



CIVIL SERVICE BOARD AGENDA

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

Monday, July 6, 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 (absent)
Rebecca Redyk, Human Resources Manager
Jason Guyser, Assistant City Attorney
Marissa Sur, Administrative Specialist to the HR Director

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 JUNE 1, 2015, REGULAR MEETING. Waive reading of subject Minutes, approve as written and order filed.

VI. CURRENT BUSINESS

A. PRESENTATION OF SERVICE AWARDS

B. ORAL REPORTS

1. **CITY-WIDE AND HUMAN RESOURCES MATTERS** – Rebecca Redyk, Human Resources Manager

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).

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES
Council Chambers – 100 Civic Center Drive
Monday, June 1, 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
Jason Guyser, Assistant City Attorney
Marissa Sur, Administrative Specialist to the Deputy City Manager

III. FLAG SALUTE – Led by Board Member Talbot

IV. PUBLIC COMMENTS

The notice was read by Marissa Sur, Administrative Specialist to the Deputy City Manager.

Interested parties were invited to address the Board.

Paul Matheis spoke regarding a confidential memo that was leaked to the *Orange County Register* and in support of the City conducting an independent investigation. He commented on the money the City has spent on employment-related claims; and on developing appropriate and fair testing procedures.

Chair Logan stated that every Member of this Board is very aware that fairness is one of the basic principles that the Board needs to uphold in all of its dealings.

V. CONSENT CALENDAR

A. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

- 1. APPROVE MINUTES FOR THE MAY 4, 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 Board Member Dunlap. Motion carried. (5 Ayes, 0 No, 0 Abstain).

VI. PRESENTATIONS

A. COMMUNITY PARAMEDICINE PROGRAM – CATHY ORD, EMS DIVISION CHIEF, NEWPORT BEACH FIRE DEPARTMENT

Cathy Ord, EMS Division Chief, provided a report on the Fire Department's Paramedic Program. She addressed the EMS operation, Community Paramedicine, multi-faceted Fire Fighter personnel, goals, the Affordable Care Act, gatekeepers, increased demand in healthcare services, changes in demographics and details of focused concepts recommended by the State. She addressed the studies, the approval process, and other participating cities/agencies in the Paramedicine pilot.

Discussion followed regarding testing the safety of triaging and transporting 911 patients with low medical acuity, following protocols set by County regulatory agencies, multiple levels of medical control/protection/patient safety, patient satisfaction, and inclusion/exclusion criteria used in deciding whether to transport to an emergency department or urgent care.

Ensuing discussion pertained to the importance of providing the correct diagnoses, especially at it relates to seniors.

VII. CURRENT BUSINESS

A. REVIEW AND APPROVAL OF THREE CIVIL SERVICE BOARD CANDIDATES SELECTED BY THE SUBCOMMITTEE TO BE RECOMMENDED TO CITY COUNCIL FOR APPOINTMENT

Vice Chair Allen reported on the Subcommittee's findings and recommendations. She addressed Deputy City Manager/HR Director Cassidy's memo and reported that all four candidates are very well-qualified and possess the necessary skills and background. She summarized the qualifications of each candidate.

Board Member Talbot added that the objective scoring and questioning were well-laid out and the scores were all very close.

Discussion followed regarding the range and rankings of the candidates. Deputy City Manager/HR Director Cassidy stated that individual rankings/scores are not shared, outside of the interviews.

Assistant City Attorney Jason Guyser added that it is up to City Council to determine who will be appointed and that these are simply recommendations to them.

Board Members Dunlap and Herdman thanked Members of the Subcommittee for their hard work.

Board Member Dunlap made a Motion to accept the Subcommittee's recommendation and forward to City Council, the order in which the Subcommittee has presented the

names of potential candidates to the Civil Service Board. The Motion was seconded by Board Member Herdman. Motion carried with Chair Logan, abstaining. (4 Ayes, 0 No, 1 Abstain).

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 invitations to the Employee Service Award Luau have been mailed and noted that several CSB Members will be receiving awards. She encouraged everyone to RSVP and thanked the Chamber of Commerce for partnering with the City.

Ms. Cassidy thanked Chair Logan for his leadership as the Board's Chair and his service as a Member of the Board.

She added that she will be out of town for the July 6 meeting of the CSB so HR Manager Rebecca E. Redyk will serve as Secretary.

a. Update on the Ackerman Scholarship recipients

Ms. Cassidy provided an update of the Ackerman Scholarship program and addressed applicants, criteria used for selecting candidates, and the award amount. She thanked HR Staff Member Leslie Campbell and City Manager Dave Kiff for their help. Information regarding the recipients will be shared in the near future.

2. FIRE DEPARTMENT MATTERS – Scott Poster, Fire Chief

Fire Chief Scott Poster provided a report on Fire Department matters. He addressed Fire Operations and Public Safety Day events. He noted that field moisture is down and all crews are working on wild land fire training. He added that an active fire season is anticipated. Chief Poster addressed Leadership training, procurement of new fire pumpers, a simulated earthquake, HAZMAT training and the promotion of two new Battalion Chiefs. He provided statistics on Marine Operations and addressed notable events, a tribute to Lifeguard Ben Carlson by the City of Zuma Beach, rescues and the induction of a City Lifeguard into the Newport Harbor High School Hall of Fame.

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

Deputy Director of Police Services Jonathan Stafford presented an overview of Police Department matters during the month of May. He addressed the Department's participation in Public Safety Day, notable situations, new Lateral Police Officers, swearing in of a full-time and a part-time Community Services Officer. He reported there are two finalist recruit candidates in the final stages of the recruiting process and addressed additional candidates in the various states of recruitment. He reported the availability of a new Public Service Announcement on the Department's website and addressed the recent graduation of citizens from the Citizens Police Academy. He reported that the next academy course will be in September.

Board Member Herdman commented on a resident homeless person on Balboa Island and thanked Officer Dave McGill for his help on the matter as well as the Department for providing guidelines on how to deal with the homeless.

VIII. 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 will meet on June 10, 2015, in the Community Room where there will be a presentation regarding the current drought and conserving water.

Board Member Herdman announced the 22nd Annual Balboa Island Parade on Sunday, June 7, 2015, at 11:00 a.m. Additionally, he reported on the upcoming Balboa Museum and Historical Society First Annual Historic Home Tour on June 20 from 11:00 a.m. to 3:00 p.m.

Chair Logan expressed his appreciation for the opportunity to serve the City and the Board noting it has been a great privilege and responsibility and thanked his colleagues and staff for their support. He commented favorably on the City's Fire and Police Departments.

IX. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 6:06 PM.

The agenda for the Regular Meeting was posted on May 28, 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 Deputy City Manager
City of Newport Beach, Human Resources

Approved by:

Hugh Logan, Chairperson
Civil Service Board 2014/2015