

**CIVIL SERVICE BOARD
MEETING MINUTES**



DATE: June 6, 2011
5:00 p.m. – 5:23 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: Lauren Farley, HR/RM Administrator for 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 – 5:00 PM

Chair Logan called the meeting to order.

2. ROLL CALL

All Board Members were present.

3. THE PLEDGE OF ALLEGIANCE

The Flag Salute was led by Board Member Coulter.

4. CIVIL SERVICE ANNOUNCEMENTS/ITEMS FOR FUTURE AGENDAS

Board Members complimented Chairperson Logan on his professionalism and patience during the appeal hearings and thanked him for his service as Civil Service Board Chairperson this past year.

Chairperson Logan thanked staff for their assistance, professionalism and knowledge during his tenure in the Chair role.

5. CONSENT CALENDAR

- i. **Reading of Minutes for May 2, 2011.** Waive reading of subject minutes, approve as written and order filed.

A Motion was made by Board Member Dunlap to approve the May 2, 2011 Minutes as written and ordered filed. Board Member Coulter seconded the Motion. It was approved 5 ayes, 0 no.

6. PUBLIC COMMENTS

Jeff Boyles, Newport Beach Fire Department, Battalion Chief, brought a document to the Board Members explaining the job duties of the Newport Beach Fire Paramedics and announced that it was to be released soon in a newspaper article.

7. ORAL REPORTS

a. CSB SECRETARY (Lauren Farley, Human Resources/Risk Management Administrator)

i. CSB Nominees for Board Vacancy to Council

A Special Meeting was held, Tuesday, May 31, to interview the candidates for the Civil Service Board Nominee seat. The top three candidates were ranked in the staff report to be submitted to the City Council at the June 14 Council Meeting for review, with the selection of the new Board Member taking place at the June 28 Council Meeting.

ii. Date for July 2011 Meeting

Due to the July 4 holiday, the Board Members discussed various times/dates for the July 2011 meeting.

A Motion was made by Board Member Talbot to schedule the July 2011 Meeting for Monday, July 11, starting at 4:00 PM in the Council Chambers. Board Member Coulter seconded the Motion. It was approved 5 ayes, 0 no.

iii. Chairperson and Vice Chair Appointments at July 2011 Meeting

Ms. Farley reminded the Board that they will be voting for the Chairperson/Vice Chair at the July meeting.

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

- The Junior Lifeguard Program begins June 27 and enrollment is already up to 1,200 participants.
- The Fire Department with Human Resources is conducting Lateral Firefighter testing; seventy-one (71) candidates are still in the process.
- Community Emergency Response Team and Disaster Preparedness Coordinators Katie Eing and Matt Brisbois are coordinating a program called Point of Dispensing (POD) which are public dispensing locations throughout the City with emergency supplies in case of a public disaster.

c. POLICE DEPARTMENT (Tom Gazsi, Police Captain)

- Currently in the background process are five Police Laterals and seven Police Recruits for 10 vacant Police Officer positions.
- Senior Police Officer Andy Halpin retired on June 3, 2011 with 25 years of service
- For the Fiscal Year 2012, the budget will allow for 137 Sworn positions in the Police Department, current staffing is at 133. The Non-Sworn positions will drop from 78 to 76 for Fiscal Year 2012. An overall reduction of 12 positions.

8. ADJOURNMENT

The meeting adjourned at 5:23 pm.



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