



## **CIVIL SERVICE BOARD MEETING MINUTES**

**DATE:** Monday, May 7, 2012  
5:00 PM, Regular Meeting

**BOARD:** Debra Allen, Chairperson  
James "Mickey" Dunlap, Vice Chairperson  
Doug Coulter, Board Member  
Hugh Logan, Board Member  
M.D. Talbot, Board Member

**STAFF:** Lauren Farley, Acting HR Director and Secretary to the Board  
Leonie Mulvihill, Assistant City Attorney  
Jyll Ramirez, Administrative Assistant to the HR Director

### **1. REGULAR MEETING CALLED TO ORDER – 5:00 PM**

Chair Allen called the regular meeting to order.

### **2. ROLL CALL**

- Ms. Ramirez announced that all Board Members were present.
- Assistant City Attorney Leonie Mulvihill was present for legal matters and will be the primary legal counsel assigned to the Board.

### **3. THE PLEDGE OF ALLEGIANCE**

The flag salute was led by Board Member Logan.

### **4. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

There were no public comments.

### **5. APPROVAL OF MINUTES**

A Motion was made by Board Member Coulter to approve the April 2, 2012 Meeting Minutes with no corrections. Vice Chair Dunlap seconded the Motion. It was approved 5 Ayes, 0 No.

## 6. CURRENT BUSINESS

### A. Oral Reports

1. Secretary's Report – Lauren Farley, Acting HR Director and Secretary to the Board, reported:

- a) An Appeal of Termination Hearing for a Non-Civil Service Employee needs to be scheduled by the Board. The one-day hearing was scheduled for Thursday, July 12, 2012, from 9:00 am – 5:00 pm, in the City Council Chambers. Ms. Farley will follow up with Roy Clarke, Richards|Watson|Gershon, who is the Board's outside legal counsel.
- b) The Appeal of Termination Hearing for a Civil Service Employee is still scheduled for June 5, 6, and 7 (2012). Board Member Coulter reminded staff that June 5 is Election Day and Chair Allen asked staff to secure a confidential location since the Council Chambers Lobby is used all day for voting.

Board Member Coulter asked for a status update on the new Performance Evaluation System. Ms. Farley informed the Board that a strategic plan is being created and will be reviewed by Assistant City Manager Dana Smith.

2. Fire Department's Report – Scott Poster, Fire Chief, reported:

- a. The Fire Department hosted a Pancake Breakfast, April 21, 2012, at Fire Station 7, to celebrate the *next* 100 years of the Fire Department, which began April 18, 2012.
- b. As part of the Fire Department Reorganization, three divisions have been combined – Fire Operations, Marine Operations, and Life Safety Services. In addition, the Battalion Chiefs have transferred to other divisions and a new Training Chief has been placed in Fire Administration to help with the training schedule.



- c. Twenty-eight (28) Lifeguard Trainees began their 100-hour Basic Lifeguard Academy Wednesday, April 18, 2012. The final testing day is scheduled for Sunday, May 20, 2012. The successful candidates will become either Tower Lifeguards or Lifeguard Cadets to provide safety to the Junior Lifeguard program.
- d. The average number of daily visitors to Newport Beach over the month-long Spring Break period is 20,000.
- e. The Fire Departments Statistics from March 23 – April 30 are:
  - i. Fatalities – 0
  - ii. Rescues – 36 (17 Surf/19 Rip)
  - iii. Prevents – 2807 Wet/1457 Dry
  - iv. Medical Aid – 429
  - v. Public Assistances – 10,556
  - vi. Surf Warnings – 80
  - vii. Total Attendance – 750,300
- f. In preparation for the Wildland Season, units from Costa Mesa, Newport Beach and Laguna are meeting at the Big Canyon Reservoir to set up incident command and progressive hose-lay simulations for a three-acre fire.
- g. Friday, May 4, 2012, Newport Beach Firefighters responded to a residential structure fire on 15th Street in Newport Beach. The structure was equipped with a smoke detector and fire sprinklers, which allowed the residents to escape safely.
- h. More than 2,400 runners participated in the eighth annual Orange County Marathon. The Fire Department created an Incident Action Plan and deployed extra resources to cover Newport Beach. There was only one race-related dispatch in Newport Beach; however, Costa Mesa received 13 race-related dispatch calls.

- i. On April 26, the Life Safety Services Division hosted an Earthquake and Tsunami Awareness Workshop at the Oasis Senior Center. The two-hour event, facilitated by Community Preparedness Coordinator, Matt Brisbois, was open to all Newport Beach residents. There were 65 participants in attendance.
  - j. The Fire Department hosted a Radio Basics class for 30 CERT Communicators Thursday, May 3, 2012. Some topics covered were radio protocol, techniques on how to program radios, and proper radio etiquette.
3. Introduction of New Assistant Fire Chief Kevin Kitch – Scott Poster, Fire Chief
- a. Assistant Chief Kitch started with the City of Newport Beach April 23, 2012 – he will be leading the Life Safety Services Division.
4. Police Department's Report – Jon Lewis, Police Lieutenant, reported:
- a. In preparation for the Orange County Marathon, which brought in thousands of visitors to the City, the Police Department, in conjunction with the Fire Department, organized a detailed plan so the event would run smoothly. The Police Department deployed 55 sworn Police Officers, which included Newport Beach and California Highway Patrol, to control traffic. In addition, the Department had assistance with traffic control and along the marathon route from their volunteers; non-sworn, civilian employees; and Explorers.
  - b. May 12, 2012 - Lateral Police Officer testing will be held at the Orange County Sheriff's Academy
  - c. This week, there will be two, full days of Entry-Level Police Officer testing.

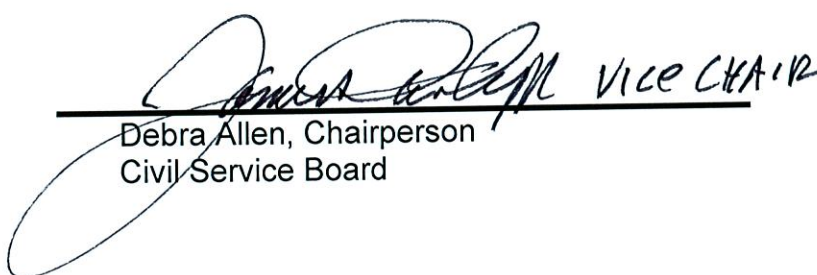
- d. The Police Department is scheduled to have a Swearing-In Ceremony for three Police Officer Candidates and one Community Services Officer, Monday, May 21, 2012, at 9:00 am, in the Police Auditorium.
- e. The Orange County Sheriff's Academy is holding a few spots open for the Police Department. One Police Recruit has already begun the Academy.

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

None

**8. ADJOURNMENT**

The meeting adjourned at 5:28 pm.

  
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Debra Allen, Chairperson  
Civil Service Board

VICE CHAIR