



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

**Council Chambers – 100 Civic Center Drive, Newport Beach, 92660  
Monday, September 9, 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 August 5, 2013 – Waive reading subject Minutes, approve as written and order filed.

**6) CURRENT BUSINESS**

A. SCHEDULE DATE OF TERMINATION APPEAL HEARING (CIVIL SERVICE EMPLOYEE) – Terri L. Cassidy, Secretary to the Board and Deputy City Manager/Human Resources Director

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

**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, August 5, 2013**  
**REGULAR MEETING**  
**5:00 PM**

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

Chairperson Maiqual Talbot called the meeting to order at 5:00 PM.

**2) ROLL CALL**

**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  
Crystal Marie Luna, Human Resources Department Assistant

Ms. Luna noted that all Board Members were present.

**3) FLAG SALUTE – Led by Board Member Dunlap**

**4) 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.

**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.**

Board Member Coulter made a Motion to waive reading of the July 1, 2013, Meeting Minutes, approve as written and ordered filed. The Motion was seconded by Board Member Logan. It was approved 5 Ayes, 0 No.

## 6) CURRENT BUSINESS

### A. ORAL REPORTS

#### 1. July 4th in Newport Beach Report – Fire/Police Department

Ms. Cassidy reported that the Fire and Police Department representatives will provide their July 4 Holiday reports separately, provided under Items No. 3 and 4 of the agenda.

#### 2. Human Resources/City-Wide - Terri L. Cassidy, Secretary to the Board and Deputy City Manager/Human Resources Director, reported:

- Department Assistant Crystal Luna may be filling in for Ms. Ramirez at next month's meeting of the Civil Service Board.
- She and HR/RM Administrator Lauren Farley taught part of the Fire Captain's Academy last month and presented components related to Human Resources and the Civil Service Board.
- Library Services Director Cynthia Cowell announced her retirement, and Ms. Cassidy encouraged Members to provide ideas for recruitment of the next Library Services Director.
- HR Staff has been working on the Classification and Compensation Study and a briefing can be provided to the Board, if interested, at an upcoming meeting.
- September meeting falls on Labor Day and recommended adjourning to the regular meeting to be held on Monday, September 9, 2013.

Board Member Allen made a Motion to adjourn to the next regular meeting on September 9, 2013. The Motion was seconded by Board Member Dunlap. It was approved 5 Ayes, 0 No.

HR/RM Administrator Lauren Farley gave an update on the Employee Performance Evaluation (EPE) revision. She reported that a convened committee of department representatives is reviewing the final draft and will make comments and suggestions which will then be reviewed by management. Staff will continue to work with the various departments on issues related to their specific needs. She reported that the five basic categories are set and training will be scheduled shortly.

In response to Board Member Allen's inquiry, Ms. Cassidy reported that a briefing will be provided to the Board on the Classification and Compensation Study. She explained that the EPE revision is a separate project with a separate contract but that when all classifications are

changed, each employee will need to be evaluated. She offered to provide updates as directed by the Board.

Members of the Board indicated their preference to be provided with updates on both the Classification and Compensation Study and the EPE revision.

3. Fire Department - Scott Poster, Fire Chief, reported:

- After distributing copies of the Fire Department's newsletter including statistics regarding the 4th of July, he added that Lifeguards had over 10,000 actions and the Fire Department had 89 full responses over two days. He addressed attendance over the holiday, the fireworks shows and illegal fireworks. He reported that the Fire Department will be working with the Police Department to improve confiscation procedures for next year's event.
- Five of the seven candidates, who participated in the Fire Captain Academy, will be promoted and presented with assignments shortly.
- The Fire Department's EMS system's reports are now electronic - 65,265 preventative actions, 1,613 rescues, 2,861 medical aids and 2,282,900 beach visitors.
- The 2013 Junior Lifeguard Program is coming to an end and addressed participants and accomplishments and upcoming events, including graduation.

Discussion followed regarding possible EOC exercises in the future.

4. Police Department - Dennis Birch, Police Lieutenant, reported:

- A promotional ceremony for two Police Sergeants and the appointment of a new Community Services Officer will be held Thursday, August 15, 2013, in the Police Auditorium.
- The events of July 4 increased in mobile and flexible response profiles, fewer outside agency assistance, increases in motorcycle and bicycle Officers. He presented details of the plan and reported no street closures and addressed barricades and reduced enforcement costs. He reported 124 arrests, over 530 citations and one Loud & Unruly Gathering Ordinance (LUGO) violation. He reported receiving positive feedback from the community and addressed improvements planned for next year's event.

Discussion followed regarding generators and large light stands used as contingencies if needed. It was noted that they were not used this year.

Lieutenant Birch reported expecting larger crowds on Seashore and related vehicle traffic and keeping it open in the future. He addressed fixed-post road closures, reduced personnel and increased effectiveness of the available personnel. He reported that the flexibility built into the system allowed the Department to respond more effectively than in the past.

**7) 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 Dunlap announced that Tim Hetheron from the Library Resources provided a presentation recently to the Balboa Island Association, which was well-received.

**8) ADJOURNMENT**

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:48 PM to the next regular meeting of the Civic Service Board on Monday, September 9, 2013.

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Maiqual Talbot, Chairperson  
Civil Service Board 2013/2014