



## **CIVIL SERVICE BOARD AGENDA**

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

**Monday, June 6, 2016 - 5:00 p.m. Regular Meeting**

### **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, Secretary to the Board/HR Director  
Leonie Mulvihill, Assistant City Attorney  
Jyll Ramirez, HR Specialist II

## **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 MAY 2, 2016, REGULAR MEETING. Waive reading of subject Minutes, approve as written and order filed.

## **VI. CURRENT BUSINESS**

### **A. DISCUSS AND POSSIBLY TAKE ACTION ON THE JULY 2016 REGULAR MEETING DATE DUE TO THE FOURTH OF JULY HOLIDAY – Barbara J. Salvini, Secretary to the Board**

1. Pursuant to Section 401.1.A of Civil Service Rules and Regulations, “[i]f any such Monday falls on a City holiday, the meeting shall be held on the next succeeding Wednesday at the same time and place or on a date and at a time agreed to by the Board in an open meeting. Any other meeting of the Board shall be a special meeting.”

**B. ORAL REPORTS**

1. **CITY-WIDE AND HUMAN RESOURCES MATTERS** – Barbara J. Salvini,  
Human Resources Director
2. **FIRE DEPARTMENT MATTERS** – Chip Duncan, Assistant Fire Chief
3. **POLICE DEPARTMENT MATTERS** – Damon Psaros, Support Services  
Lieutenant

**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 2, 2016

Regular Meeting

5:00 p.m.

## I. CALL MEETING TO ORDER

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  
Jeff Herdman, Board Member  
Roberta Fesler, Board Member

### Absent:

James "Mickey" Dunlap, Board Member - Excused

### Staff Members:

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

## III. FLAG SALUTE – Led by Board Member Herdman

## IV. PUBLIC COMMENTS - None

## V. CONSENT CALENDAR

### A. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

1. **APPROVE MINUTES FOR THE APRIL 4, 2016, 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 amended and order filed. The Motion was seconded by Board Member Fesler. Motion carried. (4 Ayes, 0 No, 0 Abstain, 1 Absent - Board Member Dunlap).

## VI. CURRENT BUSINESS

### A. ORAL REPORTS

1. **CITY-WIDE AND HUMAN RESOURCES MATTERS** – Barbara J. Salvini, Human Resources (HR) Director

HR Director Barbara Salvini reported:

- The Newport Beach Scholarship program is now closed. A total of 27 applications were received and are being reviewed. Award notifications will be mailed to recipients by the end of the month.
- Implementation Team members HR Manager Sheri Anderson, HR Specialist Jyll Ramirez and other Finance and Information Technology (IT) staff are attending the Annual 2016 Tyler Connect Conference held in Phoenix, Arizona. As reported previously, the City recently went “live” with the City’s enterprise resource planning software, Munis. The Implementation Team needs to be well-trained and current on software updates to better assist the public and other City staff members.

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

Chief Poster reported:

- The Orange County Marathon, held May 1, went through Newport Beach and included approximately 15,000 runners. The event was very successful; there were no incidents to report.
- A Badge Pinning Ceremony will be held May 19, in the Central Library’s Friends Meeting Room. Board Members are invited to attend the event.
- The Fire Department and Human Resources Department staff members have been working on the upcoming Firefighter recruitment.
- The Fire Department purchased two new fire engines, which should be in service in a few weeks. They will be housed at the Mariners and Newport Coast Stations.
- Marine operation stats for the month of April
  - There were 6,557 calls for public assistance, enforcements, medical aids, preventive actions, and/or rescues.
- On April 16, the Fire Department had their first of nine basic lifeguard academy classes with 22 lifeguard trainees in attendance. This training included CPR, open water rescue techniques and teamwork exercises.
- The 2016 Summer Junior Lifeguard program closed April 22, and the station received 1,372 new and returning participants; this is the highest enrollment seen in 32 years.
- The Fire Department will be unveiling the Ben Carlson statue in McFadden Square on July 6. Invitations will be mailed out to all elected officials and Board

Members are encouraged to attend the event. The Chief will notify the Board once the time for the unveiling is confirmed.

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

Deputy Director of Police Services Jonathan Stafford reported:

- Police Lieutenant Dennis Birch will be promoted to Deputy Police Chief Monday, May 9. City Staff and Board Members are invited to attend the event.
- The Police Department swore in two new Police Officers; Sabrina Fabbri and Adam Dudash. Both have strong records and are performing well. In addition, the Department currently has five Police Recruits in different stages. One Recruit is in the police academy, another is in pre-academy, and the remaining three are in the final stages for hiring for future academy classes.
- The department had 8,191 CAD events, a 3.7 percent decrease from March. Deputy Director Stafford stated that April 2016 CAD events were significantly lower than April 2015; a 9.4 percent decrease. He announced that the department has deployed two new car computers; a stationary tablet and a hybrid portable tablet. Input is being gathered from field testers on the proficiency of the tablets.
- The NBPD Teen Academy, designed to increase teenagers' awareness and understanding of police operations, will be held from June 29 through August 10, 2016. There are still open slots for any interested parties. Deputy Director Stafford also reported the Citizens Police Academy graduation is scheduled for May 18, at 6:30 p.m., in the Civic Center Community Room. City Staff graduating from the program include HR Director Barbara Salvini, HR Manager Sheri Anderson, Administrative Specialist to the HR Director Marissa Sur and Assistant City Attorney Leonie Mulvihill. Ms. Mulvihill has been appointed as one of the class speakers. Formal invitations have been mailed out and should be received shortly.
- Three individual arrests occurred Wednesday, April 27, for the burglaries of several properties which resulted in many stolen items. Deputy Director Stafford hopes this arrest will help clear other pending cases.

Board Member Talbot commented on the PIT maneuver technique used by the police officer to apprehend the three individuals. He stated the technique is a good technique and is not an easy one to perform.

**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 reported on a meeting to be held on May 11, at 5:30 p.m., in the Community Room. The meeting will be facilitated by Tom Johnson regarding the improvement plans for the new Newport Beach Golf Course. Discussion will include the upgrade of the facility and other substantial improvements of the facility.

Chair Allen announced the upcoming Speak Up Newport (SUN) meeting will be held June 8, at 5:30 p.m., in the Community Room. The meeting will be chaired by Assistant Police Chief Dave McGill and newly appointed Police Chief Jon Lewis will be introduced.

**VIII. ADJOURNMENT**

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:21 p.m.

The agenda for the Regular Meeting was posted on Thursday, April 28, 2016, 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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Jyll C. Ramirez, HR Specialist II, on behalf of  
Marissa Sur, Administrative Specialist to the HR Director  
City of Newport Beach

Approved by:

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Debra Allen, Chairperson  
Civil Service Board 2015/2016



# CITY OF NEWPORT BEACH

## HUMAN RESOURCES DEPARTMENT

Barbara J. Salvini, Human Resources Director

DATE: June 6, 2016

TO: Chairperson Allen and Civil Service Board Members

FROM: Barbara J. Salvini, Human Resources Director/Secretary to the Board

RE: **RESCHEDULE THE JULY 2016 CIVIL SERVICE BOARD REGULAR MEETING**

This year, the Fourth of July holiday falls on the first Monday of July. This is also the regularly scheduled date for the Civil Service Board meeting. Consequently, the Board will need to reschedule this meeting.

As a reminder, the Civil Service System Rules and Regulations, Section 401.1A, states, “[i]f any such Monday falls on a City holiday, the meeting shall be held on the next succeeding Wednesday at the same time and place or on a date and at a time agreed to by the Board in an open meeting. Any other meeting of the Board shall be a special meeting.”

Accordingly, the July 2016 Regular Meeting of the Civil Service Board will be held on Wednesday, July 6, 2016, unless the Board wishes to reschedule for another date (typically the following Monday). Please bring your calendars with you to the June 6 meeting and be prepared to discuss your availability for Wednesday, July 6; Monday, July 11; or another date of your choice.

If you have any questions or are unable to attend the June meeting, please contact Jyll Ramirez at 949-644-3306.