

CIVIL SERVICE BOARD
MEETING MINUTES



DATE: May 2, 2011
4:00 p.m. – 5:00 p.m., Closed Session
5:00 p.m. – 5:35 p.m., Open Session

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

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

1. CLOSED SESSION – 4:00 PM

Government Code § 54957 – Public Employee/Civil Service Employee
Discipline/Dismissal/Release

Chair Logan opened the meeting at 4:00 pm with Board Members Coulter and Talbot also present. The three Board Members immediately adjourned to closed session with Roy Clarke, Legal Advisor.

2. RECONVENE FOR REGULAR MEETING – 5:00 PM

Chair Logan called the meeting to order.

3. ROLL CALL

All Board Members were present. Vice Chair Allen and Board Member Dunlap joined Chair Logan and Board Members Coulter and Talbot for the Regular, open meeting.

4. FLAG SALUTE

The Pledge of Allegiance was led by Vice Chair Debra Allen and dedicated to the bravery shown by the Navy Seals, Sunday, May 1, 2011.

5. CLOSED SESSION REPORT

The Board met in closed session to consider a matter of confidential police officer discipline, as authorized by Government Code § 54957. There was no publically reportable action under Government Code § 54957.1. Chair Logan and Members Coulter and Talbot were present and participated in the closed session. Vice Chair Allen and Member Dunlap did not participate in consideration of the discipline matter and were not present for the closed session. The Board adopted findings and a decision to be provided confidentially to the parties.

A Motion was made by Board Member Talbot to adopt and finalize the Board's Findings and Decision. Chair Logan seconded the Motion. It was approved 3 Ayes, 0 No.

6. CIVIL SERVICE ANNOUNCEMENTS/ITEMS FOR FUTURE AGENDAS

Chair Logan requested an update from the Fire Department regarding Lifeguard staffing. He also requested clarification on the Police Department's staffing levels.

Ms. Cassidy addressed the Lifeguard Staffing inquiry (which was prompted by a local newspaper article) and provided the Board Members with a brief update. She informed the Board that no changes in the Lifeguard program would be made until after the summer season. The item presented in the media pertained to budget recommendations to the Council and will be discussed at the May 10 City Council Meeting during Study Session.

7. CONSENT CALENDAR

a. Reading of Minutes

- i. **Minutes of the April 4, 2011 Regular Meeting.** Waive reading of subject Minutes, approve as written and order filed.

b. Informational Items

- i. Extended Animal Control Officer Eligibility List One Year – Expires April 12, 2012. *Receive and File.*
- ii. Extended Entry-Level Police Officer List – Expires April 12, 2012. *Receive and File.*

- iii. Merged Lateral Police Officer Eligibility List with Prior Recruitment Conducted October 27, 2010. *Receive and File.*
- iv. Opened Lateral Firefighter Recruitment April 26, 2011 – Closes May 10, 2011, at 5:00 pm. *Receive and File.*
- v. Conducting Police Sergeant Promotional Recruitment – Opened March 28, 2011 and Closed April 11, 2011. Seventeen (17) Applicants are Participating at the Present Time. *Receive and File.*

Ms. Cassidy informed the Board that Human Resources and pertaining Department Staff Members are available to answer questions on Agenda Number 7.b. - Informational Items.

A Motion was made by Board Member Coulter to approve all Consent Calendar item actions. Chair Logan seconded the Motion. It was approved 5 Ayes, 0 No.

8. PUBLIC COMMENTS

None

9. ORAL REPORTS

a. MONTHLY REPORT FROM THE SECRETARY (Terri Cassidy, HR Director)

i. Employee Recognition & Service Awards

Ms. Cassidy reminded Board Members of the Employee Recognition & Service Awards BBQ Lunch, Wednesday, May 18, at Bonita Creek Park, beginning at 11:30 am and ending at 1:30 pm. She informed them to RSVP to Jyll Ramirez in Human Resources.

ii. Request for Additional Training

In anticipation of a possible future appeal by a Fire Department employee, Ms. Cassidy informed the Board that the Firefighter's Procedural Bill of Rights (FBOR) hearing rules could prevail over the Civil Service Board's Procedural Hearing Rules. Ms. Cassidy requested feedback from the Board as to the preference of time for training after we get a legal opinion on which process we need to adhere to.

The Board Members unanimously agreed to conduct the training before a Regular Civil Service Board Meeting.

Chair Logan added that it would be beneficial to receive the training closer to the hearing than too far in advance, for retention purposes.

Board Member Talbot requested additional training on the issue of Privacy Rights that protect the Police and Fire employees.

Chair Logan expressed interest in becoming familiar with the differences in the Fire and Police Personnel rules.

Board Member Dunlap would like information as to what degree the FBOR applies to the City's Lifeguards.

iii. Upcoming Board Member Vacancy & Appointment Process

Chair Logan's first term will end June 30, 2011, and he is eligible for reappointment. Mr. Logan was a Civil Service Board Nominee appointed by the Council; therefore, his successor will be nominated/appointed in the same manner, per City Charter, Section VII – Appointive Boards and Commissions.

The deadline for Board and Commission Applications to be filed with the City Clerk is 4:00 pm, Wednesday, May 11. Once all of the applications have been received, HR Staff will work with the Civil Service Board Members (Allen, Coulter, Dunlap and Talbot) to schedule interviews with the candidates before the June 6 Civil Service Board Meeting. At the June 6 CSB Regular Meeting, the four Board Members (listed above) will approve a list of three nominees (by majority vote) and submit to the City Council to be considered at the June 14 Regular Meeting. The Council will appoint the new Board Member at the June 28 Council Meeting.

b. FIRE DEPARTMENT (Ralph Restadius, Acting Deputy Fire Chief)

- Chief Restadius thanked the Civil Service Board Members for attending the April 26 City Council Meeting where they were honored with the Fire Department's new Centennial Firefighter's Badge.

- The Lateral Firefighter recruitment opened April 28 and over 186 Firefighters applied. This recruitment is different than Entry-Level Firefighter in that all successful applicants must have Firefighter experience and been released from another agency due to budget cuts, not poor performance.
- The Fire Department will hold written, oral and skills tests for eight Firefighters who have reached six months from date of hire.
- Interviews have been held for the Courier position in the Fire Department and a selection is anticipated soon.
- Chief Restadius confirmed Ms. Cassidy's report to the Board that there will be no Lifeguard staffing changes this summer in the Fire Department.

b. POLICE DEPARTMENT – (Tom Gazsi, Police Captain)

- The names of 59 Police Recruits and 29 Lateral Police Officers have been merged into one Eligibility List, as potential candidates for the Police Officer job class.
- Two Police Recruit Officers, five Lateral Police Officers and one Community Services Officer are in the background process. The Police Department is currently holding a Custody Officer Applicant in background.
- No additional testing is scheduled in the near future.
- The Department is reviewing candidates to fill potential vacancies due to retirements.

Board Member Logan requested clarification on the merged Police Officer eligibility list.

Ms. Cassidy explained that based on additional vacancies, a need was determined to establish a larger pool of applicants without disadvantaging individuals that are still qualified. The Police Department stated that an extension of the existing Entry-Level Police Officer Eligibility List should be merged with the existing Lateral Police Officer Eligibility List to achieve a broader group of candidates from which to select.

10. ADJOURNMENT

Before the May 2, 2011 Regular Meeting adjourned, Chair Logan led all in attendance to a moment of silence in observance of all the Firefighters and Police Officers that heroically gave their lives in attempt to save civilians attacked by terrorists in and around the Twin Towers, New York, on September 11, 2001.

The Civil Service Board meeting adjourned at 5:35 pm.



Terri L. Cassidy, J.D., HR Director
Secretary to the Board