



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

**Council Chambers – 100 Civic Center Drive, Newport Beach, 92660
Monday, June 3, 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 REGULAR 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 May 6, 2013 – Waive reading subject Minutes, approve as written and order filed.

6) PRESENTATIONS

Exam Development - Public Safety Promotional Process by Rebecca Redyk, Human Resources Supervisor

7) CURRENT BUSINESS

A. DISCUSSION/CONFIRMATION OF JULY 2013 CIVIL SERVICE BOARD REGULAR MEETING DUE TO INDEPENDENCE DAY HOLIDAY

B. ORAL REPORTS

1. Human Resources/City-Wide - Terri L. Cassidy, Secretary to the Board and Deputy City Manager/Human Resources 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, May 6, 2013
4:00 PM – Council Chambers (100 Civic Center Drive)

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

1. CALL STUDY SESSION TO ORDER - Chairperson Dunlap called the Study Session to order (4:00 pm).

With the assistance of Cristal McDonald, City Clerk’s Office, and Jackie Luengas-Alwafai, IT Applications Supervisor, Board Members familiarized themselves with the new Council Chambers and upgraded technology.

2. ADJOURNED TO REGULAR MEETING (5:00 pm).
3. ROLL CALL – All Board Members were present, with the exception of Board Member Allen, who had an excused absence.
4. FLAG SALUTE – Led by Board Member Coulter.
5. PUBLIC COMMENTS – Notice read by Mrs. Ramirez.

There were no public comments.

6. CONSENT CALENDAR – Approval of Meeting Minutes.

Board Member Coulter made a Motion to waive reading the April 1, 2013, Meeting Minutes, approve as written and ordered filed. The Motion was seconded by Board Member Logan. It was approved 4 Ayes, 0 No, and 0 Abstain.

7. PRESENTATIONS

Newport Beach Police Department's Crime Prevention Specialist Andi Query shared some good tips and information regarding identity theft and active shooter scenarios, during her oral presentation.

Board Members expressed their gratitude for the time and learning opportunity provided by Ms. Query.

8. CURRENT BUSINESS

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

- Many employees working at the new Civic Center attended one of four-offered presentations regarding Office Safety and Security, which was facilitated by Ms. Query.
- The Civic Center Grand Opening was held Saturday, May 4. It was a successful turnout with an estimated attendance of approximately 2,500 community guests.
- The late performance evaluation memos from the Civil Service Board, and signed by Chair Dunlap at the April 1 Board Meeting, were distributed to the Department Directors.
- This year, there were five (5) qualified applicants who will receive a scholarship from the Carl Ackerman Family Trust. This program is administered annually to the public and City employees by the Human Resources Department, with the final decision of the monetary awards made by the City Manager. For more information on the purpose, policy and procedure of the Ackerman Trust, please refer to Council Policy F-16.
- The City's Classification and Compensation Study consultant, Bruce Lawson, Fox Lawson and Associates, has met with Department Heads to finalize the structure. The project is progressing and there will be more information to follow.

- The June 3, 2013, Regular Meeting will be Vice Chair Talbot's last meeting for this term; however, he is eligible for reappointment. The deadline to turn in applications to be considered for the Civil Service Board is Wednesday, May 15, at 1:00 pm.

b. ORAL REPORT – Scott Poster, Fire Chief

- The City Council gave the Fire Department approval to hire Emergency Services Consulting International (ESCI), which is an Oregon-based firm experienced in strategically designing and developing a plan for the department's future. The consultant will be reaching out to the community, including the Civil Service Board for input and perspective.
- Two strike teams were dispatched to Glendale and surrounding neighbors recently, due to fires exacerbated by low moisture levels.
- The Fire Department has been conducting Active Shooter training, and plans to collaborate with the Police Department for additional exercises at the end of 2013.
- The Orange County Marathon ran smoothly with no major incidents. The Newport Beach Fire and Police Departments joined efforts to assure public safety.
- Promotional testing for the Fire Captain recruitment is expected to be complete by early June.
- The Junior Lifeguard program has become so well-liked and successful that 650 openings were filled in four (4) minutes.
- With the cooperation of the Police Department, two cameras have been mounted on the beaches in Newport; one in Big Corona and the other at the Newport Pier. Video monitors will be installed at the Lifeguard Headquarters, which will provide extra surveillance when lifeguards are unable to staff the beach. The Fire Department plans to add three more cameras for increased beach screening.

c. ORAL REPORT – Dennis Birch, Police Lieutenant

- The Newport Beach Police Department participated in the Baker to Vegas Race and set the record for their Division. The race is a 120-mile relay, which includes law enforcement teams worldwide. Overall, Newport Beach came in 10th place out of 270 teams.
- Planning for the 4th of July holiday is in progress. As with last year, the Police Department will try to open everything on Balboa with no barricades. They will continue to be staffed with more horse-mounted police officers and less assistance from outside agencies.

- The recruitment for Lateral and Recruit Police Officers is in the background phase of the process. Police Dispatcher testing will be June 1.

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

None

10. ADJOURNMENT

5:36 pm

James "Mickey" Dunlap, Chair
Civil Service Board 2012/2013