

**CIVIL SERVICE BOARD  
MEETING MINUTES**



**DATE:** August 2, 2010  
5:00 p.m. – 5:14 p.m.

**BOARD:** Hugh Logan, Chairperson  
Debra Allen, Vice Chairperson  
Doug Coulter, Board Member  
James "Mickey" Dunlap, Board Member  
Maiqual "Mike" Talbot, Board Member

**STAFF:** Terri L. Cassidy, Human Resources Director/Secretary to the Board  
David R. Hunt, City Attorney  
Jyll C. Ramirez, Administrative Assistant to the HR Director

**1. FLAG SALUTE**

The Pledge of Allegiance was led by Board Member Talbot.

**2. ROLL CALL**

All Board Members were present.

**3. APPROVAL OF JULY 12, 2010 CIVIL SERVICE BOARD MEETING MINUTES**

A Motion was made by Board Member Coulter to approve the July 12, 2010 Civil Service Board Minutes. Board Member Dunlap seconded the Motion. It was approved 5 Ayes, 0 No.

**4. MONTHLY REPORT FROM THE SECRETARY TO THE BOARD**

Terri L. Cassidy, Human Resources Director and Secretary to the Board, reported the following matters:

- The Fire Chief recruitment closed Sunday, August 1, 2010. Oral interviews will be held in the near future.
- At the request of Chair Logan, Ms. Cassidy clarified the difference between roles of individuals who serve as both Department and Union

Representatives. She explained that often times, in the audience, there are members of the Police Management (PMA), Fire Management (FMA), Firefighters (FFA), Police (PA) or Lifeguard Management (LMA) Associations, and these individuals typically serve the City in two capacities; as a department representative (at the behest of their Chief) and as an Association representative. The Board will be able to distinguish which role the individual is representing by what he/she is wearing. If the spokesperson comes before the Board wearing their uniform, they are generally representing an issue on behalf of the department. However, if they come before the Board in their civilian clothes or Association shirt, they are typically representing their Association. That is important for the Board to understand and respect the official capacity of their representation.

Ms. Cassidy offered that if the Board requests, we can do more training on this matter.

Vice Chair Allen used a hypothetical scenario for clarification and wanted to know if it was acceptable for an individual wearing his/her uniform to state/speak to the Board on behalf of the Union.

Mr. Hunt explained that it was technically acceptable and usually approved through the chain of command first; however, he felt that typically they would be uncomfortable and generally want to separate their two activities.

Ms. Cassidy provided the Board with CPER Guides on Labor Relations, and pointed out a section that discusses Civil Service versus Union protection, which clarifies the differences for their information.

**5. DISCUSSION OF SEPTEMBER 2010 MEETING DATE – DUE TO THE LABOR DAY HOLIDAY, MONDAY, SEPTEMBER 6, 2010**

The Board Members discussed their options amongst themselves and with staff. A Motion was made by Board Member Dunlap to hold the September 2010 Civil Service Board meeting on Monday, September 13, 2010. Board Member Coulter seconded the Motion. It was approved 5 Ayes, 0 No.

**6. REQUEST APPROVAL TO OPEN THE COMMUNITY SERVICES OFFICER RECRUITMENT (OPEN/PROMOTIONAL)**

Chair Logan suggested a Motion combining agenda items six (6) and seven (7).

The Motion was made by Board Member Coulter to combine agenda items six (6) and seven (7). Board Member Dunlap seconded the Motion. It was approved 5 Ayes, 0 No.

A Motion was made by Board Member Dunlap to approve opening the Community Services Officer and Police Dispatcher (entry-level and lateral) recruitments. Board Member Coulter seconded the Motion. It was approved 5 Ayes, 0 No.

## **7. REQUEST APPROVAL TO OPEN THE POLICE DISPATCHER (ENTRY-LEVEL AND LATERAL) RECRUITMENT (OPEN/PROMOTIONAL)**

See discussion for item six (6).

## **8. STATUS REPORTS**

### **a. FIRE DEPARTMENT**

Fire Division Chief Ralph Restadius gave the status report for the Fire Department:

- The Fire Department promoted two Battalion Chiefs, Jeff Boyles and Todd Knipp, who began their new assignments July 31, 2010.
- One engine deployed Friday, July 30, 2010, as a Mutual Aid Strick Team, to the fires in Palmdale. The Strick Team was there for two and a half days and did structural protection. The strike team safely returned to Newport Beach Sunday, August 1, 2010.
- Chief Parker finished interviewing Firefighter candidates, and they are now in the background process of the recruitment. The Fire Department has approval to hire eight (8) new Firefighters.
- Thursday, July 29, 2010, the Lifeguards, including City Manager Dave Kiff, participated in the "Monster Mile" race, which is a combination of running and swimming. This year, the ocean water was approximately 55 degrees; and therefore, the decision was made to shorten the swimming portion for safety concerns.

### **b. POLICE DEPARTMENT**

Captain Gazsi delivered the Police Department's status report to the Board:

Recruitment Update

- With the Board's approval of agenda items six (6) and seven (7), the Police Department will begin recruiting for Community Services Officer and Police Dispatcher tomorrow, with testing to be held later in the month.

Points of Interest

- Police Chief Johnson recently hired Police Recruit Officers Alex Maslin, David Seriega and Joseph DeJulio. They will begin the Orange County Sheriff's Academy August 16, 2010.
- Police Recruit Robert Hufford and Ricardo Adame are in week 18 at the Orange County Sheriff's Academy and expected to graduate September 2, 2010.

Backgrounds in Progress

- 1 – Lateral Police Officer
- 2 – Police Dispatcher
- 1 – Crime Scene Investigator

**9. BOARD MEMBER COMMENTS**

None.

**10. ITEMS FOR FUTURE AGENDAS**

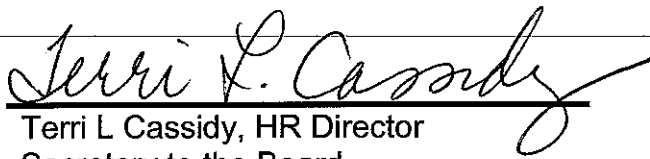
None

**11. PUBLIC COMMENTS**

None

**12. ADJOURNMENT**

The Civil Service Board meeting adjourned at 5:14 PM.

  
Terri L Cassidy, HR Director  
Secretary to the Board