



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.



Maiqual Talbot, Chairperson
Civil Service Board 2013/2014