

CIVIL SERVICE BOARD
MEETING MINUTES



DATE: April 4, 2011
5:00 p.m. – 5:16 p.m.

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

STAFF: Lauren Farley, HR/RM Administrator, for Terri L. Cassidy, HR
Director
David R. Hunt, City Attorney
Jyll Ramirez, Administrative Assistant to the HR Director

1. CONVENED FOR REGULAR MEETING – 5:00 PM

2. ROLL CALL

All Board Members were present, except Board Member Dunlap (excused absence).

3. FLAG SALUTE

The Pledge of Allegiance was led by Vice Chair Debra Allen.

4. CIVIL SERVICE ANNOUNCEMENTS/ITEMS FOR FUTURE AGENDAS

None

5. CONSENT CALENDAR

a. Reading of Minutes

- i. **Minutes of the February 7, 2011 Regular Meeting.** A Motion was made by Vice Chair Allen to approve the February 7, 2011 Civil Service Board Minutes. Board Member Coulter seconded the Motion. It was approved 4 Ayes, 0 No.

b. Informational Items

- i. Fire Paramedic Eligibility List. *Receive and File.*
- ii. Fire Captain Eligibility List. *Receive and File.*
- iii. Status of Recruitment Activity. *Receive and File.*

A Motion was made by Vice Chair Allen to receive and file the informational items. Board Member Coulter seconded the Motion. It was approved 4 Ayes, 0 No.

6. PUBLIC COMMENTS

None

7. ORAL REPORTS

a. MONTHLY REPORT FROM THE SECRETARY (Lauren Farley, HR Administrator, for Terri Cassidy, HR Director)

i. EPE Analysis

Five departments have improved their statistics by completing their performance evaluations on time: Building Department, Fire Department, Human Resources, Library Services and Police Department. The number of late evaluations, City-wide, went from 29% down to 26%.

ii. Save the Date

Civil Service Board Members are invited this year to the Annual Employee Recognition and Service Awards Event, May 18, 2011, at Bonita Creek Park.

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

- Saturday, March 26, the Fire Department held a "Drill the Skills" class for all CERT volunteers.
- April 11, new Firefighter, John Kluge, will join the City of Newport Beach's Fire Department. Firefighter Kluge will attend a short-term Academy before officially beginning his duties, April 16, 2011.
- Wednesday, April 6 at 9 a.m., Newport Beach Fire Department Lifeguards will host a mutual aid training exercise for open water lifeguards from throughout Orange County. It will simulate a scenario in which multiple missing swimmers are in distress and will utilize lifeguards and resources from throughout the county to help search for the victims.

- April 2011 marks the centennial year for the Fire Department (April 17, 1911 to April 17, 2011). The department would like to present each Civil Service Board Member with a Centennial Badge at the April 12 City Council Meeting. All Board Members confirmed they would be present at the Council Meeting.

b. POLICE DEPARTMENT – (Jon Lewis, Police Lieutenant, for Tom Gazsi, Police Captain)

- Police Staff Members recognized for their service this year at the Police Recognition and Service Awards Breakfast were:
 1. Ed Reuscher, Volunteer of the Year
 2. Reserve Officer Steve Shogel, Reserve Officer of the Year
 3. Station Officer Kim Kerr, Civilian of the Year
 4. Officer Evan Sailer, Supervisor of the Year
 5. Officer Todd Bush, Officer of the Year

8. ADJOURNMENT

The Civil Service Board meeting adjourned at 5:16 pm.



Lauren F. Farley, HR/RM Administrator for
Terri L. Cassidy, J.D., HR Director
Secretary to the Board