

**CIVIL SERVICE BOARD
MEETING MINUTES**



DATE: Monday, December 5, 2011
4:00 PM, Training & 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. TRAINING – 4:00 PM

City Attorney Aaron Harp presented training to the Board Members on Firefighters & Public Safety Officers Procedural Bill of Rights.

2. REGULAR MEETING CALLED TO ORDER – 5:00 PM

Chair Allen called the regular meeting to order.

3. ROLL CALL

All Board Members were present.

4. THE PLEDGE OF ALLEGIANCE – ADDED TO THE AGENDA BY THE CIVIL SERVICE BOARD

The Flag Salute was led by Board Member Logan.

5. PUBLIC COMMENTS

There were no public comments.

6. APPROVAL OF MINUTES

A Motion was made by Board Member Coulter to approve the November 7, 2011 Meeting Minutes. Board Member Logan seconded the Motion. It was approved 4 Ayes, 0 No, 1 Abstain (Allen).

7. CURRENT BUSINESS

a. Oral Reports

- i. **SECRETARY'S REPORT** – Terri Cassidy, Human Resources Director and Secretary to the Board, reported:
 - a) The City Clerk's Office, in collaboration with the City Attorney's Office, provided all City departments with a Boards/Commissions Agenda Template to establish City-wide continuity. Ms. Cassidy explained the template did not include an item for the Flag Salute; however, if the Board would like to add the Pledge of Allegiance to future agendas, we (Human Resources) will insert it. The Board Members unanimously agreed to include the Flag Salute on future agendas.
 - b) All parties are available, but need Civil Service Board approval, to conduct Pre-Hearing Motions, regarding the closed Appeal Hearing scheduled February 22, 23 and 24, 2012. The Board Members confirmed their availability and approved the request to hear the preliminary matters before their January 2012 Regular Meeting. Ms. Cassidy

recommended rescheduling the Civil Service Board's Regular Meeting from Wednesday, January 11, 2012, to Monday, January 9, 2012. The Board approved the date change, and agreed to hear the Pre-Hearing Motions from 3:00 pm to 4:30 pm and then begin their regular meeting at 4:30 pm.

- c) Ms. Cassidy received a new Disciplinary Appeal to the Civil Service Board. After discussions between the parties regarding the timeframe, this hearing is anticipated to only take a few hours. The parties request the Civil Service Board hear the closed matter beginning at 2:00 pm, February 6, 2012, before the CSB Regular Meeting, which will begin at 5:00 pm. The Board agreed and approved the request.
- d) A reminder to the Board that the closed Appeal Hearing is still scheduled for February 22, 23 and 24, 2012.
- e) Human Resources is recruiting for Assistant Fire and Police Chiefs, with both internal and external candidates.
- f) The Recruitment Division submitted an annual Recruitment Activity Report, which depicts 150 Recruitments conducted by Human Resources in 2011.
- g) A reminder that the Mayor's Reception is December 13, 2011.

Ms. Cassidy complimented all of the safety staff members who have assumed acting positions and are doing an excellent job carrying out their elevated responsibilities.

ii. **FIRE DEPARTMENT** - Ralph Restadius, Acting Fire Chief, reported:

- a) The Lifeguard Division, in conjunction with Human Resources, is beginning the recruitment process for Seasonal Lifeguards.

- b) Three new Firefighters have been hired – two from the Fire Academy and one lateral transfer.
 - c) December 14, 2011, 8:00 am, Council Chambers, the Fire Department will conduct a Badge Pinning ceremony for their five staff members who have successfully passed probation.
- iii. **POLICE DEPARTMENT** – Dennis Birch, Acting Police Captain:
- a) The Lateral Police Officer recruitment testing was conducted over the weekend. Interviews will be held this week.
 - b) Final interviews for the Support Services Administrator are being conducted this week.
 - c) The Police Department has launched Operation Safe Holidays to raise public awareness for holiday thefts and safety.

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

None

9. ADJOURNMENT

The meeting adjourned at 5:32 pm.



Terri L. Cassidy, J.D., HR Director

Secretary to the Board