

# CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

Council Chambers  
100 Civic Center Drive  
Monday, October 3, 2022  
Regular Meeting  
5:00 p.m.

## I. CALL MEETING TO ORDER

Chair Howard Herzog called the meeting to order at 5:00 p.m.

## II. ROLL CALL

### Civil Service Board Members:

Howard Herzog, Chair  
Sharon Wood, Vice Chair  
Paul Meyer, Board Member  
Brian Moore, Board Member  
Mike Talbot, Board Member

### Staff Members:

Barbara J. Salvini, Human Resources Director  
Aaron Harp, City Attorney  
Angie Madsen, Administrative Assistant to the Human Resources Director

## III. FLAG SALUTE – Board Member Brian Moore

## IV. VICE CHAIR ELECTIONS FOR 2022/2023

Chair Herzog nominated to keep current Chair and Vice Chair positions until next elections in July 2023.

Motion made by Board Member Meyer, seconded by Board Member Moore, to close nominations. Motion carried 5-0-0-0.

AYES: Herzog, Wood, Meyer, Moore Talbot

NOES: None

ABSTAIN: None

ABSENT: None

Chair Herzog and Vice Chair Wood were unanimously reelected Chair and Vice Chair of the Civil Service Board.

## V. PUBLIC COMMENTS

Jim Mosher pointed out corrections to the May 2, 2022 minutes. Item VI.2.A should indicate OASIS Senior Center and on VI.2.C the word "graduate" should be replaced with "graduated."

Mr. Mosher inquired on employee MOU cost of living increases and the possibility of setting automatic salary increases based on the cost of living.

Mr. Mosher asked for clarification from the police department or human resources during their oral report regarding the reason police officers are leaving Newport Beach and if the police department is currently understaffed due to pay and/or retirements.

In reply to Mr. Mosher's question, Vice Chair Wood indicated the Civil Service Board does not oversee labor negotiations and believed his question regarding cost of living pay increases would be better suited for City Council.

## VI. CONSENT CALENDAR

### 1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

#### A. APPROVAL OF MINUTES FOR THE MAY 2, 2022, REGULAR MEETING

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

**Motion** made by Board Member Moore seconded by Vice Chair Wood to approve the Minutes, as amended, for the May 2, 2022, regular meeting as amended. Motion carried 5-0-0-0.

AYES: Herzog, Wood, Meyer, Moore Talbot  
NOES: None  
ABSTAIN: None  
ABSENT: None

## VII. CURRENT BUSINESS

### 2. ORAL REPORTS

#### A. CITY-WIDE AND HUMAN RESOURCES MATTERS – Barbara J. Salvini, Human Resources Director

Human Resources Director Barbara Salvini reported:

- Employee Service Awards will be held on Thursday, October 13, 2022 at 12:00 p.m. on the Civic Center Lawn.
- Welcomed new Administrative Assistant to the Human Resources Director Angie Madsen
- Lifeguard Captain Jon Mitchell retired on October 5, 2022, after 35 years of service.
- Open Recruitments
  - Full-Time: Assistant Planner, Engineer Plan Check – Associate / Civil / Senior, Maintenance Worker I/II, Police Officer - Lateral, Principle Civil Engineer – Building (Deputy Building Official), Senior Management Analyst (Public Works)
  - Part-Time: Code Enforcement Officer I, Intern - Utilities, Library Page, Literacy Coordinator, Police Cadet, Pool Swim Instructor Trainee, Recreation Leader, Senior Fiscal Clerk (Business Licensing), Senior Recreation Leader
  - Opening 10/06/22: Police Lieutenant

- COVID Statistics
  - Last update on COVID data was in March 2022
  - Positive COVID Cases
    - Firefighters 93
    - Lifeguards 48
    - Fire Non-Sworn 7
    - Police Sworn 85
    - Police Non-Sworn 36
    - All other Department 243
    - Total Positive Cases 512
- HR Director Salvini shared a Labor Update PowerPoint presentation.

**B. FIRE DEPARTMENT MATTERS – Justin Carr, Assistant Fire Chief**

Assistant Fire Chief Justin Carr reported:

- Lifeguards
  - September Statistics
    - 10,085 Preventative Actions
    - 435 Rescues
    - 46 Medical Aids
  - September 27, 2022 was the groundbreaking ceremony for the new Junior Lifeguard building. Construction is expected to be completed in May 2023
  - Captains John Moore and Jon Mitchell retired this summer
- Fire
  - Administrative Manager Mary Locey retired in August after 25 years with the City.
  - After holding an internal recruitment, Raymund Reyes was selected to replace Mary Locey.
- Operations
  - With rising temperatures in September wildfires broke out throughout the state. One Engine from Station 3 was deployed to Orange County as part of a strike team taking part in structure defense
  - Three individuals were sent for two weeks to the Mountain Fire and Fairview Fire in the roles of Field Observer, Heavy Equipment Boss, and Communications Supervisor
  - The annual Fire and Lifeguard Appreciation dinner was held a few weeks ago
  - In 2020, the process of a standards of coverage study began and had been delayed approximately two years due to COVID. Results of the study were received last week and three days were spent working on a strategic plan
  - The Newport Beach Fire Department (NBFD) took delivery of two new Type I Fire Engines, one Type III Fire Engine, and three new ambulances
  - Six probationary Firefighters and Firefighter Paramedics are approximately half way done with their first year and all are doing well

- Recently two new Fire Captains have been promoted due to an unforeseen resignation and retirement

In response to Board Member Talbot's question, Assistant Fire Chief Justin Carr indicated the fire station located near the library will continue to operate even with the new Peninsula Fire Station.

In reply to Chair Herzog's inquiry, Assistant Fire Chief Justin Carr stated there has not been an increase in laterals inquiring to move/apply to Nbfd, although a few individuals with experience in other departments have inquired.

**C. POLICE DEPARTMENT MATTERS – Jonathan Stafford, Deputy Director of Police Services**

Deputy Director Jonathan Stafford reported:

- Summer was a busy season for the Newport Beach Police Department
- Currently working on implementing body-worn cameras (BWC) department-wide.
  - Newport Beach Police Department (NBPD) has 4 officer BWC's assigned to the Peninsula Enforcement Team (PET) team and the Homeless Liaison Officer.
- Hiring/Training Update
  - Two Police Officers left the department in September
  - One Recruit is in the Academy and progressing well
  - One Recruit is in the Pre-Academy
  - Recruit and Lateral interviews were successful and several candidates have moved forward
  - Field Training Officer (FTO) Program
    - Six academy graduates and two laterals have recently completed training and are working on their own in patrol
  - Two Dispatchers have been hired and are in training, progressing well
  - Five Community Service Officer (CSO) candidates have been hired since the last Civil Service Board meeting
  - One more CSO is in the final stages of background
- Calls For Service
  - May to September 2022, there were 45,790 Computer Automated Dispatch (CAD) events, compared to 44,906 CAD events in May to September 2021,
- Part 1 Crimes for 2022
  - Reported Crime is up through September 27, 2022
  - Property Crime is up 86 crimes
    - Continues to be driven by a large increase in Theft/Larceny, increased by 83 crimes
    - Violent Crime is up nine crimes year-to-date
      - Driven entirely by robbery, increased by 20 crimes
      - The three other categories are down 11 crimes
    - Total Part 1 Crime is up 95 crimes
      - Through May 1, 2022, crime is up 73 crimes

In reply to Chair Herzog's question, Deputy Director Stafford indicated the Newport Beach Police Department does not receive lateral applications from urban police forces, lieutenants, captains and/or detectives first class. Generally, tattoos are not a factor in the hiring process but they cannot be visible while in uniform.

In response to Board Member Moore's inquiry, Deputy Director Stafford stated the police department is requesting 150 body-worn cameras and they will be issued to all sworn officers and animal control officers.

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

None.

**IX. ADJOURNMENT**

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:37 p.m.

The agenda for the Regular Meeting was posted on Thursday, September 29, 2022, 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.

Prepared by:

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Angie Madsen, Administrative Assistant to the Human Resources Director  
City of Newport Beach

Approved by:

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Howard Herzog, Chair  
Civil Service Board 2022/2023