



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

**Council Chambers – 3300 Newport Boulevard, Building A
Wednesday, September 5, 2012 – 5:00 PM**

Civil Service Board Members:

**Mickey Dunlap, Chairperson
Maiqual Talbot, Vice Chairperson
Debra Allen, Board Member
Douglas Coulter, Board Member
Hugh Logan, Board Member**

Staff Members:

**Terri L. Cassidy, HR Director & Secretary to the Board
Leonie Mulvihill, Assistant City Attorney
Jyll Ramirez, Administrative Assistant to the HR Director**

- 1) CALL MEETING TO ORDER (5:00 PM)**
- 2) ROLL CALL**
- 3) FLAG SALUTE**
- 4) 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.

5) CONSENT CALENDAR

This Civil Service Board is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Civil Service Board's 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 Civil Service Board and items not on the agenda but are within the subject matter jurisdiction of the Civil Service Board. The Civil Service Board may limit public comments to a reasonable amount of time, generally three (3) 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. If requested, this agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Please contact the City Clerk's Office 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) 644-3005 or cityclerk@newportbeachca.gov.

a. APPROVAL OF MINUTES

Regular Meeting of July 2, 2012 – Waive reading subject Minutes, approve as written and order filed.

b. INFORMATIONAL ITEMS

- i. Lateral Police Officer Eligibility List
- ii. Police Sergeant Eligibility List
- iii. Crime Scene Investigator Eligibility List
- iv. Community Services Officer Promotional Eligibility List

6) CURRENT BUSINESS

A. Oral Reports

1. Secretary to the Board – Terri L. Cassidy, Human Resources Director
 - a. City Manager Restructuring – Changes to Management Team
 - b. Rosenberg’s Rules of Order for Boards, Commissions & Committees
2. City Attorney’ Office – Leonie Mulvihill, Assistant City Attorney
 - a. Brown Act update – PowerPoint Presentation
 - b. Appointments to Subcommittee for Attorney Selection
3. Fire Department – Scott Poster, Fire Chief
4. Police Department – Jon Lewis, Police Lieutenant

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

8) ADJOURNMENT



CIVIL SERVICE BOARD MEETING MINUTES

DATE: Monday, July 2, 2012
5:00 PM, Regular Meeting

BOARD: James "Mickey" Dunlap, Chairperson
M.D. Talbot, Board Member, Vice Chairperson
Debra Allen, Board Member
Doug Coulter, Board Member
Hugh Logan, Board Member

STAFF: Terri L. Cassidy, HR Director and Secretary to the Board
Leonie Mulvihill, Assistant City Attorney
Jyll Ramirez, Administrative Assistant to the HR Director

1. REGULAR MEETING CALLED TO ORDER – 5:00 PM

2. ROLL CALL

All Board Members were present

3. THE PLEDGE OF ALLEGIANCE

The flag salute was led by Board Member Dunlap

4. OFFICIAL ANNOUNCEMENT OF BOARD MEMBERS APPOINTED TO THE CIVIL SERVICE BOARD AT THE JUNE 26, 2012 COUNCIL MEETING

Ms. Cassidy, Secretary to the Board/HR Director, announced that Board Members Dunlap and Allen were both reappointed to another four-year term.

5. CHAIRPERSON ELECTION

Board Member Logan nominated Board Member Dunlap for FY12/13 Chairperson. No other nominations were announced.

A Motion was made by Board Member Allen to close Chairperson nominations. Board Member Coulter seconded the Motion. The Motion passed 5 Ayes, 0 No.

The Board Members voted to elect Board Member Dunlap to serve as Chairperson (July 2012–June 2013). All Board Members (5) voted Aye, 0 No.

Board Member Dunlap was elected Chairperson.

6. VICE CHAIRPERSON ELECTION

Board Member Coulter nominated Board Member Talbot for FY12/13 Vice Chairperson. No other nominations were announced.

A Motion was made by Board Member Allen to close Vice Chairperson nominations. Board Member Logan seconded the Motion. The Motion passed 5 Ayes, 0 No.

The Board Members voted to elect Board Member Talbot to serve as Vice Chairperson (July 2012 – June 2013). Board Member's votes: 4 Aye, 0 No, 1 Abstain (Talbot). Board Member Talbot was elected Vice Chairperson.

7. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

8. CONSENT CALENDAR

A. APPROVAL OF MINUTES

A Motion was made by Board Member Coulter to approve the June 4, 2012 Meeting Minutes with no corrections. Board Member Logan seconded the Motion. It was approved 5 Ayes, 0 No.

B. INFORMATIONAL ITEMS

- I. Firefighter Eligibility List
- II. Lateral Police Officer Eligibility List

9. CURRENT BUSINESS

A. Oral Reports

I. Secretary's Report – Terri Cassidy, HR Director and Secretary to the Board, reported:

- a) The Charter Update Committee met on June 28, 2012. They will not be recommending any changes to Article VIII, Section 801 of the City Charter to the City Council as it relates to Positions included in the Civil Service System.
- b) Memo submitted regarding recruitment procedure for classifications containing both part-time and full-time positions recommended by Police Chief Johnson. Occasionally there are classifications such as Dispatcher and Community Service Officers that are staffed with both part-time and full time employees. In order to create more efficiency and flexibility, the applicants would be placed on the recruitment list for both part-time and full-time status. This would eliminate conducting an additional recruitment with the same screening process.

Board Member Allen inquired if the Associations had been notified of this change.

Police Chief Johnson, addressed the Board and notified them that he has spoken informally to both the Police Association and Police Management Association; both associations are in favor of this change.

- c) Ms. Cassidy gave Board Members a brief description of the new Employee Performance Evaluation System – Performance Pro. The system was selected by a focus group and after extensive research on these was completed. Though in the early stages of implementation, we are hopeful we can fully execute it before the end of the calendar year.

Board Member Logan inquired about the staff's ability to maintain the software and the Association's comments regarding the new system.

Board Member Allen further inquired if the department directors and supervisors using the software had commented.

Terri Cassidy informed the Board that the Performance Pro software is a web based system which staff will be thoroughly trained to use and maintain. The Associations and departments have reviewed the software and are in general support for the new system.

2. Fire Department's Report – Scott Poster, Fire Chief, reported:

a. **Fire Operations Update:**

- i. The Newport Beach Fire Department has increased paramedic staffing and ambulances in service for the summer due to increase in the amount of calls received.
- ii. Fire Department has increased staff by one engineer and two ambulances in services for the 4th of July and summer events. Fire Department is out in the community more, enforcing those events along with the Police Department.
- iii. Firefighter Recruitment tested 103 candidates. Interviews to begin soon.
- iv. Multi-casualty, five car accident in Corona Del Mar on PCH occurred in front of our Battalion Chief. Being on scene, he was able to notify the appropriate resources quickly.
- v. Firefighters and Lifeguards worked together to rescue a 14 year-old boy which was pulled in by the surf on Ladder Rock.

b. **Life Safety Services Update:**

- i. A Fuel Modification Inspection was completed in Newport Coast on June 20, 2012. 23 out of 24 Home Owner Associations were compliant.
- ii. Our hazard reduction on Buck Gully was completed June 6, 2012. Out of 171 properties, only 77 were out of compliance. We will be

working with those out of compliance. Weed abatement completed on 188 private property inspections.

- iii. We are proud of our CERT Team. Washington DC requested Matt Brisbois represent our team at the National CERT three day seminar. Thank you Matt for representing us and the City.

c. **Marine Operations Update:**

- i. Junior Lifeguards began June 25 with 1,312 participants in the program.
- ii. Our Annual Hot Dog Dinner is coming up on Thursday at 5:30 p.m. between streets A & B.
- iii. We had two boat incidents within the last two weeks. A 28 foot sailboat washed up on F Street in the Peninsula. The boat settled in the sand and broke apart when removed. An 18 foot boat was powered dangerously close to the rocks just south of Little Corona Beach.

3. Police Department's Report – Jon Lewis, Police Lieutenant, reported:

- a. The Police Department has fully prepared and staffed for the 4th of July. We expect this holiday to go smoothly and hope to have a Family Friendly 4th of July. Any information we have regarding the special event or traffic can be found on our website: www.nbpd.org or by calling the Public Information Line at (949) 644-3696.
- b. Recruitments:
 - i. Hired three Police Recruits and started them with the Orange County Sheriff's Academy. We are proud of them as they start this journey.
 - ii. Continue to actively recruit for Lateral and Entry Level Police Officers.
 - iii. In the Background Check of the process are candidates for Lateral and Entry Level Police Officers.

- iv. Starting recruitment for Community Service Officers. A big thank you to Human Resources as a high volume is expected for this recruitment.

The Board would like to compliment Fire, Lifeguards and Police employees working at Balboa Island. The volunteers are working hard assisting children and pedestrians. They are doing a great job!

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

None

11. ADJOURNMENT

The meeting adjourned at 5:35 pm.

The agenda for the Regular Meeting was posted on Thursday, June 28, 2012, at 3:45 PM, on the City Hall Bulletin Board located outside of the City of Newport Beach Administration Building.

James "Mickey" Dunlap, Chairperson
Civil Service Board



== CITY OF ==
NEWPORT BEACH

DATE: September 5, 2012

TO: Honorable Chairperson James "Mickey" Dunlap
Honorable Vice Chairperson Maiqual M.D. Talbot
Honorable Board Member Debra Allen
Honorable Board Member Doug Coulter
Honorable Board Member Hugh Logan

FROM: Aaron C. Harp, City Attorney
949-644-3131, AHarp@newportbeachca.gov

PREPARED BY: Leonie Mulvihill, Assistant City Attorney

TITLE: *Appointments to Subcommittee for Attorney Selection Discussions*

The City Attorneys Office recently issued a Request for Proposals to several law firms specializing in Labor and Employment Law. Per City Charter, Section 602, the City Attorney is required to advise the Civil Service Board (CSB) in all matters of law pertaining to their office. In fulfilling this obligation, the City Attorney may rely on outside counsel services dependent on the nature and complexity of the issue presented, as well as when circumstances suggest that the City Attorneys Office should retain outside counsel due to a conflict of interest.

Recommended Action:

The City Attorneys Office requests that the CSB appoint a two-person Subcommittee to participate in discussions and assist the City Attorney select outside counsel that may be retained to advise the CSB in those circumstances where it is appropriate for the City to retain such counsel.