



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

Council Chambers – 3300 Newport Boulevard, Building A
Monday, February 4, 2013
5:00 PM Regular Meeting

Civil Service Board Members:

James “Mickey” Dunlap, Chairperson
Maiqual Talbot, Vice Chairperson
Debra Allen, Board Member
Douglas Coulter, Board Member
Hugh Logan, Board Member

Staff Members:

Terri L. Cassidy, Deputy City Manager/HR Director/Secretary to the Board
Leonie Mulvihill, Assistant City Attorney
Jyll Ramirez, Administrative Assistant to the HR Director

- 1) CALL MEETING TO ORDER (5:00 PM)
- 2) ROLL CALL
- 3) FLAG SALUTE
- 4) PUBLIC COMMENTS

Public comments are invited on agenda and non-agenda items generally considered to be within the subject matter jurisdiction of the Civil Service Board. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Civil Service Board has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

This Civil Service Board is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Civil Service Board's agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Civil Service Board and items not on the agenda but are within the subject matter jurisdiction of the Civil Service Board. The Civil Service Board may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

It is the intention of the City of Newport Beach to comply with the Americans with Disabilities Act (“ADA”) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Newport Beach will attempt to accommodate you in every reasonable manner. If requested, this agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Please contact the City Clerk's Office at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 644-3005 or cityclerk@newportbeachca.gov.

5) CONSENT CALENDAR

A. APPROVAL OF MEETING MINUTES

CSB Regular Meeting of January 7, 2013 – Waive reading subject Minutes, approve as written and order filed.

6) PRESENTATION

Community Emergency Response Team Presentation by Matt Brisbois, Life Safety Specialist II

7) CURRENT BUSINESS

A. ORAL REPORTS

1. Secretary to the Board (Terri Cassidy, Deputy City Manager/HR Director)
2. Fire Department (Scott Poster, Fire Chief)
3. Police Department (Dennis Birch, Police Lieutenant)

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

9) ADJOURNMENT



CIVIL SERVICE BOARD

MEETING MINUTES

Date: Monday, January 7, 2013
5:00 PM – Council Chambers (3300 Newport Boulevard)

Board Members: James “Mickey” Dunlap, Chairperson
Maiqual Talbot, Vice Chairperson
Debra Allen, Board Member
Douglas Coulter, Board Member
Hugh Logan, Board Member

Staff Members: Terri L. Cassidy, Deputy City Manager/HR Director
& Secretary to the Board
Leonie Mulvihill, Assistant City Attorney
Jyll Ramirez, Administrative Assistant to the HR Director

1. CALL MEETING TO ORDER - Chairperson Dunlap called the meeting to order (5:00 pm).
2. ROLL CALL – Vice Chair Talbot had an excused absence. All other Board Members and Staff Members were present.
3. FLAG SALUTE - Board Member Coulter led the Pledge of Allegiance.
4. PUBLIC COMMENTS – Ms. Ramirez, Administrative Assistant to the HR Director, read the admonishment for the Public Comments item.

There were no public comments.

5. CONSENT CALENDAR

- a. APPROVAL OF DECEMBER 3, 2012 CSB REGULAR MEETING MINUTES

A Motion was made by Board Member Coulter to approve the December 3, 2012 Meeting Minutes as written and order filed.

Board Member Logan seconded the Motion. It was approved 4 Ayes, 0 No.



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6. CURRENT BUSINESS – Oral Reports

a. HUMAN RESOURCES ORAL REPORT – Terri L. Cassidy, Deputy City Manager/HR Director/Civil Service Board Secretary

- Ms. Cassidy addressed the question, asked by Board Member Logan at the December 3, 2012 Civil Service Board Regular Meeting, on whether the City-Wide Classification and Compensation Study outcome will be cost-neutral to the City. She explained we are already well into the Classification portion of the study, then the Compensation will be addressed and reviewed. The City Council will have to approve any change to salary ranges; keeping in mind that Council assesses total salary compensation including benefits. In addition, the Bargaining Units have the right to negotiate changes in classification and compensation. Once the study is complete and Council makes their decision, the budget impact could be phased over a few years.
- Human Resources is working with Ms. Mulvihill regarding the Rule of Three issue addressed by Newport Beach Firefighters' Association President Brian McDonough at the December CSB Regular Meeting. Staff is confident that once the bargaining unit's question is more clearly defined, they will have resolution.
- The Civil Service Board will begin meeting at the new Civic Center (100 Civic Center Drive) once the employees officially make the move, which is anticipated by mid-March 2013.

b. FIRE DEPARTMENT ORAL REPORT - Scott Poster, Fire Chief

- The Executive Team (Fire Department) met with the labor associations and developed measureable goals for 2013, including:
 - Sustaining Exemplary Emergency Services
 - Demonstrating value through community engagement and participation
 - Innovating new delivery systems
 - Fostering workforce excellence
 - Strengthening infrastructure
- Fire Operations
 - The Fire Department received over 10,000 calls in 2012, which is a new record.



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- Ten (10) probationary Firefighters graduated from the Fire Recruit Academy.
- Thursday, January 17, 2013, the Fire Department will hold a Badge Pinning Ceremony in the Council Chambers (3300 Newport Boulevard) at 8:00 am to acknowledge six newly promoted Fire Engineers and three Firefighters.
- Thursday, January 31, 2013, the Medal of Valor Awards will be held in the Council Chambers (3300 Newport Boulevard) at 8:30 am.
- Marine Operations
 - The Annual Christmas Boat Parade was held December 19, 2012 – December 23, 2012. A rescue boat was staffed each night with a rescue swimmer/diver. There were a total of three rescues.
 - December 5, 2012, NB Lifeguards trained 10 of the Department's newest Firefighters on CPR and First Aid, which is one of the many required classes for the three-week basic Fire Academy.
 - 2012 Yearly Stats:
 - More than 3,790 Rescues
 - Over 112,000 Preventative Actions
 - 9,400+ Medical Aids
 - There were 650 people reunited with their families
 - Approximately 9.5 million beach visitors – 100,000 more than 2011
 - The Department lost two influential Lifeguards, Buddy Belshe (retired) and Brian Gray (active).
 - Buddy Belshe worked for the City for 47 years, retiring in 1987 as a Lifeguard Captain, then returning to work as a Seasonal Lifeguard until 2007, at the age of 72. He established the involvement of Newport Beach into the United States Lifesaving Association, which is our governing body of training standards and certification for lifeguards across the United States.
 - Brian Gray worked for the City for 21 years as a Seasonal Lifeguard and was promoted in 2012 to Lifeguard III, which is our top Seasonal Lifeguard job classification. He was considered a mentor to the younger lifeguards. He had recently been working as



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the Fire Department Courier prior to returning to the beach for the 2013 season.

c. POLICE DEPARTMENT ORAL REPORT - Dennis Birch, Police Lieutenant

- Police Recruits Kelley Scheafer and Michelle Hampton graduated from the Orange County Sheriff's Academy, December 13, 2012. Both Recruits finished in the top 20 of their class, out of 70.
- The Police Department received an \$110,000 grant from the Office of Traffic Safety directed at preventing deaths and injuries on the roadways. The Grant includes various enforcement efforts and training.
- Monday, January 14, 2013, the Department will be holding a Promotional Ceremony for Police Sergeant Mario Montero.
- Preliminary Crime Stats for Calendar Year 2012:
 - Part I Crimes – Down 3.6%
 - Property Crimes – Down 3.2%
 - Arrests – Up 3.4%

Chair Dunlap asked Lieutenant Birch if sharing Huntington Beach's Police Helicopter with Newport Beach, part-time, has been successful. Mr. Birch explained that HB Police Department has been very responsive and he has heard of no complaints. Newport Beach is allocated approximately 2.7 hours per day, either scheduled or as needed – adjustments are incrementally made so that the monthly total doesn't exceed the allotment. Both Departments (NB and HB) are working well together.

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

Board Member Allen announced that Assistant Fire Chief, Lifeguard Operations, Rob Williams and Lifeguard Captain Mike Halphide will be giving a presentation on the Lifeguards Program at the Speak Up Newport Meeting Wednesday, January 9, 2013. Non-members are also invited. Reception begins at 5:30 pm and the program begins at 6:00 pm.



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8. ADJOURNMENT – 5:23 PM

Chair Dunlap adjourned the meeting in honor and memory of Newport Beach Lifeguards Buddy Belshe and Brain Gray.

James "Mickey" Dunlap, Chairperson
NEWPORT BEACH CIVIL SERVICE BOARD

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