



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

**Council Chambers – 3300 Newport Boulevard, Building A
Monday, April 1, 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 March 4, 2013 – Waive reading subject Minutes, approve as written and order filed.

6) PRESENTATIONS

Newport Beach Public Libraries – Electronic Resources by Library Services Manager Tim Hetherton

7) CURRENT BUSINESS

A. ORAL REPORTS

1. Acting Secretary to the Board (Rebecca Redyk, HR Supervisor)
 - Schedule Training, May 6 – New Council Chambers (100 Civic Center)
 - Status of City Hall Move
 - Performance Evaluation Letters
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, March 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.
3. FLAG SALUTE – Led by Board Member Coulter.
4. PUBLIC COMMENTS – Admonishment read by Ms. Ramirez.

There were no public comments.

5. CONSENT CALENDAR – Approval of Meeting Minutes.

Board Member Coulter made a Motion to waive reading the February 4, 2013 Meeting Minutes and approve as written and ordered filed. The Motion was seconded by Board Member Logan. It was approved 5 Ayes, 0 No, and 0 Abstain.

6. PRESENTATIONS

- a. Senior Services Manager Celeste Jardine-Haug gave a PowerPoint and oral presentation on the Oasis Senior Center.

Ms. Jardine-Haug gave detailed information to the Board regarding the different programs the Center has to offer; such as social services, transportation, support groups, recreation classes, travel opportunities, lunch program, facility rentals and special events.

In addition to the different programs, Newport Beach's Oasis provides a broad spectrum of physical and intellectual health and wellness classes, including aerobics, Pilates, yoga, sailing, Tai Chi, music and dance, book clubs, fine arts, computers and games.

The Recreation & Senior Services Department provides staff members to run the Oasis Senior Center – from Recreation Leaders, who provide guidance and supervision for the Fitness Facility, to Van Drivers, who provide approximately 15,500 rides per year, including Meals on Wheels.

The Center also receives some assistance from a non-profit group called Friends of Oasis, Incorporated. There are 21 Board Members, and John Whitney is the president. They provide financial support, where needed, volunteers and run various fundraising activities. This partnership helps keep the cost low for the seniors.

Recreation & Senior Services Director Laura Detweiler attended the meeting to answer Board Member questions, if needed.

- b. Kelsey Kenz, Department Assistant for Human Resources, gave the Board a brief oral presentation on the City's HEAL (Healthy Eating Active Living) Program.

Ms. Kenz informed the Board that City Council approved the HEAL campaign, at the May 22, 2012 Regular City Council Meeting. The Campaign is a partnership between the League of California Cities, California Center for Public Health Advocacy and state-wide cities, counties and schools and focuses on creating healthy, active lifestyles. Newport Beach has already taken steps toward this commitment through providing venues such as Oasis Senior Center and the City's various parks, trails and open spaces for the community. City Manager Dave Kiff understands a healthy workforce is more productive and encourages City employees to participate in wellness by leading fitness walks during lunchtime and maintaining a City-sponsored gym. A City-staffed HEAL Committee (HR Supervisor Sheri Anderson, HR Department Assistant Kelsey Kenz, Recreation & Senior Services Manager Sean Levin and Associate Planner Jaime Murillo) was established to research items for considered under the HEAL program. This information, which includes where you can locate the beaches, parks, bike and riding trails as well as the two local farmers' markets, can be found in the City Manager's Newsletter articles, under the Human Resources Department, published for

City employees and the community, and on the City's website (for reference: <http://www.newportbeachca.gov/index.aspx?page=2167>).

7. CURRENT BUSINESS

a. ORAL REPORT - Terri L. Cassidy, Deputy City Manager/HR Director/Secretary to the Board

March 14, 2013 is the City's Youth in Government Day, which is coordinated by the Recreation & Senior Services Department. On this day, local high school students will get to see how government agencies operate by participating and watching a mock City Council Meeting. Human Resources will have the opportunity to spend time with one or two students and teach them the important role HR plays in the organization.

Ms. Cassidy reminded the Board of the Police Appreciation Breakfast, hosted by the Chamber of Commerce, March 21, 2013, beginning at 7:15 am, at the Island Hotel.

The City's Scholarship Program, funded by the Ackerman Trust, is now open for applications of Newport Beach Residents and children of City employees. This year, there will be 14, \$350 scholarships to those most-qualified. Applications can be downloaded from the City's website (www.newportbeachca.gov).

The April 1, 2013 Regular Civil Service Board Meeting will be held in the current Council Chambers (3300 Newport Boulevard) and HR Supervisor Rebecca Redyk will be the Acting Secretary for the Board.

After reviewing the Employee Performance Evaluation Analysis, Board Member Coulter made a Motion for Ms. Cassidy, on behalf of the Board, to send letters to the struggling departments and encourage improvement. Board Member Allen seconded the Motion. It was approved 5 Ayes, 0 No.

b. ORAL REPORT – Scott Poster, Fire Chief

Chief Poster explained the Fire Department's new Surge Program. It is an unstaffed, fully-equipped ambulance parked at a fire station (Lido and Newport Center). When the three rescue ambulances are unavailable and another medical response occurs, the 4th firefighter, from the Truck Company at the fire station, will move from the Truck to the Ambulance. They will then drive to the medical response to join the crew of the engine company, who are already at the scene. The engine crew will staff the ambulance and transport to the hospital.

It provides two additional ambulance transports at no cost, and better serves the public, because the patient does not have to wait 30-40 minutes for a private ambulance, the surge ambulance is on-scene in 10-12 minutes.

Fire Captain Keith Winokur transferred to the Training Division.

Ten (10) probationary Firefighters are reaching their 3-month anniversary with the City and will take written, oral and manipulative exams the week of March 4, 2013. Once passed, they will be rotated to different fire stations.

Twenty (20) candidates are expected to apply for the upcoming Fire Captain promotional exam.

The Fire Department will send three students to Saddleback College for Paramedic School, which is a full-time commitment lasting seven – eight months, beginning in April 2013.

Firefighter Mike Zaccaro passed the Paramedic Promotion Exam for full-time appointment to Fire Paramedic.

Fire Battalion Chief Jeff Boyles attended Unified Command Training in Texas.

Beaches

324 Preventative Actions

46 Medical Aids

171,000 Beach Visitors

Lifeguard tryouts will be held March 17, 2013, at Lifeguard Headquarters, Newport Pier, starting at 8:30 am.

The Annual Brush Clearance program for the 2013 season is underway.

c. ORAL REPORT – Lt. Dennis Birch, Police Department

The Police Department is reviewing CAD (Computer-Aided Dispatch)/RMS (Records Management Systems) vendors. They have begun the Request for Proposal (RFP) process for a new system.

Three Police Recruits graduated from the Orange County Sheriffs Academy February 21 and were appointed Police Officers. Garrett Young was chosen to be the Chaplain in his class and Dallas Lopez won the Top Firearms Award.

The department hired Chris Rieff for the position of Community Services Officer and honored their volunteers for enforcing the parking code and vacation checks.

Police Dispatcher interviews will be held this week.

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

5:51 pm

James "Mickey" Dunlap, Chair
Civil Service Board