

**CIVIL SERVICE BOARD  
MEETING MINUTES**



DATE: July 11, 2011  
4:00 PM, Regular Meeting

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

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

**1. CONVENE FOR REGULAR MEETING – 4:00 PM**

Board Member Allen opened the meeting at 4:00 PM.

**2. ROLL CALL**

Ms. Ramirez announced that all Board Members were present, with the exception of Hugh Logan, who had an excused absence.

**3. CHAIRPERSON ELECTION**

Ms. Cassidy opened the nominations for Chairperson. Board Member Coulter nominated Board Member Allen. No other nominations were given.

Board Member Talbot made a Motion to close the nominations. The Motion was seconded by Board Member Coulter. It was approved 4 Ayes, 0 No.

Board Member Dunlap made the Motion to elect Board Member Allen as the Civil Service Board Chairperson for the July 2011 – June 2012 term. The Motion was seconded by Board Member Coulter. It was approved 4 Ayes, 0 No.

**4. VICE CHAIRPERSON ELECTION**

Ms. Cassidy opened the nominations for Vice Chairperson. Board Member Coulter nominated Board Member Dunlap. No other nominations were given.

Board Member Talbot made a Motion to close the nominations. The Motion was seconded by Board Member Coulter. It was approved 4 Ayes, 0 No.

Board Member Talbot made the Motion to elect Board Member Dunlap as the Civil Service Board Vice Chairperson for the July 2011 – June 2012 term. The Motion was seconded by Board Member Coulter. It was approved 4 Ayes, 0 No.

**5. THE PLEDGE OF ALLEGIANCE**

The Flag Salute was led by Board Member Talbot.

**6. CIVIL SERVICE ANNOUNCEMENTS/ITEMS FOR FUTURE AGENDAS**

None

**7. CONSENT CALENDAR**

**a. Meeting Minutes**

- i. **Reading of the Special Meeting Minutes for May 31, 2011.**  
Waive reading of subject Minutes, approve as written and order filed.
- ii. **Reading of the Regular Meeting Minutes for June 6, 2011.**  
Waive reading of subject Minutes, approve as written and order filed.

A Motion was made by Vice Chair Dunlap to approve the May 31, 2011 and June 6, 2011 Minutes as written and ordered filed. Board Member Coulter seconded the Motion. It was approved 4 ayes, 0 no.

**b. Informational Items**

- i. Police Sergeant Promotional Eligibility List
- ii. Firefighter Extension Eligibility List
- iii. Firefighter (Lateral) Eligibility List

Board Members had no comments about the Recruitment Eligibility Lists.

**8. PUBLIC COMMENTS**

None

## 9. ORAL REPORTS

### a. CSB SECRETARY (Terri Cassidy, HR Director)

#### i. **Announce Hugh Logan's Re-Appointment to the Civil Service Board**

Mr. Logan was unanimously reappointed to the Civil Service Board by the City Council at the June 28 Council Meeting.

#### ii. **Announce Chief Morgan's Renewed Contract**

Fire Chief Mike Morgan will continue to serve as the City's interim Fire Chief until November 28, 2011. This will give Chief Morgan and his Command Staff the opportunity to implement changes to the Fire Department organization.

#### iii. **EPE Analysis**

The City's Executive Management Team has met with Consultant Roy Hernandez to discuss performance management, including employee performance evaluations. Mr. Hernandez is working on a more user friendly form that creates a more meaningful exchange between the employee and supervisor.

Board Member Coulter complimented Police Chief Johnson and the Police Department for their outstanding improvement in completing their evaluations.

The Chair and Board Member expressed their concern for the number of City-wide late evaluations.

Ms. Cassidy assured the Board that Management Team recognizes the value and is working towards a successful process.

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

- Recruitment for the Administrative Analyst position closes July 13, 2011.
- Six Firefighters will be hired from the two eligibility lists (see above Consent Calendar Informational Items).

- Lifeguards were heavily staffed this Fourth of July holiday with over 135,000 visitors to the City's beaches. No significant incidents were reported.
- Civil Service Board Members are invited to the Annual Hot Dog Dinner for the Junior Lifeguard program Thursday, July 14, 2011.
- The Firefighters Association is hosting the Firefighters Olympics this week (Sunday through Friday) with over 200 Firefighter entries.

**c. POLICE DEPARTMENT (Jon Lewis, Police Lieutenant)**

- Announced Police Captain Tom Gazsi was officially hired to serve the City of Costa Mesa as their next Chief of Police.
- Open Recruitments:
  - Lateral Police Officer opened July 1 and will close July 15; sixty-eight (68) applications have already been received.
  - Crime Prevention Specialist – Oral Interviews scheduled July 19.
  - Police Dispatcher – Oral Interviews were held today (July 11) with the assistance of Human Resources.
- Promotions:
  - Tom Fischbacher promoted to Police Lieutenant
  - William Depweg promoted to Police Sergeant
  - Kirk Jacobi promoted to Police Sergeant
  - David Miner promoted to Police Sergeant
- Fourth of July proved to be typically busy; however, there were no major incidents. The Police Department increased staffing levels and they opened Balboa earlier this year, at 6:00 pm. The total number of arrests increased by 11% to 119, of which only 15% were Newport Beach Residents. There were 526 citations issued; 234 Vehicle Code citations, 221 Municipal Code citations and the remainder were for miscellaneous violations (e.g. fireworks, etc.).

Chair Allen asked Lieutenant Lewis if Newport Beach had a helicopter for the 4th of July holiday.

Lt. Lewis confirmed that Newport Beach borrowed Huntington Beach's "HB1" helicopter.

Vice Chair Dunlap requested the date for Captain Gazsi's swearing in.

**10. ADJOURNMENT**

The meeting adjourned at 4:32pm.

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

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