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