because HR is short staffed, with the majority of the veteran staff members out of the department working on the ERP project, she asked Board Members for advanced notice on any requests and/or in-office visits.

She reported that the City's award event will be held in June and that the date is yet to be determined.

Chair Logan sensed that the City Council Members are focused on the Harbor and asked Ms. Cassidy for information on upcoming Harbor projects and the issues involved.

Ms. Cassidy stated that staff would be happy to present an overview of Harbor issues in the near future.

2. FIRE DEPARTMENT MATTERS – Scott Poster, Fire Chief

Fire Chief Scott Poster provided an update of Fire Operations, including the escalation of Emergency Medical Services (EMS) call volume; preparation for various exams, including the Lifeguard Captain exam; testing for Fire Paramedics; and a Fire Captain's test. He announced the receipt of a Tractor-Drawn Aerial (TDA), which should be in service within a month. Additionally, he reported the completion of joint CPR training with lifeguards.

Chief Poster reported on the recent 7th Annual CERT Banquet Dinner, which recognized some of the CERT participants, including CERT Volunteer of the Year, CERT Neighborhood of the Year, Spirit of CERT award, the Emergency Communications CERT Volunteer of the Year, and CERT Instructor of the Year. He reported that additional CERT classes are being held with increased involvement by the Fire Department.

Fire Chief Poster announced that on March 8, the newly-remodeled Lifeguard Headquarters will be dedicated in honor of fallen Lifeguard Ben Carlson. More information will be provided regarding the event. Also on March 8, Lifeguard tryouts will be conducted.

He commented on the upcoming implementation of a pilot program that will decompress the hospital emergency department by transporting less-critical patients to an Urgent Care Center rather than the hospital.

In reply to Board Member Herdman's inquiry, Chief Poster reported that Doak Hefner received the Spirit of CERT award.

3. POLICE DEPARTMENT MATTERS – Police Sergeant Mark Hamilton

Police Chief Johnson addressed the decrease in crime over the last year, commented on the resolution of a recent lawsuit and announced that Sergeant Hamilton would present the Police Department Matters report.

Police Sergeant Hamilton provided an update of Police Department matters including current testing activities, background in process for Police Laterals and Recruits, Custody Officer interviews, the promotion of two cadets, and the Police Appreciation Breakfast on March 12, at 7:30 AM, at the Hyatt Regency Newport, hosted by the Newport Beach Chamber of Commerce. Sgt. Hamilton invited Board Members to attend a Police Academy Graduation ceremony March 24, at 6:00 PM, at the Orange County Sheriff's Academy.

Additionally, Police Sergeant Hamilton presented two videos of Police-training techniques. They are in the process of finalizing two more videos, one providing an overview of the hiring process and providing basic recruiting information.

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 the upcoming 34th Annual Newport Beach Mayor's Dinner hosted by Speak Up Newport, on Thursday, February 5, 2015, which is presently sold out.

VIII. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:43 PM.

To put under Adjournment of Meeting Minutes:

The agenda for the Regular Meeting was posted January 29, 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