

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES
Council Chambers – 100 Civic Center Drive
Monday, May 5, 2014
REGULAR MEETING
5:00 PM

I. CALL REGULAR MEETING TO ORDER

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

II. ROLL CALL

Civil Service Board Members:

Maiqual Talbot, Chairperson

Douglas Coulter, Vice Chairperson

Debra Allen, Board Member – Absent (excused)

James "Mickey" Dunlap, Board Member

Hugh Logan, Board Member

Staff Members:

Terri L. Cassidy, Deputy City Manager/HR Director/Secretary to the Board – Absent (excused)

Lauren F. Farley, Human Resources/Risk Management Administrator and Acting Secretary to the Board

Jason Guyser, Assistant City Attorney

Jyll Ramirez, Administrative Specialist to the Deputy City Manager

Ms. Ramirez reported that all Board Members were present with the exception of Board Member Allen, who had an excused absence.

III. FLAG SALUTE – Board Member Dunlap

IV. PUBLIC COMMENTS

The notice was read by Administrative Specialist to the Deputy City Manager Jyll Ramirez.

Interested parties were invited to address the Board at this time.

Jim Mosher, Newport Beach Resident, requested that the Board Members share their opinions with the City Council pertaining to audio recordings of the Civil Service Board Meetings and the City's Records Management policy.

V. CONSENT CALENDAR

A. APPROVAL OF MEETING MINUTES

APPROVE MINUTES FOR THE APRIL 7, 2014, REGULAR MEETING.

Waive reading of subject Minutes, approve as written, and order filed.

Board Member Dunlap made a Motion to waive reading the April 7, 2014, Meeting Minutes, approve as written, and ordered filed. The Motion was seconded by Board Member Coulter. It was approved 3 Ayes, 0 No, 1 Abstain (Logan, who was absent at the April 7, 2014, Regular Meeting).

VI. CURRENT BUSINESS

A. UPDATE AND POSSIBLE ACTION TO SET CLOSED HEARING DATES FOR TERMINATION APPEAL (CIVIL SERVICE, SWORN POLICE EMPLOYEE)

With regard to hearing dates, Assistant City Attorney Jason Guyser confirmed the availability of the Board Members for September 26, 29, and 30 and October 16 and 17, 2014. Assistant City Attorney Guyser requested those dates be set by vote.

Board Member Dunlap made a Motion confirming the Board's availability for the five dates for the closed hearing. The Motion was seconded by Board Member Logan. It was approved 4 Ayes, 0 No.

B. ORAL REPORTS

1. HUMAN RESOURCES MATTERS – Lauren Farley, HR/RM Administrator

Ms. Farley reported that Tyler Enterprises will hold a Munis Kick-Off Orientation meeting to start a three-year project for the City's new Enterprise Resource Plan (ERP) Tuesday, May 14, 2014. Munis is modernized software, used by many other government entities, which will allow and enable departments to improve the way we do business. Human Resources Supervisor Sheri Anderson and Deputy Finance Director Steve Montano will be Co-Project Managers for the duration of the training and implementation. There are several other teams, comprised of staff members, established to help the process run smoothly.

Dave Curtis was hired to fill the Library Services Manager position, which was vacated with the promotion of Library Services Director Tim Hetheron. Mr. Curtis will start with the City Monday, May 19, 2014.

The Employee Appreciation Luncheon and Service Awards Ceremony is scheduled for Thursday, June 12, 2014, and Board Members are invited to attend.

2. FIRE DEPARTMENT MATTERS – Scott Poster, Fire Chief

Fire Chief Scott Poster reported that his team is preparing a newsletter to inform the Board Members of Fire Department current events/information every three months.

He also reported that one Fire Paramedic Intern graduated from the Enhanced Paramedic Program and three new Fire Paramedic Interns will start the program this week.

He further provided a report on the Joint Water Rescue Survival training being held by the Lifeguards and the 4th of July Incident Action Plan, which is being developed with the Police Department.

He reported that on April 30, 2014, a five-acre fire was quickly contained and that day was the busiest day on record for radio traffic in Orange County with regard to public safety.

Chief Poster reported that Wildland training will take place in May and four (4) new fire engines are being outfitted.

With regard to Emergency Medical Services (EMS), he reported the Fire Paramedic program application is being revised and the recent measles outbreak is controlled.

The Fire Chief further reported that he anticipated Lifeguard Dispatch to move into their new facility by May 23, 2014. Additionally, on April 29, 2014, a lifeguard rescued eight people from a riptide, and, on May 1, 2014, Lifeguards began enforcing the no surfing "blackball" areas at The Wedge.

He announced that Life Safety Services has been installing Automated External Defibrillator (AED) devices throughout the City. Finally, the Fire Department hosted a Community Emergency Response Training (CERT) drill, which was the most complex CERT exercise the City has performed, Saturday, April 26, 2014.

3. POLICE DEPARTMENT MATTERS – Jonathan Stafford, Police Support Services Administrator

Police Support Services Administrator Jonathan Stafford reported that April was Distracted Driving Month, and the Police Department wrote 491 citations. He stated that this week is National Correction Officers week and invited the Board Members to stop by the Police Department to take a tour. He further reported that a female Police Custody Officer has received an offer letter from Human Resources, and she is the first female Custody Officer hired in 15 years. Additionally, twenty (20) other prospective employees are in background checks, and an Animal Control Officer candidate has been selected. Mr. Stafford reported that a bank robbery had taken place, the prior Saturday, and the accused is currently in custody.

Board Member Logan commended Police Support Services Administrator Stafford on the hiring of female employees.

VII. 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 Logan reminded everyone of Speak Up Newport next Wednesday, May 14, which will focus on the Sculpture Exhibition at the Civic Center.

VIII. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:25 p.m.

The agenda for the Regular Meeting was posted on May 1, 2014, before 5:00 p.m., on the City's website, public counter in the Human Resources Department (Bay A2) and in the Meeting Agenda Binder located in the entrance of the City Council Chambers at 100 Civic Center Drive.



Jyll C. Ramirez, Administrative Specialist
to the Deputy City Manager

Minutes approved by:



Maigual Talbot, Chairperson
Civil Service Board 2013/2014