

**CIVIL SERVICE BOARD**  
**MEETING MINUTES**



DATE: Monday, January 9, 2012  
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. REGULAR MEETING CALLED TO ORDER – 5:00 PM**

Chair Allen called the regular meeting to order.

**2. ROLL CALL**

Ms. Ramirez announced that all Board Members were present.

**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**

Board Member Talbot asked for the January 9, 2012 Meeting Minutes to reflect a schedule change subsequent to action taken at the December 5,

2011 Civil Service Board Regular Meeting. \*Amendment: In reference to the December 5, 2011 Civil Service Board Minutes, Page 3, Item 7.a.i.c (last sentence): *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.* Following the meeting, at the direction of the Chair, that item was rescheduled to February 6, 2012, at 1:00 PM.

A Motion was made by Vice Chair Dunlap to approve the December 5, 2011 Meeting Minutes with the amendment\*. Board Member Coulter seconded the Motion. It was approved 5 Ayes, 0 No.

## 6. CURRENT BUSINESS

### a. Oral Reports

- i. **SECRETARY'S REPORT** – Terri Cassidy, Human Resources Director and Secretary to the Board, reported:
  - a) The Fire Chief candidate is in the pre-employment phase of the recruitment process and is anticipated to be announced within the next few weeks.
  - b) Internal candidates included in the Assistant Fire & Police Chief recruitment process did very well. The new Fire Chief will make the Assistant Fire Chief appointment, and the Police Chief is interviewing for his Assistant Chief at this time. Our Recruitment staff has been taking the time to debrief all candidates who are interested in how they did in the process. We have found this to be an important tool in professional growth.
  - c) The Community Services Officer and Lateral Police Officer Eligibility Lists were merged with existing lists and included in

Board Members' packet for informational purposes. The City Manager is still overseeing and approving all recruitments.

- d) Rebecca Redyk, Human Resources Supervisor, introduced new Human Resources Specialist II, Stephanie Wahl, who comes to us with experience from the Torrance School District. Stephanie's first day with the City of Newport Beach was January 3, 2012; she is replacing Stacey Barnier, who promoted and transferred to the City of Corona.
- ii. **FIRE DEPARTMENT** – Chip Duncan, Fire Battalion Chief (Acting Administrative Battalion Chief), reported:
- a) Lifeguard Operation Statistics from 2011
- 3,525 Rescues
  - 131,704 Prevents
  - 6,952 Medical Aids (261 were assisting NBFD Paramedics)
  - 726 Reuniting Lost Persons
  - 9,460,350 Total Attendance
- b) Fire Operation Statistics from 2011
- 199 Fires
  - 6,584 Medical Aids
  - 170 Hazardous Materials
  - 1,397 Other Emergencies
  - 805 Non-Emergency Service Responses
  - 661 Other (severe weather, false calls, etc.)
- c) In preparation for 2012, the Junior Lifeguards swim test will begin in February, tryouts are Sunday, March 18 (invites will be sent out), and the Fire Department will begin training the 200 seasonal Lifeguards.

- d) The Fire Department held a Badge Pinning Ceremony, December 14, 2011, 8:00 AM, in the Council Chambers to promote five Probationary Firefighters to Firefighter status.

Board Member Coulter asked Chief Duncan to pass along his compliment to Acting Fire Chief, Ralph Restadius, on his professional and personable presentation at the Badge Pinning Ceremony.

iii. **POLICE DEPARTMENT** – Jon Lewis, Acting Police Captain, reported:


- a) In the month of December, the Police Department said goodbye and thanked seven employees for their hard work. Combined they achieved 163 years in community service.
- b) Tuesday, January 3, 2012, the Police Department held a promotional ceremony for new Police Sergeants, Todd Hughes and Todd Bush, and swore in three new Lateral Police Officers.

**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 5:23 pm.

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