



## **CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA**

**Council Chambers – 100 Civic Center Drive, Newport Beach, 92660  
Monday, August 5, 2013, 5:00 PM Regular Meeting**

### ***Civil Service Board Members:***

Maiqual Talbot, Chairperson  
Douglas Coulter, Vice Chairperson  
Debra Allen, Board Member  
James “Mickey” Dunlap, 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](mailto:cityclerk@newportbeachca.gov).

**5) CONSENT CALENDAR**

A. APPROVAL OF MEETING MINUTES

CSB Regular Meeting of July 1, 2013 – Waive reading subject Minutes, approve as written and order filed.

**6) CURRENT BUSINESS**

A. ORAL REPORTS

1. July 4<sup>th</sup> in Newport Beach Report – Fire/Police Department
2. Human Resources/City-Wide - Terri L. Cassidy, Secretary to the Board and Deputy City Manager/Human Resources Director
3. Fire Department - Scott Poster, Fire Chief
4. Police Department - Dennis Birch, Police Lieutenant

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

**8) ADJOURNMENT**



**CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES**  
**Council Chambers – 100 Civil Center Drive**  
**Monday, July 1, 2013**  
**REGULAR MEETING**  
**5:00 PM**

**1) CALL REGULAR MEETING TO ORDER (5:00 PM)**

Chairperson James "Mickey" Dunlap called the meeting to order at 5:00 PM.

**2) ROLL CALL**

**Civil Service Board Members:**

James "Mickey" Dunlap, Board Member  
Maiqual Talbot, Board Member  
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

It was noted that all Board Members were present.

**3) FLAG SALUTE – Board Member Hugh Logan**

**4) ANNOUNCE AND CONGRATULATE BOARD MEMBER MAIQUAL TALBOT FOR BEING REAPPOINTED BY CITY COUNCIL TO THE CIVIL SERVICE BOARD 2013 - 2017 (APPOINTMENT MADE AT JUNE 25, 2013 COUNCIL MEETING)**

Ms. Cassidy announced and congratulated Board Member Talbot for being reappointed by the City Council to the Civil Service Board for his second term (2013-2017).

**5) CHAIRPERSON ELECTION – TERRI CASSIDY, SECRETARY TO THE BOARD**

Ms. Cassidy opened the election to the Civil Service Board. She stated that nominations do not require a second, they are debatable, cannot be

amended or reconsidered and a majority vote is required to elect. The motion to close nominations does require a second, is not debatable, cannot be reconsidered and requires a two-thirds vote. If there is more than one nomination, voting will be done by paper ballot and the results read at the conclusion of the balloting. If there is only one nomination, the voting will be done by using the electronic equipment. She reported that the same procedure is followed for the election of the Vice Chairperson.

She called for nominations for the Chairperson of the Civil Service Board.

Board Member Coulter nominated Board Member Talbot for the Chairperson position.

There were no other nominations offered or comments from the public.

Board Member Logan made a Motion to close nominations for the Chairperson position. The Motion was seconded by Board Member Allen. It was approved 4 Ayes, 0 No and 1 Abstain, and Board Member Talbot was declared Chairperson of the Civil Service Board.

**6) VICE CHAIRPERSON ELECTION – 2013/2014 CHAIRPERSON**

Ms. Cassidy called for nominations for the Vice Chairperson of the Civil Service Board.

Board Member Allen nominated Board Member Coulter for the position of Vice Chairperson of the Civil Service Board.

There were no other nominations offered or comments from the public.

Board Member Logan made a Motion to close nominations for the Vice Chairperson position. The Motion was seconded by Chairperson Talbot. It was approved 5 Ayes and 0 No, and Board Member Coulter was declared Vice Chairperson of the Civil Service Board.

**7) PUBLIC COMMENTS**

The notice was read by Administrative Assistant to the HR Director Jyll Ramirez.

Interested parties were invited to address the Board at this time. There was no response and the Public Comments portion of the meeting was closed.

**8) CONSENT CALENDAR**

**A. APPROVAL OF MEETING MINUTES  
CSB Regular Meeting of June 3, 2013 – Waive reading subject  
Minutes, approve as written and order filed.**

Board Member Dunlap made a Motion to waive reading of the June 3, 2013, Meeting Minutes, approve as written and ordered filed. The Motion was seconded by Vice Chairperson Coulter. It was approved 5 Ayes, 0 No.

**9) CURRENT BUSINESS**

**A. ORAL REPORTS**

1. Human Resources/City-Wide - Terri L. Cassidy, Secretary to the Board and Deputy City Manager/Human Resources Director

Ms. Cassidy referenced the Employee Performance Evaluation Analysis noting that the new performance evaluation system project is still in progress and coincides with the Classification and Compensation Study, which should be completed within this calendar year. The City's Consultant Bruce Lawson, with Fox Lawson & Associates, will be holding informational Classification & Compensation meetings for all employees.

Vice Chairperson Coulter complimented the City Attorney's Office, the City Clerk, the Police Department and Recreation and Senior Services for their evaluation results and expressed his appreciation for their excellent work. He expressed concern with the Public Works Department but commented positively on improvements made.

Ms. Cassidy reported that she was interviewed by the Orange County Grand Jury, who wanted to insure that the City is in compliance with State-mandated Sexual Harassment laws. She reported that the City of Newport Beach was found in complete compliance.

She also expressed her appreciation to former Chairperson Dunlap for his service and direction to her as Civil Service Secretary.

2. Fire Department - Scott Poster, Fire Chief

Chief Poster reported an incident where swimmers were trapped in a cave by "Inspiration Point" (Ocean Boulevard and Heliotrope Avenue). He informed the Board that Firefighters made successful rescues and worked well with the Police Department. He also commented on the "Hotshot"

crew tragedy in Arizona and noted the bravery and great sacrifice by the 19 firefighters who were killed.

An additional day-car ambulance was put in operation today, including two paramedics, making available four total operating ambulances in the City for the summer. He reported working with the Police Department in a Fourth of July action plan including an additional engine and staffing.

He announced an upcoming Fire Captain's Academy and training, addressed completion of probation of firefighters and the status of firefighters currently completing their paramedic training.

The City's Junior Lifeguard Program has increased in participation and has some upcoming events, including the Junior Lifeguard Team Competition and Junior Lifeguard graduation. Additionally, he announced a symposium presented by "Project Wipeout" on July 10, 2013, bringing focus to spinal injuries. He reported that on June 26, 2013, Newport Lifeguards held their annual blood drive and noted contributions by City employees and the public. He addressed fire safety services, pyrotechnics training and displays, weed abatement, hazard reductions and field modification efforts.

Fire Chief Poster commented on fire shelters and reported that they are made to withstand a tremendous amount of heat. He added that fire staff completed RT130 training, which consists of practicing for wild fires and explained the process in relation to wind and changes in wind. He reported that staff is being prepared to be more sensitive to those situations.

### 3. Police Department - Dennis Birch, Police Lieutenant

Police Lieutenant Birch addressed the retirement of two Police Officers and wished them success in their retirement. He presented crime statistics through June 24, 2013, including comparisons from last year's statistics.

He announced the participation and help of the Orange County Mounted Unit for the Fourth of July events. He addressed the Teen Academy and presented details of plans for the Fourth of July including the participation of various agencies.

Discussion followed regarding plans by the Police Department to deal with "hotspots" during the Fourth of July and the possibility of producing videos of the event. It was noted that presently, production of videos is contracted outside of the department.

Board Member Allen stated that she is looking forward to next month's report regarding the Fourth of July celebrations and events. She commented on prior Fourth of July taskforces and commented positively on the efforts of bicycle and mounted Officers.

**10) 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 a Speak Up Newport meeting Wednesday, July 10, 2013, at 5:30 PM, in the Civic Center Community Room. She invited the public and staff to attend.

**11) ADJOURNMENT**

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:41PM.

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Maiqual Talbot, Chairperson  
Civil Service Board 2013/2014