



CIVIL SERVICE BOARD AGENDA

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

Monday, August 1, 2016 - 5:00 p.m. Regular Meeting

Civil Service Board Members:

Maiqual Talbot, Chair
Jeff Herdman, Vice Chair
Roberta Fesler, Board Member
Robyn Grant, Board Member
Doug Wood, Board Member

Staff Members:

Barbara J. Salvini, Secretary to the Board/HR Director
Aaron Harp, 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 REVISED MINUTES FOR THE JUNE 6, 2016, REGULAR MEETING. Waive reading of subject Minutes, approve as written and order filed.
- 2. APPROVE MINUTES FOR THE JULY 6, 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 SEPTEMBER 2016 REGULAR MEETING DATE DUE TO THE LABOR DAY HOLIDAY – Barbara J. Salvini, Secretary to the Board**

Pursuant to Section 401.1A of *Civil Service Rules and Regulations*, "if 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** – 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 **REVISED** MINUTES

Council Chambers – 100 Civic Center Drive

Monday, June 6, 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
Roberta Fesler, Board Member

Absent:

James "Mickey" Dunlap, Board Member - Excused
Jeff Herdman, Board Member - Excused

Staff Members:

Barbara J. Salvini, Secretary to the Board / HR Director
Leonie Mulvihill, Assistant City Attorney
Jyll Ramirez, HR Specialist II

III. FLAG SALUTE – Led by Board Member Fesler

IV. PUBLIC COMMENTS - None

V. CONSENT CALENDAR

A. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

1. APPROVE MINUTES FOR THE MAY 2, 2016, REGULAR MEETING.

Board Member Fesler suggested to amend the Minutes to read as follows: first page, header, *Monday 2* to read Monday, **May 2, 2016**. Second page, Fire Department matters, seventh bullet – add "Enrollment for" before *the 2016 Summer Junior Lifeguard program*; and replace the word "station" with "department."

Board Member Fesler made a Motion to approve the Meeting Minutes as amended and order filed. The Motion was seconded by Vice Chair Talbot. Motion carried. (3 Ayes, 0 No, 0 Abstain, 2 Absent - Board Member Dunlap and Board Member Herdman).

VI. CURRENT BUSINESS

Because the Fourth of July holiday falls on the first Monday of the month, the regularly scheduled Civil Service Board meeting will need to be rescheduled. Per the Civil Service Board Rules and Regulations, if the first Monday is a holiday, the meeting can be held on the next succeeding Wednesday or at a time and place otherwise agreed upon by the Board at an open meeting. As there was no action taken, the next regular meeting date is scheduled for Wednesday, July 6, 2016.

A. ORAL REPORTS

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

HR Director Barbara Salvini reported:

- An Effective Presentations Lab was offered to City employees Thursday, May 12. The workshop was facilitated by Dr. Judy Kaplan and designed to teach and improve techniques needed to effectively conduct presentations.
- In 2012, the City Council passed a resolution to adopt the Healthy Eating Active Living program, also known as the HEAL Campaign, with Human Resources being the managing department. Beginning the week of May 16, HR kicked off this year's round of classes, which are held during the employees' lunch hour.
- On May 18, the Benefits and Risk Management staff members attended the advanced compliance training on Americans with Disabilities Act and its application to employees.
- On May 19, HR Staff members Rebecca Redyk, Sarah Rodriguez and Jyll Ramirez attended the Leadership Tomorrow luncheon held in the Civic Center's Community Room. The event was hosted by Police Chief and Board Chair Jon Lewis. Leadership Tomorrow is an organization that promotes community involvement and awareness.
- Also on May 19, several Newport Beach employees attended mandatory training on How to Prevent Workplace Harassment, Discrimination and Retaliation.
- A tentative agreement between the City and Part-Time Employees' Association of Newport Beach (PTEANB) will be presented to the City Council at the June 14 meeting for review and consideration.
- Risk Manager Sheri Anderson and Deputy Finance Director Steve Montano joined the Deferred Compensation Committee. Ms. Anderson replaced retired Risk Manager Lauren Farley, and Mr. Montano replaced Budget Manager Susan Coulter Giangrande. Mr. Montano was appointed to the Chair position.
- Winners of the Ackerman Scholarship Trust Fund were announced June 2; eight students were awarded \$700 each.

- As a reminder, the Employee Service Awards event will be held Thursday, June 9, from 11:30 am to 1:30 pm, in the Civic Center Community Room. City staff looks forward to seeing the Board Members there.
- The City's current insurance policy is up for renewal July 1, 2016. HR staff members are meeting with insurance brokers to discuss recommendations to bring to City Council.
- Graduation for the spring 2016 Cal State Fullerton Leadership Development for Public Agencies program will be held June 23, 2016, at the Garden Grove Campus. City employee graduates include Senior Services Manager Celeste Jardine-Haug, Fire EMS Division Chief Kristin Thompson, Associate Planner Ben Zdeba and Librarian II Melissa Hartson.

This being the last meeting for Chair Allen and Board Member Dunlap, who was absent, Ms. Salvini thanked them for their years of service to the Civil Service Board, as well as the community.

2. FIRE DEPARTMENT MATTERS – Chip Duncan, Assistant Fire Chief

Chief Duncan reported:

- The written and physical agility portions of the firefighters' testing process are completed. The swim assessment will be the next phase, followed by interviews scheduled for late June.
- A 180-day, County-wide Automated Vehicle Locator (AVL) pilot program was launched.
- A fatal accident occurred on May 25, on the corner of 15th Street and Michael Place, involving an eight-year-old boy and a contracted refuse vehicle.
- A decision was made to decommission the Urban Search and Rescue program.
- A Community Emergency Response Team (CERT) neighborhood drill was held May 14.
- A meeting was held with Police Lieutenant Dennis Birch to discuss the City's homelessness and public intoxication issues. Further conversations will ensure fire department staff is up to speed with the legal issues.
- Fire Department stats for the month of May
 - Fire calls – 33
 - HazMat issues – 9
 - Medical Aids – 664
 - Other emergencies – 103
 - Service calls – 71
 - Total within jurisdiction – 880

- Marine operations stats for the month of May
 - Public Assists – 5,490
 - Enforcements – 977
 - Medical Aids – 156
 - Preventatives – 6,613
 - Rescues – 118
 - Total calls – 13,781

- On May 4, the Fire Department participated in joint helicopter training with the Huntington Beach Lifeguards and Police Department, which covered how to deploy staff and rescue swimmers. The techniques were utilized in a real life event with the Huntington Beach Police Department last week.

- Twenty-one (21) individuals successfully completed the lifeguard training session and are in the interview process.

- The Junior Lifeguard opening day ceremony will be June 28. All Civil Service Board Members are invited. There will be two sessions; 9 am and 1 pm. The Board is welcome to attend both or one of their choosing.

- The Ben Carlson statue unveiling is scheduled for July 6, 7:30 pm, at the Newport Beach Pier. Pre-activities will commence at 6:00 pm or 6:30 pm.

- A shark attack occurred in Corona del Mar Sunday, May 29. The victim was rescued by lifeguards who arrived onsite within seconds of the incident. Due to this event, the Fire Department is consulting with shark experts to learn their behaviors and patterns. Efforts will be made to educate the public regarding the risks involved in ocean swimming.

Lifeguard Operations Chief Rob Williams stated that certain cities have tagged some sharks to learn their pattern. Newport Beach is deciding if this type of investment would be wise for the City.

In response to Vice Chair Talbot's question regarding how often the rescue boat patrols the shark bite incident area, Chief Williams stated the area is patrolled every day during the summer.

Fire Department staff members expressed gratitude for Chair Allen's dedication to the City, Fire Department and the Civil Service Board.

3. POLICE DEPARTMENT MATTERS – Damon Psaros, Support Service Lieutenant

Support Service Lieutenant Damon Psaros reported:

- There has been a slight increase of coyote sightings in Corona del Mar, and one male coyote was captured at Castaways Park. As part of the coyote management effort, there will be a City and Wildlife meeting held on June 16,

location undetermined. Lt. Psaros will inform the Board when the location has been determined.

- Police Officer (lateral) James Cho, from Los Angeles Police Department, was hired and started his first day of work today. His Swearing-In Ceremony will be held Wednesday, June 22, at 9:00 am. Two other police officer candidates (lateral) are completing backgrounds.
- Police Recruit Matthew Sommer will start next Tuesday, June 14.
- One animal control officer candidate has completed background and progressing in the recruitment process.
- The Donald Trump rally was held on May 25. There were 24 police officers onsite initially; 11 more were requested for additional support during the rally to assist. There were 13 total arrests from the rally.
- Police Lieutenant testing has begun. There are nine candidates currently working on the take-home portion of the test, which is due tomorrow. The actual physical test dates will be broken up into two sessions, June 14 and 15.

Lieutenant Psaros showed a sample of an in-car (police vehicle) tablet to the Board Members. The tablets are designed to be used inside and outside of the vehicles. The testing phase was successful and positive feedback was received by the police officers.

Board Member Fesler asked if there are security procedures in place for the tablets in the event one of them falls into the wrong hands. Lieutenant Psaros stated that each tablet will be equipped with a two-factor authentication process in order to access the tablets. Additionally, once the tablets are outside the vehicles, a timer is activated allowing the tablets to freeze once the countdown ends.

Police Chief Jon Lewis thanked Chair Allen for her years of service to the Board.

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 informed the Board that Speak Up Newport will be hosting a meeting June 7, at 5:30 pm, in the Community Room. Police Chief Jon Lewis will be the guest speaker and share his vision and plan for the Police Department.

VIII. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:48 p.m.

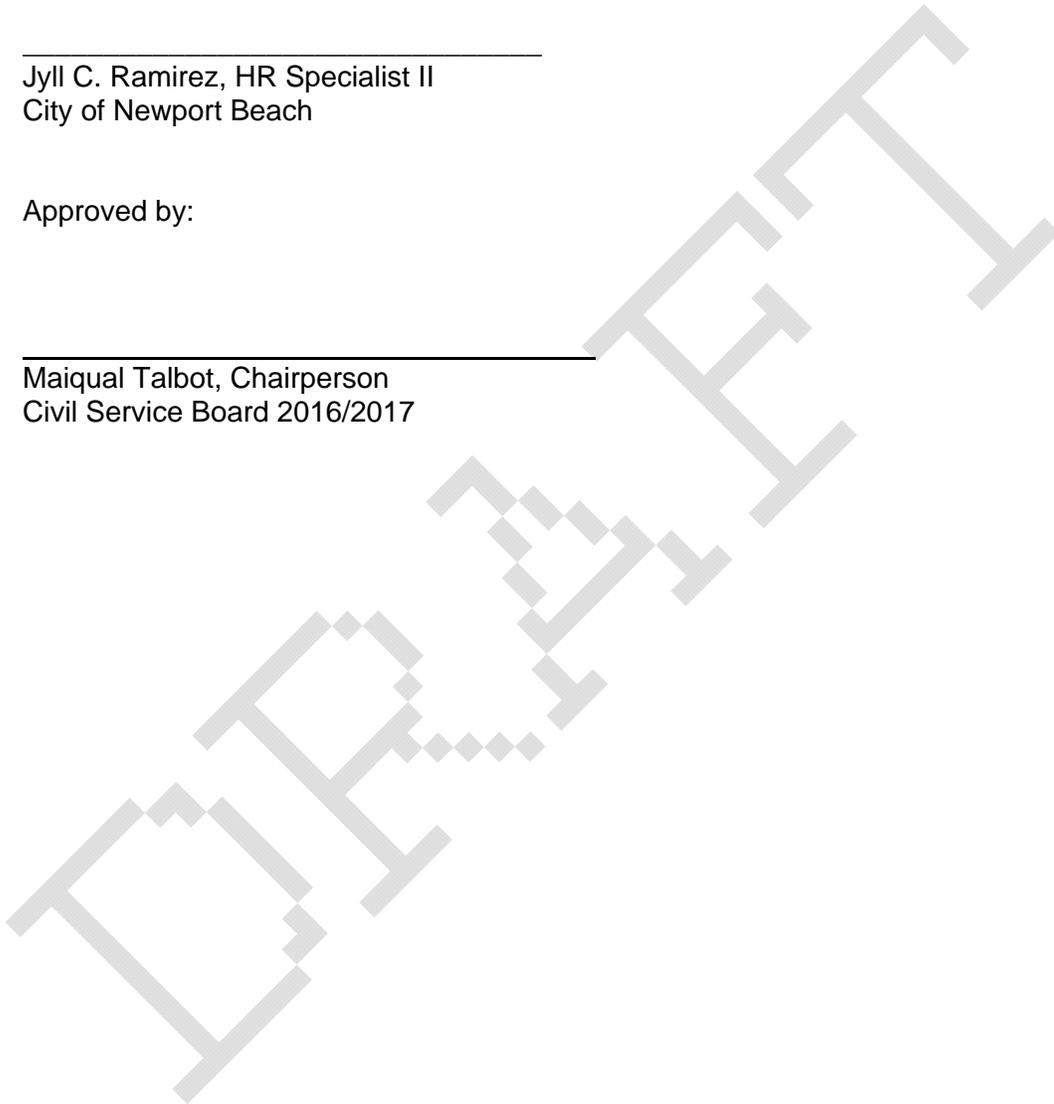
The agenda for the Regular Meeting was posted on Thursday, June 2, 2016, before 5:00 p.m., on the City's website, public counter in the Human Resources Department (Bay A2) and in the Meeting Agenda Binder located in the entrance of the City Council Chambers at 100 Civic Center Drive.

Prepared by:

Jyll C. Ramirez, HR Specialist II
City of Newport Beach

Approved by:

Maiqual Talbot, Chairperson
Civil Service Board 2016/2017



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES
Council Chambers – 100 Civic Center Drive
Wednesday, July 6, 2016
Regular Meeting
5:00 p.m.

I. CALL MEETING TO ORDER

Board Member Talbot called the meeting to order at 5:00 p.m.

II. ROLL CALL

Civil Service Board Members (alphabetical order):

Roberta Fesler, Board Member
Robyn Grant, Board Member
Jeff Herdman, Board Member
Maiqual Talbot, Board Member
Douglas Wood, Board Member

Staff Members:

Barbara J. Salvini, Secretary to the Board/HR Director
Andrew Maiorano, Deputy City Attorney
Jyll Ramirez, HR Specialist II

III. FLAG SALUTE – Led by Board Member Talbot

IV. ANNOUNCE AND CONGRATULATE NEW BOARD MEMBER ROBYN GRANT AND RETURNING BOARD MEMBER DOUGLAS WOOD ON THEIR APPOINTMENT TO THE CIVIL SERVICE BOARD FOR THE JULY 1, 2016 – JUNE 30, 2020, TERM

Ms. Salvini congratulated the Board Members on their appointment.

V. CHAIRPERSON ELECTION FOR 2016/2017, Jyll Ramirez, HR Specialist II

Board Member Fesler nominated Board Member Talbot.

Board Member Herdman moved, seconded by Board Member Fesler, to close nominations. Motion carried (4 Ayes, 0 No, 1 Abstain – Board Member Talbot). Board Member Talbot was elected to Chair the Civil Service Board for FY16/17.

VI. VICE CHAIRPERSON ELECTION FOR 2016/2017, Jyll Ramirez, HR Specialist II

Chairperson Talbot nominated Board Member Herdman.

Board Member Wood moved, seconded by Board Member Fesler, to close nominations. Motion carried (4 Ayes, 0 No, 1 Abstain – Board Member Herdman). Board Member Herdman was elected to serve as Vice Chairperson of the Civil Service Board for FY16/17.

VII. PUBLIC COMMENTS

Jim Mosher advised that commenting on the meeting was difficult because the substance of the meeting, which is the Oral Reports, is presented after Public Comments.

He also suggested the meetings' recordings could be posted so that more people would know what happened in the meeting prior to the minutes being published.

In addition, he proposed that the meetings may be more effective if employees viewed them as a forum to discuss concerns, since the Board's role is to advise City Council of issues concerning personnel administration.

VIII. CONSENT CALENDAR

A. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

Since there was not a quorum available to approve the June 6, 2016, CSB Meeting Minutes, Deputy City Attorney Maiorano recommended that the Board continue the item to the following month's meeting. This would give Vice Chair Herdman and Board Members Grant and Wood the opportunity to review the audio recording to determine the accuracy of the Minutes and provide a quorum to approve the Minutes.

Board Member Fesler moved, seconded by Vice Chairperson Herdman, to continue Approval of Civil Service Board Meeting Minutes of June 6, 2016, to the next Regular Meeting. Motion carried (5 Ayes, 0 No, 0 Abstain, 0 Absent).

IX. CURRENT BUSINESS

A. ORAL REPORTS

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

HR Director Barbara Salvini reported:

- More than 400 employees, and several members of the community, attended the Employee Service Awards on June 9, 2016.
- On June 23, 2016, four City employees graduated from the Cal State University, Fullerton Leadership Development Program. Graduates were Senior Services Manager Celeste Jardine-Haug, EMS Section Chief Kristin Thompson, Associate Planner Ben Zdeba, and Librarian II Melissa Hartson.
- The Council adopted the Memorandum of Understanding with the Part-Time Employees. Changes related to the contract will be implemented July 1, 2016.

- HR Staff met with the City's Purchasing Staff to design a Request for Proposal timeline for insurance broker services.
- The City's Human Resources, Payroll and Accounting software system, Munis, is scheduled for an upgrade July 9, 2016. A Munis consultant will work with Risk Management Staff to develop and build a new online open enrollment module.
- Training of supervisors regarding the Injury, Illness and Prevention Plan has continued. Staff will contact department directors for appointee selections for the City's Safety Committee.
- The City's annual Harassment and Discrimination Prevention training for Recreation & Senior Services staff was held June 24, 2016, with 76 employees attending.
- The recruitment process for the firefighter position is complete. There are seven vacancies, and approximately 57 will be certified on the eligibility list.

2. FIRE DEPARTMENT MATTERS – Scott Poster, Fire Chief

Chief Poster reported:

- On July 26, 2016, Chief Duncan will present to the City Council his evaluation of firefighting capabilities at both City piers.
- The Fire Department held the first joint Event Action Plan with the Police Department on July 4, 2016. The Event Action Plan was carried out seamlessly.
- The Fire Department partially activated the Emergency Operations Center over the July 4th weekend. Staff monitored traffic cameras and social media.
- The Fire Department had two alarm fires. One at Ho Sum Bistro, on the Peninsula, and one in Eastbluff.
- At the last Council meeting, awards were presented to Firefighters and Paramedics for their involvement in the near-drowning of a 3-year-old and to lifeguards who saved a shark attack victim.
- Thanks to the HR Department for completing the Firefighter recruitment. The next phase will be background investigations.
- The CERT team will assist with the Ben Carlson memorial unveiling tonight. The CERT team is under new leadership and working well with Fire Operations to expand the CERT team's role.
- Fire Operations received 69 calls on July 4, 2016. Fortunately, none of the injuries were related to fireworks.

- There were multiple drowning saves over the past couple weeks.
- Marine operations statistics for June 2016:
 - Public Assists – 14,415
 - Enforcements – 2,577
 - Medical Aids – 456
 - Preventatives – 27,709
 - Rescues – 883
 - Total Calls – 46,374
 - Beach Population – 1,617,000
- Lifeguard statistics for July 2 - 4, 2016
 - Public Assists – 2,897
 - Enforcements – 765
 - Medical Aids – 84
 - Preventatives – 11,814
 - Rescues – 421
 - Total Calls – 16,216
 - Beach Population – 340,000
- Lifeguard staff members provided a tour for 62 second graders from Newport Elementary School.
- A wave runner entered a 20- to 21-foot wave and was destroyed. The two riders were rescued by lifeguards. Swimmers had to be evacuated because the wave runner was spinning in the surf.
- The Junior Guard program began with slightly more than 1,370 participants.
- On July 2, 2016, a child was reported missing on the beach. A bystander began digging in a berm where he previously saw a child digging and discovered the child's leg. The child was lifeless when found, but lifeguards began resuscitation, and the child recovered.

Board Member Fesler inquired about the age of the child rescued from the berm and how long he had been digging in the berm. Chief Poster advised the child was 6 years old. He did not know how long the child had been digging in the berm, but the child was missing three to five minutes before the search began. Lifeguards monitored digging in the berm; however, this event occurred on the back side of the berm. Board Member Fesler was concerned that the child was not being properly supervised.

Chairperson Talbot thanked the Fire Department for an extraordinary Fire Ops 101 program.

3. POLICE DEPARTMENT MATTERS – Damon Psaros, Support Services Lieutenant

Support Services Lieutenant Damon Psaros reported:

- Utilizing the Emergency Operations Center over the 4th of July weekend was a success.
- 192 sworn officers worked over the 4th of July weekend; 72 of whom were from Orange, Brea, Anaheim, Irvine, Santa, and NCHP agencies.
- Statistics for the operation period of 6:00 p.m., July 3, to 6:00 a.m., July 5, 2016
 - Total Arrests – 86 in 2016; 94 in 2015; 120 in 2014
 - Alcohol related - 63
 - DUI - 3
 - Narcotics - 6
 - Various Charges – 14
 - Total Calls for Service - 1,071 in 2016, 1,218 in 2015
 - Resulting in Crime Report or Arrest - 136
 - Fireworks related - 169
- During the peak period for fireworks, 8:00 p.m. - 10:00 p.m., July 4, 2016, the Police Department received a call every 33 seconds on average.
- Statistics for July 4, 2016
 - Calls for Service – 599 in 2016, 649 in 2015
 - 911 Calls – 254 in 2016, 323 in 2015
- The new Command Post Vehicle will be smaller and more modern. Anyone will be able to drive it. Computer hardware will not be mounted in the vehicle; officers will utilize a laptop while in the vehicle. The vehicle should be delivered in approximately 6 months.
- The promotions of Sergeant Krallman to Lieutenant and Officer Bush to Sergeant will occur Wednesday, July 13, 2016, at the Civic Center Community Room.
- Thanks to the HR Department for completing the promotion process.

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

Board Member Grant requested the Board recognize the passing of Marian Bergeson.

XI. ADJOURNMENT

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

The agenda for the Regular Meeting was posted on Thursday, June 30, 2016, before 5:00 p.m., on the City's website, public counter in the Human Resources Department (Bay A2) and in the

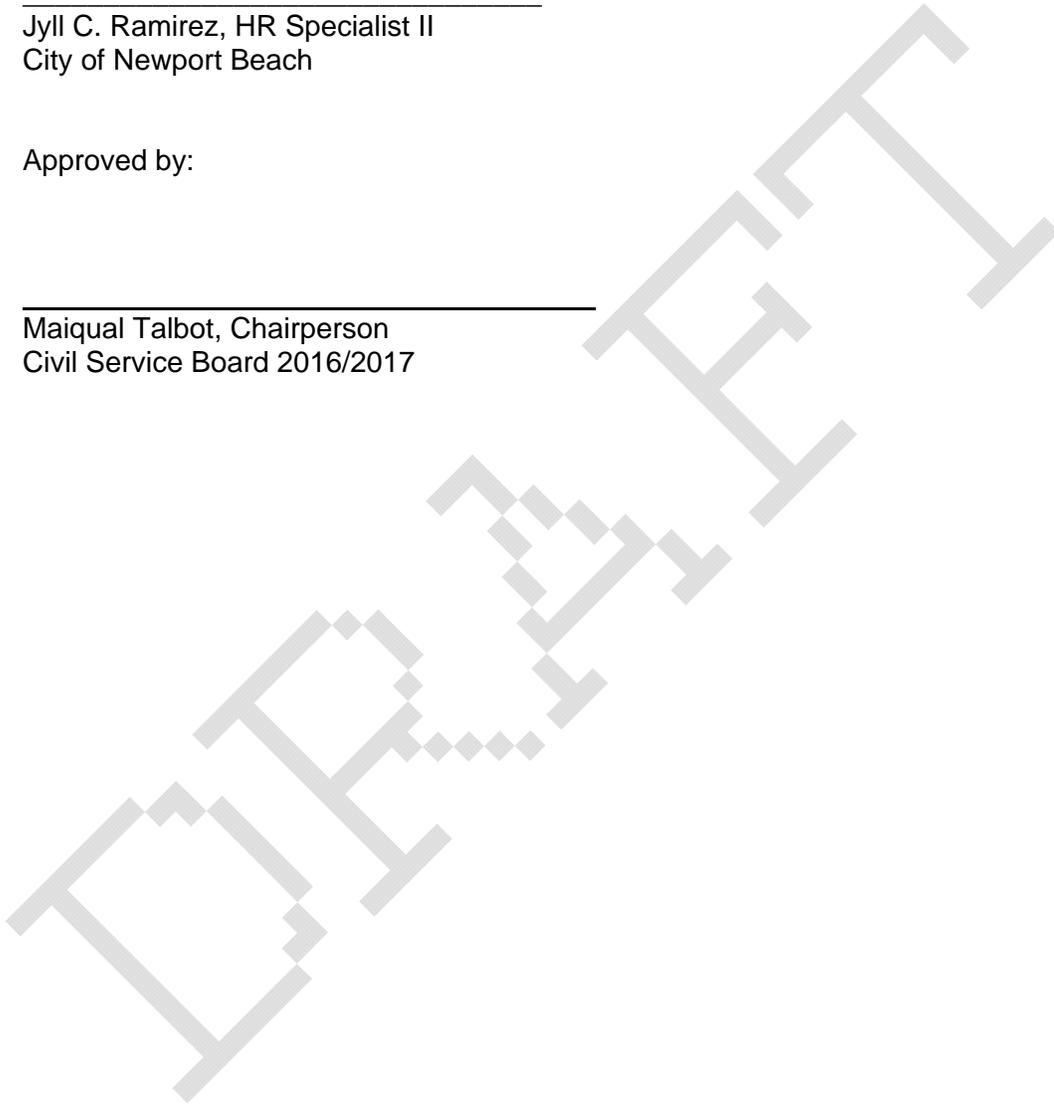
Meeting Agenda Binder located in the entrance of the City Council Chambers at 100 Civic Center Drive.

Prepared by:

Jyll C. Ramirez, HR Specialist II
City of Newport Beach

Approved by:

Maiqual Talbot, Chairperson
Civil Service Board 2016/2017





CITY OF NEWPORT BEACH

HUMAN RESOURCES DEPARTMENT

Barbara J. Salvini, Human Resources Director

DATE: August 1, 2016

TO: Chairperson Talbot and Civil Service Board Members

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

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

Every year, the Labor Day holiday falls on the first Monday in September (9/5/2016), which is also the regularly scheduled date for the Civil Service Board meeting. Therefore, we need to reschedule the September 2016 meeting to a different date.

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.”

The next succeeding Wednesday would be September 7. However, the Council Chambers will not be available on the 7th due to the Coastal Commission meeting. At this time, staff has reserved Monday, September 12, if that is acceptable to the Board. Please bring your calendars with you to the August 1 meeting, so that we may discuss a suitable date.

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