



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

Civic Center Council Chambers - 100 Civic Center Drive, Newport Beach,
CA 92660

Monday, January 4, 2016 - 5:00 PM

Civil Service Board Members:

Debra Allen, Chair
Maiqual Talbot, Vice Chair
James "Mickey" Dunlap, Board Member
Jeff Herdman, Board Member
Roberta Fesler, Board Member

Staff Members:

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

The Civil Service Board meeting is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Civil Service Board agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Board and items not on the agenda but are within the subject matter jurisdiction of the Civil Service Board. The Chair may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

The City of Newport Beach's goal is 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, we will attempt to accommodate you in every reasonable manner. Please contact Barbara Salvini, Human Resources Director, at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 644-3256 or bsalvini@newportbeachca.gov.

NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT

Any presentation requiring the use of the City of Newport Beach's equipment must be submitted to the Human Resources Department 24 hours prior to the scheduled meeting.

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS ON CONSENT CALENDAR

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.

IV. CONSENT CALENDAR

A. Minutes for the November 2, 2015 Civil Service Board Meeting

Approve Minutes and order filed.

V. CURRENT BUSINESS

A. Oral Reports

1. City Wide/HR Matters - Barbara J. Salvini, Human Resources Director
 - a. Rebecca Redyk, Human Resources Manager - Recruitment Video
2. Fire Department Matters - Scott Poster, Fire Chief
3. Police Department Matters - Jonathon Stafford, Deputy Director of Police Services

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

VII. ADJOURNMENT

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES
Council Chambers – 100 Civic Center Drive
Monday, November 2, 2015
REGULAR MEETING
5:00 p.m.

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

Chair Allen called the meeting to order at 5:00 p.m.

II. ROLL CALL

Civil Service Board Members:

Debra Allen, Chair
Maiqual Talbot, Vice Chair
James "Mickey" Dunlap, Board Member
Jeff Herdman, Board Member
Roberta Fesler, Board Member (excused absence)

Staff Members:

Terri L. Cassidy, Acting Secretary to the Board/Deputy City Manager
Barbara J. Salvini, HR Director
Leonie Mulvihill, Assistant City Attorney
Leilani Brown, City Clerk
Marissa Sur, Administrative Specialist to the HR Director

III. FLAG SALUTE – Led by Board Member Herdman

IV. PUBLIC COMMENTS

Jim Mosher commented on the new online agenda system and the ability to post a video of meetings in the system. He noted that while the CSB is not videotaped, the City produces an audio recording and suggested that it be placed on the City's website so that the public would be able to hear an audio recording of the meeting.

Paul Matheis also addressed the Board and agreed with Mr. Mosher that the meeting audio should be posted. He further commented on the three-minute time limit on public comments, stating that while he understood the need for a limit on public meetings such as City Council, he thought it would benefit the Board to consider extending the time limit since the meetings do not draw as large of a crowd. Mr. Matheis also followed up on his request at the May 4, 2015, Civil Service Board meeting for an investigation. He disagreed with then-Assistant City Attorney Jason Guyser's opinion during the meeting that it was not within the Board's jurisdiction to initiate an investigation. Mr. Matheis asked for clarification on whether the Charter and the opinion of Legal Counsel are in sync and whether Assistant City Attorney Leonie Mulvihill agreed with Mr. Guyser's opinion.

Assistant City Attorney Leonie Mulvihill stated that while she was not in attendance at the referenced meeting, however, she disagrees with the opinions and statements during public comments presented at the time and shares and concurs with Mr. Guyser's opinion. She offered to help the Civil Service Board with any inquiries.

V. CONSENT CALENDAR**A. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES****1. APPROVE MINUTES FOR THE OCTOBER 5, 2015 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 Dunlap. Motion carried. (4 Ayes, 0 No) with Board Member Fesler, absent.

VI. CURRENT BUSINESS**A. ORAL REPORTS****1. CITY-WIDE AND HUMAN RESOURCES MATTERS – Terri L. Cassidy, Deputy City Manager**

Deputy City Manager Terri L. Cassidy introduced new HR Director and soon-to-be Secretary to the Board, Barbara J. Salvini. She provided a brief background of her experience and qualifications and acknowledged members of the HR staff and public safety departments in attendance. She reported that she moved to the City Manager's office and that Carol Jacobs was hired as the full-time Assistant City Manager.

Ms. Cassidy announced that the City will be holding a series of employee morale-building events and reported that Mayor Pro Tem Dixon will be holding another town hall meeting November 2 at 6:00 p.m., at the old City Hall building, to discuss Marina Park. The venue's official dedication will be held on Saturday, December 5. She expressed her appreciation for serving the Civil Service Board during the last seven years and deferred to HR Director Salvini.

HR Director Salvini noted looking forward to working with the Board and the City.

Chair Allen welcomed Ms. Salvini on behalf of the Board, adding that Ms. Cassidy will be a very tough act to follow.

2. FIRE DEPARTMENT MATTERS – Scott Poster, Fire Chief

Fire Chief Scott Poster provided an update on Fire Department matters including a recent loss of a boat in the Harbor due to an on-board fire and reported being assisted by Lifeguards and the Harbor Patrol. He addressed the promotion of a new Battalion Chief, Justin Carr and Captain Tommy Van Andel. He commented positively on the City's HR Department in administering appropriate tests. Chief Poster introduced new Battalion Chief Nick Stocks, who is responsible for all of the training for Fire Operations. Battalion Chief Stocks expressed his appreciation for continuing to work with the City in the Training Services Division.

Chief Poster also addressed a Maritime Rescue Drill coming in March 2016, noting that it is a multi-agency drill and that more information will be provided as the date gets closer. Additionally, he reported that all personnel have completed transitional fire-attack training

and addressed the continuing Community Paramedicine Pilot program, an Urban Interface Pre-planning project and the Engineer Academy and the hiring of Kristen Thompson, EMS Division Chief, who will join the City on November 9. The new EMS Division Chief will be coming from the City of Anaheim where she is a Nurse Educator and EMS Manager.

Chief Poster addressed the recent Great Shakeout event which included an earthquake drill and activation of the EOC based on El Niño and presented Lifeguard Statistics for October 2015. He also provided details of the October 19 beach closure due to a shark sighting.

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

Deputy Director of Police Services Jonathan Stafford provided an update on Police Department matters including the attendance of Deputy Chiefs McGill and Lewis at the International Association of Chiefs of Police Convention in Chicago. He addressed the Department's Internal Audit program, noting that there were four in the month of October. He listed them and reported that all four were passed successfully. Additionally, he reported that 41 staff members recently participated in a team-building exercise and the graduation of Police Officer Jared Hendee from the Police Academy. He noted that Officer Hendee is the only trainee in the FTO program.

Deputy Director Stafford announced that going forward, he will report on the Department's calls-for-service statistics and on the increase of Police Officers in the streets, and did so for the month of October.

Brief discussion followed regarding the December Civil Service Board meeting.

Board Member Herdman commented on the upcoming Holiday Boat Parade and the related congestion. He asked regarding the possibility of increased Police help during the event in terms of traffic control.

Deputy Director of Police Services Stafford stated that the Patrol Deputy Chief will address that during the December meeting.

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

Chair Allen announced the November 4 meeting of Speak up Newport at 5:30 p.m. for a reception with the meeting following at 6:00 p.m. She added that a presentation will be made regarding coyotes and other wild animals by the Police Department and a representative from the State Department of Fish and Game will discuss State regulations regarding same.

Deputy City Manager Cassidy thanked City Clerk Leilani Brown for her attendance and guidance during the meeting.

Chair Allen reported that she will not be able to attend the December meeting as she will be leaving the country early the next morning.

Assistant City Attorney Mulvihill reported that if there is no business for December or if there is a lack of a quorum, adjournment could be made to the January 2016 meeting. The public will be notified if the December meeting will be cancelled.

VIII. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:36 p.m.

Prepared by:

Marissa Sur, Administrative Specialist to the HR Director
City of Newport Beach

Approved by:

Debra Allen, Chairperson
Civil Service Board 2015/2016

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