

**CIVIL SERVICE BOARD
MEETING MINUTES**



DATE: July 12, 2010
5:00 p.m. – 5:32 p.m.

BOARD: Doug Coulter, Board Member
Hugh Logan, Board Member
James "Mickey" Dunlap, Board Member
Debra Allen, Board Member
Maiqual "Mike" Talbot, Board Member

STAFF: Terri L. Cassidy, Human Resources Director/Secretary to the Board
David Hunt, City Attorney
Jyll C. Ramirez, Administrative Assistant to the HR Director

1. ROLL CALL

All Board Members were present.

2. FLAG SALUTE

The Pledge of Allegiance was led by Board Member Logan.

3. CHAIRPERSON ELECTION

Nominations were opened.

Board Member Coulter nominated Board Member Logan to serve as the Civil Service Board Chairperson, July 2010 through June 30, 2011.

There were no other nominations.

A Motion was made by Board Member Coulter to close nominations. Board Member Allen seconded the Motion.

Nominations were closed.

The Board voted 5 ayes, 0 no to elect Board Member Logan to serve as the new Chairperson.

4. VICE CHAIRPERSON ELECTION

Nominations were opened.

Board Member Dunlap nominated Board Member Allen to serve as the Civil Service Board Vice Chairperson, July 2010 through June 30, 2011.

Board Member Coulter nominated Board Member Dunlap to serve as the Civil Service Board Vice Chairperson, July 2010 through June 30, 2011.

Board Member Dunlap thanked Board Member Coulter, but graciously declined his nomination.

A Motion was made by Board Member Dunlap to close nominations. Board Member Talbot seconded the Motion.

Nominations were closed.

The Board voted 5 ayes, 0 no to elect Board Member Allen to serve as the new Vice Chairperson.

5. APPROVAL OF THE JUNE 7, 2010 CIVIL SERVICE BOARD MEETING MINUTES

A Motion was made by Board Member Coulter to approve the June 7, 2010 Minutes. Board Member Talbot seconded the Motion. It was approved 5 Ayes, 0 No.

6. MONTHLY REPORT FROM THE SECRETARY TO THE BOARD

HR Director Terri Cassidy congratulated Chairperson Logan and Vice Chairperson Allen on their new positions.

Ms. Cassidy introduced the City's new Chief of Police, Jay Johnson, who started with the City July 3, 2010.

Chief Johnson addressed the Civil Service Board and shared with them a brief description of his job history.

Ms. Cassidy assured the Board that she would inform Chief Johnson of the Civil Service Board rules, regulations and practices. In addition to updating Chief Johnson on CSB items, HR plans to work closely with Chief Johnson on succession planning, mentoring and improving promotional processes.

She continued to report to the Board:

- A subcommittee has been addressing the problems with the Employee Performance Evaluation system. Management has disclosed to the committee that the online program is repetitive and too cumbersome.

Vice Chairperson Allen asked if Ms. Cassidy knew why there has been an increase in the number of late evaluations over the last 3 months.

Ms. Cassidy informed the Board that there has been a tremendous amount of change within the City over the last six months. With the Early Retirement Incentive Program, there has been an abnormal amount of turnover in both the Management and Supervisor series and training is needed. In addition, Ms. Cassidy shared with the Board that City Manager Kiff has advised the Executive Management Team that he will be addressing the importance and timeliness of employee performance evaluations in the Directors' own performance evaluations.

Chairperson Logan asked Ms. Cassidy how long it takes to complete one employee performance evaluation online, approximately.

Ms. Cassidy told Chairperson Logan and the Board that it takes approximately 10-20 hours per evaluation. She explained that the subcommittee is looking into simplifying the process and form.

7. REQUEST APPROVAL OF FIREFIGHTER ELIGIBILITY LIST

A Motion was made by Board Member Dunlap to approve the Firefighter eligibility list. Board Member Coulter seconded the Motion. It was approved 5 ayes, 0 no.

8. REQUEST APPROVAL OF BATTALION CHIEF PROMOTIONAL ELIGIBILITY LIST

A Motion was made by Board Member Coulter to approve the Battalion Chief promotional eligibility list. Board Member Dunlap seconded the Motion. It was approved 5 ayes, 0 no.

9. STATUS REPORTS

a. FIRE DEPARTMENT

Fire Division Chief Ralph Restadius reported to the Board:

- The Fire Department has promoted two people from the Fire Division Chief promotional eligibility list, approved by the CSB at the June 7, 2010 meeting.

- Four candidates took the Fire Battalion Chief test July 7, 2010. Three passed and are on the promotional eligibility list for CSB approval tonight.
- The Firefighter recruitment has concluded with 47 candidates on the eligibility list.
- Newport Beach Lifeguards estimated a population of 120,000 people at the beach for the 4th of July holiday. There were 253 successful rescues.
- The Fire Department experienced triple the call volume on July 4, with a house fire and two traumas that needed to be transported being amongst the most critical.

Ms. Cassidy added to Fire Division Chief Restadius' status report that HR and the Fire Department, with the approval of Chief Parker, enhanced the Firefighter recruitment process by having the interview panels comprised of Fire Captains, Fire Engineers and Fire Paramedics, instead of all one rank. The purpose for this modification is to incorporate training into the testing process. With the positive working relationship between HR and the Police and Fire Departments, we have collaboratively developed the caliber of the testing process, which was also used for the Battalion Chief recruitment. Ms. Cassidy welcomed any interest the Board may have in the innovative changes to the testing process.

Ms. Cassidy also noted that the Fire Chief recruitment is now open and hopes it is as successful as the Police Chief recruitment.

b. POLICE DEPARTMENT

Captain Gazsi delivered to the Board the Police Department's status:

Recruitment Update

- The Police Department is not actively recruiting at this time.
- No testing scheduled in July 2010.
- The Community Services Officer recruitment may possibly begin next month.

Points of Interest

- Community Services Officer Kim Kerr was promoted to Station Officer July 3, 2010.
- The Police Department will be filling two Police Recruit positions in Fall.
- Alex Maslin received a conditional job offer from NBPD and is anticipated to start the Orange County Sheriff's Academy September 2010.

- Police Recruit Robert Hufford and Ricardo Adame are currently attending the Orange County Sherriff's Academy and expected to graduate September 2, 2010.
- The Police Department saw a slight increase in the number of arrests (107) over the 4th of July weekend. The Newport Beach Police Department was fully staffed and had additional participation from outside agencies. This year, two Fire Captains worked closely with two Police Officers to perform fireworks intervention. Police Captain Johnson and Police Lieutenant McKnight received high praise from the West Newport Safety Committee with respect to changes in deployment this year; Balboa Boulevard was open by 8:30 p.m. There was some fencing in place at Balboa Boulevard and West Coast Highway that prevented some bicycle and pedestrian traffic and forced it onto Newport Boulevard. This tactic cut down on typical events that occur in that area. With the 4th of July being Chief Johnson's first day, it added high spirits and a positive camaraderie to the day.

Backgrounds in Progress

- 1 – Lateral Police Officer
- 5 – Recruit Police Officers
- 2 – Police Dispatcher
- 1 – Crime Scene Investigator
- 1 – Police Cadet

Chairperson Logan asked Captain Gazsi how many positions were not being filled due to budgetary reasons.

Captain Gazsi notified Chairperson Logan that seven positions have been held open for a salary savings in the Police Department's budget; however, he assured the Board that they are not compromising their minimums at the patrol level. The deficiency of seven officers is being managed by the shifting of some deployments and with transferring a few staff members from the Detective Division back to the Patrol Division.

10. BOARD MEMBER COMMENTS

Board Member Dunlap welcomed new Chief of Police Johnson, and congratulated Chairperson Logan and Vice Chairperson Allen.

11. ITEMS FOR FUTURE AGENDAS

None

12. PUBLIC COMMENTS

Fire Division Chief Paul Matheis addressed the Board and read a prepared statement:

As a 24-year old property owner in Newport Beach and a private citizen, I am here tonight to speak on a matter of concern. Over the past several months, there have been procedural variances to the administration of the Civil Service System, and I want to make you aware of that information.

First, according to the Newport Beach Municipal Code 2.24.050 - regular meeting of the Civil Service Board are to be held once a month. Further, Section 501.1.1, of the Civil Service Rules; stipulate that - such meetings shall be held on the first Monday of the month, of each month, in the City Hall Council Chambers. If the Monday falls on a City holiday, the meeting shall be held on the next succeeding Wednesday, any other meetings shall be special meetings. For the last three months, no regular meetings have been held.

Secondly, the recently completed promotion test for Fire Division Chief, an important component was eliminated from the process. That component is the departmental evaluation. For the last 19 years, it has been the policy in the Fire Department promotional testing for nearly all positions and the custom and practice for the remainder of the positions to include this departmental evaluation during merit based process.

Third, the just completed test for Fire Battalion Chief did not follow the testing schedule set forth in the job flyer, and, perhaps more importantly, the departmental evaluation component was held prior to the final application filing deadline.

Fourth, the City has announced its intention to appoint two new Fire Division Chiefs. However, there are only two Fire Division Chief positions in the Organizational Chart, Policy 1.B.101, and only one Fire Division Chief position is vacant. How will this be accomplished with the proper adherence to the system?

Fifth, the Firefighter recruitment test allows for candidates to be tied at the end of the process, which could permit more than one name at a numeric rank. In that situation, the rule of three cannot be followed without excluding people. That is Chapter 2.24.070, subset B. Thank you for your time.

Board Member Dunlap asked Fire Division Chief Matheis for clarification on his first comment with regard to the Civil Service Board not having held a regular meeting in three months.

Chief Matheis replied: *that is correct, it is one part of five parts.*

Board Member Dunlap replied that he believes the Civil Service Board *has* met on the first Monday of the last three months with the exception of the July 2010 meeting, which was discussed and decided at the April 2010 meeting.

Board Member Coulter commented that this has not been the only time that the Board has met on a Monday, instead of the succeeding Wednesday of a holiday. He continued to note that there have been times the Council Chambers have been unavailable on the Wednesday following a holiday; and therefore, he believes going to the following Monday is appropriate and flexibility and good judgment are needed to move forward.

City Attorney Hunt assured the Board that their actions to change the date of the July 2010 meeting were appropriate and he disagrees with Chief Matheis' statements. The date of the meeting was posted with sufficient notification.

Chairperson Logan requested a copy of Fire Division Chief Matheis' statement for the record and asked if the Fire Management Association had a comment.

There was no comment from the Fire Management Association.

13. ADJOURNMENT

The Civil Service Board meeting adjourned at 5:32 PM.



Terri L. Cassidy

Terri L Cassidy, HR Director
Secretary to the Board