



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

**Council Chambers – 100 Civic Center Drive, Newport Beach, 92660  
Monday, October 7, 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

### ***Legal Advisor to the Board:***

Roy Clarke, Attorney, Richards Watson Gershon

- 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 September 9, 2013 – Waive reading subject Minutes, approve as written and order filed.

**6) CURRENT BUSINESS**

**A. STATUS REPORT AND SCHEDULE DATE FOR PRE-HEARING MOTION IN CONFIDENTIAL TERMINATION APPEAL OF CIVIL SERVICE EMPLOYEE – Roy Clarke, Attorney and Legal Advisor to the Board, and Terri L. Cassidy, Deputy City Manager/Human Resources Director and Secretary to the Board**

**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, September 9, 2013**  
**REGULAR MEETING**  
**5:00 PM**

**1) CALL REGULAR MEETING TO ORDER**

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

Ms. Ramirez announced that all Board Members were present; however, Human Resources Supervisor Rebecca Redyk would serve as the Acting Secretary to the Board with HR/RM Administrator Lauren Farley in attendance as well. Deputy City Manager and Secretary to the Board Terri Cassidy had an excused absence.

**3) FLAG SALUTE – Led by Vice Chair Coulter**

**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.

Newport Beach Resident Jim Mosher suggested the Board direct staff to post audio recordings of the Civil Service Board meetings on the internet immediately following the conclusion of the meeting. He also suggested to make a greater effort to encourage other City employees, not just the speakers, to attend the meetings.

The Public Comments portion of the meeting was closed.

**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.**

Regarding the August 5, 2013, Meeting Minutes, item seven, Mr. Mosher suggested changing “Library Resources” to “Library Services” following Tim Hetherton’s name.

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

**6) CURRENT BUSINESS**

**A. ORAL REPORTS**

**1. SCHEDULE DATE OF TERMINATION APPEAL HEARING FOR A CIVIL SERVICE EMPLOYEE**

Assistant City Attorney Leonie Mulvihill informed the Board that an appeal of termination, from a Civil Service Employee, was filed with the Secretary to the Board.

Ms. Mulvihill asked for this item to be tabled to the October 7, 2013, Regular Civil Service Board meeting, when all parties may be present.

For the record, Vice Chair Coulter announced he will be unavailable October 11 – 16; Board Member Logan will be out of the Country October 21 – November 16; and all other Board Members were available the month of October.

Attorney for the Appellant Howard A. Lieberman, Silver Hadden Silver Wexler & Levine, addressed the Board and informed them that he requested a Motion to Stay, in anticipation of litigation.

Ms. Mulvihill reiterated that, depending on discussions, the hearing or the hearing on Motion to Stay will be scheduled at the October 7 meeting, when all necessary parties are present.

## 2. ORAL REPORTS

- a. Human Resources – Rebecca Redyk, Human Resources Supervisor and Acting Secretary to the Board, reported:

The City is undergoing a city-wide classification and compensation study, with the exception of safety personnel, and Human Resources, along with Fox Lawson & Associates, Classification and Compensation Consultant, held informational meetings for employees following the distribution of written notifications of new job allocations. There were six meetings total, four opportunities at the Civic Center and two offsite - held at the Corporate Yard. Employees used that time to ask questions and learn about the study, and all sessions were well-attended.

Board Member Logan asked if employee representatives were involved in the process.

Ms. Redyk informed the Board that the Bargaining Unit representatives were well-informed and aware of the classification and compensation study, with many showing their support of the process.

The City of Newport Beach is currently holding recruitments for Library Services and Recreation & Senior Services positions.

A Police Sergeant promotional recruitment opened today and will close in two weeks.

The Recruitment staff members are contacting eligible Firefighter candidates to begin the background process.

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

- The Fire and Lifeguard Appreciation Dinner is scheduled for Thursday, September 19, 2013, 5:30 pm, at the Newport Dunes. Three awards will be presented 1) Fire Paramedic Adam Novak will be presented with the Firefighter of the Year Award 2) Lifeguard Officer Gary Conwell will receive the Safety Officer of the Year, and 3) Lifeguard III Mark Herman will be given the Seasonal Lifeguard of the Year Award.
- Seasonal Lifeguard Alys Williams went to Volos, Greece, as a member of the United States Junior National Women's Water Polo Team and represented the USA in the 10<sup>th</sup> FINA Women's Junior Water Polo Championship, August 19 – 25, 2013. The United States was undefeated and brought home the gold. Alys was hired as a Lifeguard Cadet in 2010 and Lifeguard I in 2012.

- On Tuesday, September 17, the Fire Department will hold an Evacuation Drill for employees at the Civic Center, beginning at 10:00 am.
- The Department has extended their plan review hours for customers, with over 75 plan reviews last month.
- Several Community Disaster Preparedness presentations will be conducted community-wide by the Life Safety Services Division.
- Saturday, September 14, the 5<sup>th</sup> annual Disaster Preparedness Expo will be held at the Newport Beach Central Library, 10:00 am – 2:00 pm.
- Tuesday, September 24, 2013, marks the first Tuesday/Thursday CERT (Community Emergency Response Team) classes at Station 7 (Santa Ana Heights).
- An outside firm was hired to teach Fire Department staff members how to write and better document EMS (Emergency Medical Services) reports.
- The Department is preparing for the annual Susan G Komen - Race for the Cure held at Fashion Island Sunday, September 22. The Fire Department has been authorized by the City Manager to officially refer to the month of October as "Pinktober," which will hopefully help bring awareness to breast cancer.
- September 1, a 55-foot Sea Ray boat lost power in the fog and hit the Balboa Pier. Seven Lifeguards responded to the accident and saved 13 people from the vessel.
- Friday, August 9, marked the commencement of the Junior Lifeguard, Summer 2013, program.

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

- Detectives arrested a man in connection with the homicide of a woman earlier this month. The investigation is ongoing.
- Part one crimes are up only 1%, which is down 6.9% from two months ago.
- The Police Department will hold a Swearing in Ceremony at the Police Auditorium Monday, September 16, to swear in Lateral Police Officer Kevin Monsoor and Lateral Police Dispatcher Kristen Hoyer.
- The Police Department is partnering with the Human Resources Department for the Police Sergeant Promotional recruitment and developing the tests for the process.
- The Department is in the beginning phases to update their CADR system, which is a mass Computer-Aided Dispatch

Records management system and is the Department's operations software, including 911 calls, mapping, dispatching, and records management. The system is expected to go live the first week of March 2014.

- National Night Out was a successful event with 700 community members attending a drug and crime awareness presentation.

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

The next Speak Up Newport (SUN) meeting will be held Wednesday, September 11, 2013, 5:30 pm, in the Civic Center Community Room. The topic will be *Disaster Preparedness - What You Need to Know* and will include a tour of the new Emergency Operations Center in City Hall.

**8) ADJOURNMENT**

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:32 PM to the next regular meeting of the Civic Service Board on Monday, October 7, 2013.

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Maiqual Talbot, Chairperson  
Civil Service Board 2013/2014