

**CIVIL SERVICE BOARD
MEETING MINUTES**



DATE: Monday, October 3, 2011
5:00 PM, Regular Meeting

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

STAFF: Terri Cassidy, HR Director and Secretary to the Board
Aaron Harp, City Attorney
Jyll Ramirez, Administrative Assistant to the HR Director

1. CONVENE FOR REGULAR MEETING – 5:00 PM

Chair Allen opened the meeting at 5:00 PM.

2. ROLL CALL

Ms. Ramirez announced that all Board Members were present, with the exception of Board Members Logan and Coulter – both excused.

3. THE PLEDGE OF ALLEGIANCE

The Flag Salute was led by Board Member Dunlap.

4. CIVIL SERVICE ANNOUNCEMENTS/ITEMS FOR FUTURE AGENDAS

None.

5. CONSENT CALENDAR

a. Meeting Minutes

- i. **Reading of the Regular Meeting Minutes for September 7, 2011.** Waive reading of subject Minutes, approve as written and order filed.

A Motion was made by Vice Chair Dunlap to approve the September 7, 2011 Minutes as written and ordered filed. Board Member Talbot seconded the Motion. It was approved 3 ayes, 0 no.

b. Informational Items

- i. Police Officer, Lateral, Merged Eligibility List. *No action needed.*

6. PUBLIC COMMENTS

Rob Williams thanked the Civil Service Board for their support of the 2011 Junior Lifeguard summer program.

7. ORAL REPORTS

a. CSB SECRETARY (Terri Cassidy, HR Director)

- i. Fire Chief Recruitment Update –Chair Allen requested that Board Member Talbot be included in Qualifications Appraisal Board. Interviews will be held October 27.

b. FIRE DEPARTMENT (Ralph Restadius, Acting Assistant Fire Chief – Operations)

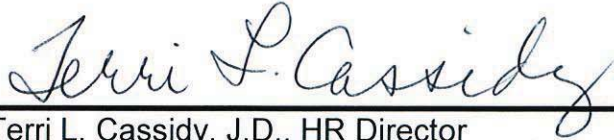
- i. Announced Rob Williams as Assistant Fire Chief - Lifeguard Operations
- ii. Lifeguard/Fire Department Appreciation Event October 20.

c. POLICE DEPARTMENT (Jon Lewis, Acting Police Captain)

- i. Senior Crime Analyst Recruitment – One position to replace Paul Salenko in December.
- ii. Police Explorer Post 4-Year Reunion Friday, September 30, at the Oasis Senior Center – 85 people were in attendance. Stan Bressler, who started the program four years ago and still volunteers today, was recognized for his service and leadership along with Sergeant Whisenant for their commitment to our youth.
- iii. Craig Fox's Retirement Ceremony – Thursday, November 10, at the Newport Harbor Yacht Club, 4:00 PM - 7:00 PM.

8. ADJOURNMENT

The meeting adjourned at 5:17 pm.

A handwritten signature in cursive script that reads "Terri L. Cassidy". The signature is written in black ink and is positioned above a horizontal line.

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