

**CITY OF NEWPORT BEACH CIVIL SERVICE BOARD *AMENDED* 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, *Assistant* 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, *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**

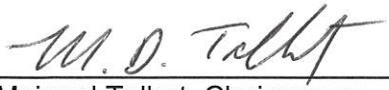
There being no further business to come before the Civil Service Board, the meeting was adjourned in memory of Marian Bergeson at 5:36 p.m.

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:

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

Approved by:

  
\_\_\_\_\_  
Maiqual Talbot, Chairperson  
Civil Service Board 2016/2017