



## **CIVIL SERVICE BOARD AGENDA**

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

**Monday, May 4, 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  
Marissa Sur, 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 APRIL 6, 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, Deputy Director of  
Police Services

**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](mailto:lbrown@newportbeachca.gov)).

**CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES**  
**Council Chambers – 100 Civic Center Drive**  
**Monday, April 6, 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  
Jeff Herdman, Board Member  
Maiqual Talbot, Board Member

**Staff Members:**

Terri L. Cassidy, Deputy City Manager/HR Director/Secretary to the Board  
Aaron Harp, City Attorney  
Jyll Ramirez, Human Resources Specialist II  
Marissa Sur, Department Assistant

**III. FLAG SALUTE – Led by Board Member Talbot**

**IV. PUBLIC COMMENTS**

The notice was read by Marissa Sur, Department Assistant.

Interested parties were invited to address the Board.

Jim Mosher commented positively regarding the minutes and sought clarification on Agenda Item VI, which addressed the Civil Service Board Nominee procedure. Regarding Agenda Item VI. B, relative to the Ackerman Scholarship Program, he asked how widely it is advertised to residents, at-large, and what the procedure is for determining recipients.

Board Member Dunlap explained that the present system for appointments to the Civil Service Board came to pass when there was a Charter revision and the matter was approved by the voters.

There being no others wishing to address the Civil Service Board, Chair Logan closed public comments.

**V. CONSENT CALENDAR****A. APPROVAL OF MEETING MINUTES**

1. APPROVE MINUTES FOR THE MARCH 2, 2015, REGULAR MEETING. Waive reading of subject Minutes, approve as written and order filed.

Board Member Herdman made a Motion to waive reading of and approve and file the Minutes as listed above. The Motion was seconded by Vice Chair Allen. Motion carried. (4 Ayes, 0 No, 1 (Dunlap) Abstain).

**VI. CURRENT BUSINESS****A. NEWPORT BEACH CITY CHARTER, SECTION 705, PERTAINING TO BOARDS AND COMMISSIONS VACANCIES**

Chair Logan reported there are two options to consider; one would be to establish a Subcommittee of two Civil Service Board Members who would be selected to conduct candidate interviews on behalf of the Board and make recommendations. The Board would then act on the Subcommittee's recommendations in an open, public meeting. The second option would be to have all Civil Service Board Members interview applicants in an open, public meeting and the Board would deliberate and decide on the top three candidates.

He reported that May 13 is the deadline for Board Member applications to be submitted to the City Clerk's office. If the Board goes the Subcommittee route, interviews would be conducted the week of May 18 and a decision would be made on the top three candidates. On June 1, the Board would review the top three candidates and advise the Secretary to submit to the City Clerk, the Board's recommendations for the top three candidates.

The candidates would be ranked according to how the Subcommittee or Board feels they are qualified which would then be submitted to City Council.

Chair Logan reported that on June 23, the new Civil Service Board Member would be selected by Council and on July 6, the new Member would join the Board.

Discussion followed regarding the benefits of having a Subcommittee conduct the interviews and develop recommendations for the Board. It was noted that in the past, candidates were not ranked but rather were presented in alphabetical order.

City Attorney Aaron Harp stated there is no prohibition to rank order candidates.

It was noted that the first decision would be whether or not the Board wants to designate a Subcommittee or interview the candidates in an open meeting. The second decision is whether the Board wants the Subcommittee to rank and present its recommendations to the Board or present its recommendations and the Board re-order to rankings.

Vice Chair Allen indicated she would support the appointment of a Subcommittee comprised of two Board Members to interview candidates.

Interviews of candidates in an open meeting would be done one candidate at a time while other candidates are outside the meeting. There is no staff member in the Subcommittee or present while interviews are conducted by the Subcommittee.

City Attorney Harp added that candidates cannot be excluded from a public meeting but that technically, they would agree to be out of the meeting during interviews of other candidates. Under the law, however, they have a right to be in a public meeting.

Deputy City Manager/Human Resources Director Terri Cassidy stated that staff would recommend that the Subcommittee provide a report to the Board and include applications and rankings with a ranking sheet providing complete information to the full Board.

It was noted that interviews are not recorded.

Board Member Dunlap made a Motion to appoint a Subcommittee of two Civil Service Board Members. The Motion was seconded by Board Member Talbot.

Vice Chair Allen clarified that the Subcommittee would interview candidates and report back to the full Board with a ranking of the candidates and that the ranking would not be binding on the Board.

Board Member Dunlap agreed to amend his motion.

City Attorney Harp recommended having the Subcommittee conduct interviews and report back to the Board for the full Board to make final recommendations to City Council with or without ranking.

Board Member Dunlap made an Amended Motion to appoint a Subcommittee of two Civil Service Board Members to conduct candidate interviews and report back to the full Board with a ranking of candidates; the ranking not being binding on the Board. The Motion was seconded by Board Member Talbot. Motion carried. (5 Ayes, 0 No).

Chair Logan noted that Vice Chair Allen has expressed a desire to be on the Subcommittee.

Board Member Dunlap stated he would prefer not to be considered to be on the Subcommittee in consideration of his prolonged absence due to medical issues.

Chair Logan stated he is inclined to consider Subcommittee Members on the basis of seniority. Therefore, he announced the Subcommittee Members as Vice Chair Allen and Board Member Talbot.

Board Member Dunlap made Motion to appoint Vice Chair Allen and Board Member Talbot to the Subcommittee that will conduct candidate interviews. The Motion was seconded by Board Member Herdman. Motion carried. (5 Ayes, 0 No).

## **B. ORAL REPORTS**

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

Deputy City Manager/HR Director Cassidy reported that Department Assistant, Marissa Sur is in training as Jyll Ramirez has been promoted, effective today, to Human Resources Specialist II. She added that she is presently recruiting for an Administrative Assistant. Additionally, she reported that HR Managers Rebecca Redyk and Sheri Anderson are present and will be perpetually in training.

Ms. Cassidy reported that labor negotiations have begun with Bargaining Units Police Management, Lifeguard Management and ANBOL. She added that there are no appeals coming to the Civil Service Board at this time.

#### **a. Ackerman Scholarship Program – Rebecca Redyk, Human Resources Manager**

Human Resources Manager Rebecca Redyk provided a report on the Ackerman Scholarship Program for 2015. She addressed establishment of the scholarship, provision of seven \$700 scholarships, the application process, deadline for applications, advertising and promotion of the scholarship and the recipient selection process.

Ms. Cassidy addressed requirements for eligibility and encouraged suggestions about the program, going forward.

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

Fire Chief Scott Poster provided an update of Fire Operations including promotions to Fire Paramedics, a structure fire on Lido Island and a major vehicular traffic rescue. He reported that the Training Chief has been moved to

the Battalion and commented on the graduation of three Firefighter Paramedics. Fire Chief Poster reported on the current Captain's Promotional Exam, selection of candidates for the Community Paramedic Program and preparations for the marathon. He added that on April 22, at 8:00 AM, the Department will conduct the Promotion Ceremony with merit and honor awards and encouraged Board Members to attend.

Fire Chief Poster provided an update of Life Safety Services including completion of a CERT class and an upcoming American Red Cross, CPR/AED Training. He addressed other upcoming CERT meetings and the annual Neighborhood Disaster Preparedness Class on April 18 at Fire Station No. 4. He announced the Second Annual CERT Drill on April 25.

Fire Chief Poster addressed Lifeguard Operations including promotions, high surf conditions, and statistics for the month of March. He reported on Lightning Activity Levels, beach evacuations, Lifeguard try-outs, and the dedication of Lifeguard Headquarters to fallen Lifeguard Ben Carlson.

Additionally, he reported on the Junior Lifeguard Program and recertification of seasonal Lifeguards.

Members of the Board commented positively on the dedication of the Lifeguard Headquarters event.

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

Deputy Director Stafford presented an update on Police Department matters including March statistics and significant events, including the Memorial Service for fallen Officer Bob Henry. Additionally, he reported on the Police Appreciation Breakfast and announced that on April 13, at 9:00 AM, a Police Promotion Ceremony will take place as well as the swearing in of a lateral Police Officer from UCLA Police Department.

He provided an update on recruiting efforts, the hiring of a Police Recruit and the recent graduation of a Recruit from the Academy. Additionally, he reported on a field perimeter-setting training and the Police Department's success in the recent Baker-to-Vegas relay event.

Deputy Director Stafford reported that April is Distracted Driver Awareness Month and addressed this year's theme. He encouraged the public to use hands-free devices or wait.

Chair Logan commented that he had heard that there was a drug problem (cocaine) on the Peninsula and asked if the Police Department was able to look into it.

Brief discussion followed regarding the location of mock scenarios.

**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 reported that Speak Up Newport will meet on April 8 at 5:30 PM in the Community Room where discussion will take place regarding the sewer project on Pacific Coast Highway.

Chair Logan inquired regarding the Fire Department's Emergency Medical Program and requested a presentation in the future.

**VIII. ADJOURNMENT**

There being no further business to come before the Civil Service Board, the meeting was adjourned at 6:00 PM.

The agenda for the Regular Meeting was posted April 2, 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:

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Marissa Sur, Administrative Specialist to the Deputy City Manager  
City of Newport Beach, Human Resources

Approved by:

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Hugh Logan, Chairperson  
Civil Service Board 2014/2015