



CIVIL SERVICE BOARD MEETING MINUTES

DATE: Monday, February 6, 2012
3:00 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 – 3:00 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 Vice Chair Dunlap.

4. PUBLIC COMMENTS

There were no public comments.

5. APPROVAL OF MINUTES

A Motion was made by Board Member Coulter to approve the January 9, 2012 Meeting Minutes with no corrections. Board Member Talbot seconded the Motion. It was approved 5 Ayes, 0 No.

6. CURRENT BUSINESS

a. Introduction of Newport Beach's New Fire Chief – Scott Poster

Fire Battalion Chief Chip Duncan introduced Fire Chief Scott Poster, whose first day with Newport Beach was February 6, 2012, to the Civil Service Board. Prior to Newport Beach, Chief Poster was employed by Los Angeles County Fire Department, where he served as Deputy Chief.

The Ceremony to Swear In Chief Poster will be Tuesday, February 21, 2012, at 9:00 am, in the Council Chambers.

b. Oral Reports

- i. **SECRETARY'S REPORT** – Terri Cassidy, Human Resources Director and Secretary to the Board, reported:
 - a) A copy of the Police Lieutenant Promotional Eligibility List was provided to the Board for informational purposes.
 - b) Ms. Cassidy informed Board Members that Board Member Talbot was featured in the Daily Pilot for being presented the California Medal of Merit for his legal contributions to the State Military Reserve.
 - c) The Civil Service Board's Disciplinary Appeal Hearing, scheduled for February 6, 2012, at 2:30 pm, was settled, with all parties in agreement.
 - d) The City composed a committee charged with analyzing and selecting a new online software to facilitate and conduct employee performance evaluations.

Board Members commented on the Fire Department's improvement of completing their evaluations on time.

Fire Battalion Chief Duncan commended Acting Fire Chief Ralph Restadius and Administrative Assistant to the Fire Chief Colleen Gill for their efforts which improved the Fire Department's numbers.

ii. **FIRE DEPARTMENT** – Chip Duncan, Fire Battalion Chief (Acting Administrative Battalion Chief), reported:

a) Lifeguard Operation Statistics from September 6, 2011 through January 31, 2012

- 67 Ocean Rescues
- 4,808 Ocean Preventative Actions
- 1,480 Land (Dry) Preventative Actions
- 17,343 Public Contacts (Public Relations, Answering Questions)
- 759 Warnings
- 491 Animal Warnings
- 47 Boat Contacts (Rescues, Assistance, People)
- 1,278,300 Total Attendance

b) One hundred (100) people have already registered for the Junior Lifeguard's Program.

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

a) The Police Department is in the final stages of recruiting for Police Support Services Administrator, which is a Civilian position.

b) Police and Human Resources Departments have worked diligently and collaboratively on the Police Lieutenant recruitment with a positive, successful outcome.

- c) Testing for the Entry-Level Police Officer candidates was held Saturday, February 4, 2012, at the Orange County Sheriff's Department, with 125 applicants taking the test. The next stage of the process will be oral interviews.
- d) February 11, 2012, the Police Department will be holding their Physical Agility Test for the Lateral Police Officer candidates.
- e) The Assistant Police Chief Recruitment is in progress, with a pending outcome within a few weeks.

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 3:29 pm.



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