



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

Council Chambers – 3300 Newport Boulevard, Building A
Monday, March 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 February 4, 2013 – Waive reading subject Minutes, approve as written and order filed.

6) PRESENTATIONS

Oasis Senior Center Presentation by Celeste Jardine-Haug, Senior Services Manager

Oral Presentation of HEAL Project by Kelsey Kenz, Human Resources Department Assistant

7) CURRENT BUSINESS

A. ORAL REPORTS

1. Secretary to the Board (Terri Cassidy, Deputy City Manager/HR Director)
 - EPE Analysis
2. Fire Department (Scott Poster, Fire Chief)
 - Divisional Updates
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, February 4, 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 – All Board Members were present. Crystal Marie Luna, Department Assistant for Human Resources, was present in the excused absence of Ms. Ramirez, Administrative Assistant to the HR Director.
3. FLAG SALUTE – Vice Chairperson Talbot led the Pledge of Allegiance.
4. PUBLIC COMMENTS – Ms. Luna, Department Assistant, read the admonishment for the Public Comments item.

There were no public comments.

5. CONSENT CALENDAR

- a. APPROVAL OF JANUARY 7, 2013 CSB REGULAR MEETING MINUTES

A Motion was made by Board Member Coulter to approve the January 7, 2013 Meeting Minutes as written and order filed.

Board Member Logan seconded the Motion. It was approved 4 Ayes, 0 No, 1 Abstain (Vice Chairperson Talbot was absent from the January 7, 2013 meeting).

6. PRESENTATION – Matt Brisbois, Life Safety Specialist II

Mr. Brisbois thanked the Board for allowing him to share his presentation of the Community Emergency Response Team (CERT) Program.

Mr. Brisbois explained that the Fire Department's goal is to organize a Community Emergency Response Team (CERT) in each of the City's 154 homeowners associations with a licensed HAM radio operator, known as the CERT Communicator. This unique approach allows our residents to aid the community in any type of disaster setting. Currently, the program has 902 active volunteers, including Board Member Hugh Logan. Volunteers track their hours via an online portal with over 11,000 hours logged in 2012. The Program includes a Board of Directors to assist with logistics, first aid and administration.

The City of Newport Beach was awarded the 2012 FEMA Individual and Community Preparedness Award for Outstanding CERT Program Initiatives and awarded Honorable Mention for Volunteer Integration. Newport Beach is the smallest and only city, outside Virginia and Washington D.C., to ever receive the award. It is a huge accomplishment to be selected as the best of over 2,000 CERT Programs in the United States. The Fire Department is thrilled to return to Washington D.C. in the spring for a ceremony at the White House to receive this award.

The Board thanked Mr. Brisbois for his presentation and congratulated him on receiving this remarkable award and honorable mention.

7. CURRENT BUSINESS – Oral Reports

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

- Ms. Cassidy thanked the board for attending and supporting our public safety departments at the Medal of Valor Ceremony and other events.
- The Civil Service Board will begin meeting at the new Civic Center (100 Civic Center Drive) once the employees officially make the move, which has been reluctantly pushed back, by Assistant City Manager Steve Badum, to the third week in March. The Grand Opening is set for Saturday, May 4, 2013.

- Human Resources has been working hard on the Employee Evaluation Upgrade and the Class and Comp Study. Both timelines have been slightly adjusted with the implementation of our Memoranda of Understanding, downsizing efforts, and various other projects. The Board will be provided an update on those two items next month.
- Ms. Cassidy reminded the Board that their Form 700s are due April 1, 2013 and made sure they received all necessary information from the City Clerk.

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

- Fire Operations
 - The Fire Department responded to a structure fire on January 17. One of our Firefighters received second-degree burns on his hand and a Costa Mesa Firefighter was injured as well. Both are recovering.
 - Three (3) candidates were recently selected through extensive training for our April Paramedic School at Saddleback Paramedic Training: Corey Freeman, Adam Schwegman & John Kluge.
 - City Manager Dave Kiff approved the transfer of Fire Captain Keith Winokur to assist with department-wide training activities.
 - The Medal of Valor Award Ceremony is an outstanding event to recognize the people that serve this city. The 2012 recipients included:
 - The Medal of Valor Award - Bryce Anderson, Firefighter, the first Firefighter to receive this award.
 - The Lifesaving Awards - Thomas Herr, Fire Engineer; Tim Ecker, Lifeguard I; and Charlie Hockenbury, Lifeguard I.
 - The Award of Merit - Mike Campbell, Lifeguard II.
 - Unit Citations – Fire Captains Justin Kime, Rick Zaccaro, Ty Lunde, Brian McDonough and their crews and Lifeguards Clay Rinker, Travis Hersh and Brandon Hodding.
- Marine Operations
 - January 2013 Stats:
 - 1 Rescue
 - 317 Preventative Actions

- 44 Medical Aids
 - 1 person reunited with their family
 - Approximately 213,000 beach visitors
 - Assistant Fire Chief (Lifeguard Operations) Rob Williams and Lifeguard Captain Mike Halphide gave a presentation on the Lifeguard Program at the Speak Up Newport Meeting Wednesday, January 9, 2013.
 - Seasonal Lifeguard tryouts will be held March 17, 2013.
 - Lifeguard Operations will recertify our Firefighters in CPR and AED next month. Our Lifeguards conduct several training classes in CPR and AED, such as school programs at Harbor High School.
 - The City of Newport Beach Fire Department Training Center completed the American Heart Association Onsite Evaluation and Instructor Observation. As a result, the American Heart Association renewed the Training Center agreement through December 14, 2014.
- Life Safety Operations
 - Chief Poster explained to the Board that he has less than 40 people on the “floor” every day, but 900 people on back up, which is a great relief to him.

Board Members Coulter and Logan complimented Chief Poster on the Medal of Valor Ceremony and including staff from the Police Department as well.

Board Member Logan inquired if staff was provided the best protective equipment in terms of gloves. Chief Poster and Ms. Cassidy confirmed that the Risk Management Division in Human Resources works with all departments to make sure City employees are provided the best equipment for safety purposes.

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

- Police Dispatcher Brian Eberhardt was nominated and awarded the statewide California Public-Safety Radio Association’s Telecommunicator of the Year Award for 2012. This year, he handled over 28,000 calls for service. Brian will be recognized at the 25th Annual Telecommunicator Awards Banquet on April 18. Congratulations to Brian, the Police Department is proud of him for being nominated and winning.

- The Police Department's Dispatchers handled over 91,000 calls for service in 2012, including the Fashion Island shooting which had over 600 calls in a two-hour period.
- Human Resources will be assisting with testing for Lateral Police Officer Saturday, February 9, 2013, at the Orange County Sheriff's Academy.
- Three (3) Police Recruits graduated from the Orange County Sheriff's Academy, January 21, 2013.
- Police Sergeant Shontel Sherwood will be retiring February 22 after 25 years of service. Her celebration will be held February 28 at the Newport Beach Yacht Club.

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 – 5:38 PM

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

