

**CIVIL SERVICE BOARD  
MEETING MINUTES**



DATE: Monday, November 7, 2011  
5:00 PM, Regular Meeting

BOARD: Debra Allen, Chairperson  
James "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**

Vice Chair Dunlap called the meeting to order.

**2. ROLL CALL**

All Board Members are present, with the exception of Chairperson Allen, who has an excused absence.

**3. THE PLEDGE OF ALLEGIANCE**

The Flag Salute was led by Board Member Coulter.

**4. PUBLIC COMMENTS**

There were no public comments.

**5. APPROVAL OF MINUTES**

A Motion was made by Board Member Coulter to approve the October 3, 2011 Meeting Minutes. Board Member Talbot seconded the Motion. It was approved 4 Ayes, 0 No.

**6. CURRENT BUSINESS**

**a. Oral Reports**

- i. **SECRETARY'S REPORT** – In the absence of Terri Cassidy, Human Resources Director and Secretary to the Board, Lauren

Farley, Human Resources/Risk Management Administrator, reported:

- a) The Senior Crime Analyst Eligibility List was included in Board Members packet. Board Members had no questions or comments.
- b) City Attorney Aaron Harp will conduct Firefighters' and Police Officers' Bill of Rights Training Monday, December 5, 2011, at 4:00 pm, before the regularly scheduled CSB meeting.
- c) The City Hall Campus will observe a Holiday Closure December 24, 2011 through Monday, January 2, 2012. During the closure period, certain services will continue to be provided, such as Police and Fire operations and limited staff for refuse collection, water and wastewater, street sweeping, and any emergency situation.
- d) Due to the holiday closure, that falls on the regularly scheduled meeting in January, the Civil Service Board discussed other dates for their January 2012 meeting. A Motion was made by Board Member Coulter to move the meeting to January 11, 2012. Board Member Logan seconded the Motion. It was approved 4 Ayes, 0 No.
- e) The City is exploring an alternate, more user-friendly, online Employee Performance Evaluation system.
- f) Captain Craig Fox's Retirement Celebration will be Thursday, November 10, 2011.

Board Member Coulter expressed his concern for the late evaluations from some of the City departments.

City Attorney Aaron Harp assured the Board that City Manager Dave Kiff is aware of the high number of late performance evaluations from some departments and it is a city-wide priority.

Vice Chair Dunlap requested information regarding the Assistant Fire and Police Chief positions and the Fire Chief Recruitment progress.

Ms. Farley informed the Board that the recruitments for the Assistant positions have opened and will be open for three weeks, and second interviews were held today for the Fire Chief position.

Board Member Coulter asked to reconfirm the Hearing dates for the Appeal of a Civil Service Employee.

Ms. Farley confirmed that the Appeal Hearing is scheduled for February 22, 23 and 24, 2012.

- ii. **FIRE DEPARTMENT** - Ralph Restadius, Acting Assistant Fire Chief – Operations, reported:
  - a) Two candidates remain in the Fire Chief process.
  - b) Fire Chief Michael Morgan's last day with Newport Beach is November 28, 2011.
  - c) November 6, the probationary Firefighters achieved Regular, Full-Time Firefighter employee status.
  - d) The Fire Department performed a successful rescue of a construction worker at Harbor Ridge.
  
- iii. **POLICE DEPARTMENT** – Jeff Lu, Police Lieutenant, reported:
  - a) Thanked Human Resources for their cooperative relationship.
  - b) Support Services Administrator recruitment has closed. The Police Department is pleased with the quality of the applicants.
  - c) Assistant Police Chief Recruitment is still open and in progress.
  - d) October 26, 2011, fifteen (15) Police Officers volunteered to serve and host at the Fashion Island Yard House for the "Tip a Cop" fundraiser, which raised over \$6,000 for the Special Olympics.
  - e) November 2, 2011, Police and Fire staff members held joint training for public information communication focused on responses during an emergency situation.

- f) November 4, 2011, Police Captain Craig Fox is retiring after 30 years of service to the City of Newport Beach.

Board Member Coulter complimented the Police Department on the timeliness of their Performance Evaluations.

**7. CIVIL SERVICE BOARD ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)**

None

**8. ADJOURNMENT**

The meeting adjourned at 5:18 pm.



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