

**CIVIL SERVICE BOARD  
MEETING MINUTES**



DATE: November 1, 2010  
5:00 p.m. – 6:21 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 Cassidy, HR Director  
David R. Hunt, City Attorney  
Jyll C. Ramirez, Administrative Assistant to the HR Director

**1. FLAG SALUTE**

Board Member Dunlap led the Pledge of Allegiance.

**2. ROLL CALL**

Board Member Allen was absent (excused). All other Board Members were present.

**3. APPROVAL OF OCTOBER 4, 2010 CIVIL SERVICE BOARD MEETING MINUTES**

A Motion was made by Board Member Coulter to approve the October 4, 2010 Civil Service Board Minutes. Board Member Talbot seconded the Motion. It was approved 3 Ayes, 0 No, 1 Abstain (Dunlap, due to absence 10/04/10).

**4. TRAINING IN APPEAL PROCESSES AND HEARINGS**

The City Attorney's Office simulated a disciplinary hearing as a training tool for the Civil Service Board.

**5. MONTHLY REPORT FROM THE SECRETARY**

HR Director Terri Cassidy delivered the monthly report to the Civil Service Board:

**a. Revision to Police Dispatcher Eligibility List**

There is a slight revision to the Police Dispatcher Eligibility List approved at the October 4, 2010 CSB meeting, due to a clerical error. There is no impact to the candidates or Police Department.

**b. Organizational Changes**

The City is going through restructuring transformations. The first change is the merger of the former Utilities and General Services Departments into one unit called the Municipal Operation Department (MOD). In addition, the Building and Planning Departments have joined creating the Community Development Department. Interim Community Development Director Joel Fick will be serving this group for the next six months. More changes will be forthcoming and these will be shared with the Board.

**c. EPE Analysis**

The City continues to go through significant changes, especially this last quarter. At the request of City Manager Dave Kiff, Ms. Cassidy and HR Analyst Maggie Williams-Dalgart are looking at the process to discover areas needing improvement. Earlier today, Mr. Kiff facilitated an Executive Management retreat where he discussed meaningful performance evaluations their importance as valuable tools.

Ms. Cassidy notified the Board that the City Council approved a Holiday Closure, from Friday, December 24, 2010, through Friday, December 31, 2010, for the City Hall campus and select off-site employees, excluding Police and Fire Safety personnel, at the October 26 meeting. Last year, the Holiday Closure proved to be minimally disruptive to the public and a cost savings to the City.

**6. STATUS REPORTS**

**a. FIRE DEPARTMENT**

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

- The Fire Department conducted a City-wide Emergency Operation Center (EOC) drill Thursday, October 28, at the Police Department.
- Seven recruits have successfully completed their background check and are going through the Academy.
- Saturday, October 30, the Fire Department was dispatched to a structure fire, no fatalities.

**b. POLICE DEPARTMENT**

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

Recruitment Update

- October 23, the Police Department conducted a Physical Agility Test for 21 Lateral Police Officers, all passed and oral interviews were held October 26 and 27.
- The Police Department anticipates 330 applicants for the Police Custody Officer applicants at the December 4 testing held at the Orange County Sheriff's facility.

Points of Interest

- Police Recruit Officers Alex Maslin, David Seriega and Joseph DeJulio are in week 11 at the Orange County Sheriff's Academy. They are still ranked in the top three of their class.
- Two Police Dispatchers attended the Senior Police Dispatcher oral exam October 21.

Recruitment Background

- Currently in the background process is two Police Dispatchers and two Community Services Officers. With Board approval, the Police Department will begin the background for the Lateral Police Officers the first week of November.

**7. REQUEST TO APPROVE THE REVISED ELIGIBILITY LIST FOR POLICE DISPATCHER**

Chairperson Logan asked for a Motion to combine items 7, 8 and 9 in one Motion and for items 12 and 14 to be combined in one Motion.

\*A Motion was made by Board Member Coulter to combine items 7, 8 and 9 into one Motion and 12 and 14 into one Motion. Board Member Dunlap seconded the Motion. It was approved 4 Ayes, 0 No.

A Motion was made by Board Member Coulter to approve the Eligibility Lists for Police Dispatcher, Senior, Lateral Police Officer and Lifeguard Battalion Chief. Board Member Talbot seconded the Motion. It was approved 4 Ayes, 0 No.

**8. REQUEST TO APPROVE THE PROMOTIONAL POLICE DISPATCHER, SENIOR ELIGIBILITY LIST**

\* See item number 7

**9. REQUEST TO APPROVE THE LATERAL POLICE OFFICER ELIGIBILITY LIST**

\* See item number 7

**10. REQUEST TO APPROVE THE PROMOTIONAL LIFEGUARD BATTALION CHIEF ELIGIBILITY LIST**

A Motion was made by Board Member Dunlap to approve the promotional Lifeguard Battalion Chief eligibility list. Board Member Coulter seconded the Motion. It was approved 4 Ayes, 0 No.

**11. REQUEST TO APPROVE THE REVISED FIRE PARAMEDIC JOB SPECIFICATION**

A Motion was made by Board Member Coulter to approve the revised Fire Paramedic job specification. Board Member Dunlap seconded the Motion. It was approved 4 Ayes, 0 No.

**12. REQUEST TO OPEN THE RECRUITMENT FOR FIRE PARAMEDIC**

Chairperson Logan asked for a Motion to combine items 12 and 14 in one Motion. \*See item number 7 for the Motion to combine items 12 and 14.

A Motion was made by Board Member Coulter to approve opening the recruitments for Fire Paramedic and Fire Facilities & Equipment Coordinator. Board Member Dunlap seconded the Motion. It was approved 4 Ayes, 0 No.

**13. REQUEST TO APPROVE THE FIRE FACILITIES & EQUIPMENT COORDINATOR JOB SPECIFICATION**

HR Director Terri Cassidy informed the Board this position is coming before them because through the City wide assessment it was recommended that a sworn position be changed to a civilian position. This position is important, so the Fire Department, Fire Management and Fire Associations sat down and came to consensus on the recommended action. We considered the expertise that is needed to make sure the important tasks are handled for the floor personnel. Consensus was reached.

Hugh Logan questioned that it will be civilian even though it requires fire expertise

Ms. Cassidy said there is a certain level of expertise needed in terms of understanding fire suppression and appropriate facilities and equipment, but it is not necessary to have a sworn safety officer. Sworn personnel need to be deployed to their primary duty, protecting life and property, but this position doesn't need that to be successful.

Fire Chief Parker agreed with Ms. Cassidy's analysis.

A Motion was made by Board Member Talbot to approve the Fire Facilities & Equipment Coordinator job specification. Board Member Dunlap seconded the Motion. It was approved 4 Ayes, 0 No.

**14. REQUEST TO OPEN THE RECRUITMENT FOR FIRE FACILITIES & EQUIPMENT COORDINATOR**

\*See item number 12.

**15. BOARD MEMBER COMMENTS**

Board Member Coulter was impressed with the Police Department's improvement regarding employee performance evaluations and asked Captain Gazsi to let Chief Johnson know that the Board recognizes his efforts and is appreciative.

Board Member Talbot complimented the Fire Department for running a thorough, professional EOC training. He thought it was an exceptional exercise. Chairperson Logan included the Police Department and echoed the same sentiments about their professionalism during the EOC training.

**16. ITEMS FOR FUTURE AGENDAS**

Ms. Cassidy informed the Board that two unsuccessful candidates for Firefighter positions have indicated they will exercise their right to appeal under the current Civil Service Rules. Those two appeals could be heard during the December 6, 2010 Civil Service Board meeting. Each appeal should take approximately 15 minutes and appropriate documentation will be included in the packets distributed to the Board Members the week before the meeting.

Mr. Hunt added it will be the Board's determination if the appointing authority abused the candidates' rights by not selecting them for employment.

In addition to the Firefighter candidate appeals, Ms. Cassidy notified the Board a non-Civil Service employee is appealing his termination. She requested that the Board Members bring their calendars for January 2011 to the next Civil Service Board meeting.

**17. PUBLIC COMMENTS**

None

**18. ADJOURNMENT**

The Civil Service Board meeting adjourned at 6:21 PM.



Terri Cassidy  
Terri Cassidy, HR Director  
Secretary to the Board