

**CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES**  
**Council Chambers – 100 Civil Center Drive**  
**Monday, October 7, 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 Human Resources Director

**Legal Advisor to the Board:**

Roy Clarke, Attorney, Richard Watson Gershon

It was noted that all Board Members were present.

**3) FLAG SALUTE – Vice Chairperson 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. 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 September 9, 2013 – Waive reading subject Minutes, approve as written and order filed.**

Vice Chairperson Coulter made a Motion to waive reading the September 9, 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. 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**

Ms. Cassidy introduced the item and deferred to Attorney and Legal Advisor to the Board Roy Clarke.

Mr. Clarke explained the matter and stated that because it is a confidential appeal, staff is not able to identify the party involved or discuss the circumstances at this time. He reported there is a Motion that has been made that needs to be discussed by the Board and he has been working with the Chair to schedule the matter. Mr. Clarke explained that the Motion to Stay request should be considered prior to scheduling the appeal hearing and recommended that the Board consider the Motion at the November 4, 2013, Civil Service Board Regular Meeting. He reported that prior to the meeting; he will assemble all of the relevant documents and prepare a summary to distribute to Board Members the week before the meeting when the motion will be considered. Once that date and time are established, he will work with the Chair to establish procedures and notice the matter.

It was noted that Board Member Logan will not be present at that meeting.

Discussion followed regarding the date and time of the meeting and availability of a meeting room that would ensure confidentiality. A request was made that Legal Counsel provide its legal opinion and recommendations at the time of the meeting.

Staff was directed to schedule the meeting for Monday, November 4, 2013, at 4:30 PM, by consensus of the Board.

Ms. Cassidy reported that Mr. Clarke advised having a court reporter present for that matter and that her office will make the arrangements. She added that she will follow up regarding "privatizing" the room for increased confidentiality.

**B. ORAL REPORTS**

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

Ms. Cassidy apologized for not being available last month noting that she had a labor relations matter that required her attention.

She reported that the City is proceeding with the Classification and Compensation study noting that the Police Department has requested additional, separate meetings with their

employees that she and City Manager Dave Kiff will be facilitating at the Police Department to respond to questions. This item, as well as the new Employee Performance Evaluation system, will be presented to the Board at an upcoming meeting.

With the retirement of Library Services Director Cynthia Cowell, a nationwide search for a new Library Director is being conducted by Teri Black & Company. In addition, a link will be set up on the Library's website asking for community input.

Human Resources has been working on the Police Sergeant promotional exam and background processing of Police Recruit and Firefighter (11) candidates.

Ms. Cassidy reported that the City is currently conducting open enrollment in conjunction with the Affordable Care Act in relation to part-time employees.

Last week, the City Manager held an off-site, team building workshop with Department Heads.

Discussion followed regarding improvements in employee performance evaluations. Ms. Cassidy addressed the new evaluation forms and noted that some departments have had a myriad of activity including the Refuse issue. It was noted that some departments have zero delinquencies.

Ms. Cassidy reported that Mickey Dunlap, a Costa Mesa Police Department volunteer and Board Member, made the front page of the Daily Pilot. She expressed her congratulations to Board Member Dunlap.

## **2. Fire Department - Scott Poster, Fire Chief**

Fire Chief Scott Poster reported on the recent Firefighter Memorial Day event as well as an open house at Fire Station 7, Santa Ana Heights. He noted the attendance of Council and Board Members and commented positively on the event.

Members of the Board commented positively on the open house event.

He added that Firefighters are wearing pink shirts under their uniforms in respect to Breast Cancer Awareness Month.

In Fire Operations, probationary Firefighters are preparing for a promotional exam on October 29 and 30, 2013, and three (3) Firefighters will be attending paramedic training in January. In addition, Firefighters will be receiving water-survival training that will be taught by the Lifeguards.

Chief Poster reported that Seasonal Lifeguard Dispatcher Jack Turner was recently selected by the California Surf Life Saving Association (CSLSA) as one of two representatives for 2014 Lifeguard Exchange in Auckland, New Zealand.

He discussed the upcoming remodel of Lifeguard Headquarters; CERT Volunteer Karen Tringali and Life Safety Specialist II Matt Brisbois went to Washington, D.C. for a National Award presented to the City's CERT team; completion of a City-wide evacuation drill and the Fifth Annual Disaster Preparedness Expo hosted by the Fire Department on September 14, 2013.

Discussion followed regarding the relevancy of water-safety training for Firefighters and plans for the location of operations during the Lifeguard Headquarters remodeling. It was noted that operations will be moved to the old Human Resources trailer at the former City Hall campus. There will be some type of operation at the pier as well.

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

Police Lieutenant Dennis Birch presented a report on Police Department operations, including participation by Newport Beach Police Officers in the recent Memorial, honoring Laguna Beach Police Officer John Couche.

The Department's SWAT Team served search warrants on persons involved in a large drug-trafficking case. In addition, he reported that Officers Schuster and Jarema responded to a call of a woman not breathing and officers performed life-saving measures until the Fire Department arrived. He added that the woman survived as a result.

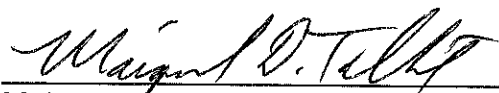
Lt. Birch reported that two recruits are now in the Sherriff's Academy. He added that a Sergeant's promotional test is scheduled for October 29, 2013.

### **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 Allen announced that Speak Up Newport is holding a forum on the issue of outsourcing Refuse service on Wednesday, October 9, 2013, at 5:30 PM in the Community Room. Council Members Daigle and Petros will be speaking at the event. She invited the public to attend.

### **8) ADJOURNMENT**

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:32 PM to a Regular meeting of the Civic Service Board on November 4, 2013.

  
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Maigual Talbot, Chairperson  
Civil Service Board 2013/2014