

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

Council Chambers
100 Civic Center Drive
Monday, March 6, 2023
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 - absent
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. PUBLIC COMMENTS

None.

V. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE FEBRUARY 6, 2023, REGULAR MEETING

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

Motion made by Board Member Moore and seconded by Board Member Meyer to approve the Minutes for the February 6, 2023, regular meeting. Motion carried 4-0-0-1.

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

VI. CURRENT BUSINESS

2. ORAL REPORTS

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

Human Resources Director, Barbara J. Salvini reported:

- The 50th Annual Police Appreciation Breakfast will be held March 17, 2023, at 7:15 a.m. at VEA Newport Beach
- The annual Ackerman Scholarship Program will be opening at the end of March with \$5,000 available to selected recipients. Historically, the scholarships have been split between seven scholarship recipients
- Police Officer Garrett Fitzgerald will be retiring in March 2023 after serving over 17 years with the police department
- Open Recruitments
 - Full Time: Department Assistant – Public Works and Human Resources, Firefighter Paramedic, IT Analyst, Junior Engineer, Park Patrol Officer, Permit Counter Supervisor, Police Custody Officer, Police Dispatcher, Police Officer – Lateral, Police Officer Recruit & Academy Graduation/Academy Enrolled, Principal Civil Engineer – Transportation, Senior Fiscal Clerk, Utilities Specialist
 - Part Time: Fiscal Clerk, Harbor Services Worker/Lead Harbor Services Worker, Intern – Multiple Departments, IT Technician (GIS), Library Page, Maintenance Aide, Pool Swim Instructor, Recreation Leader/Senior Recreation Leader, Senior Services Shuttle Driver
 - Upcoming Openings: Management Fellow, Senior Budget Analyst/Budget Analyst, Fire Marshal
 - Interviews This Week: Principal Civil Engineer – Transportation, Community Services Officer, Police Sergeant, Library Manager, Public Works Technical Aide

In response to Chair Herzog's comment, Human Resources Director Barbara J. Salvini stated that she would contact the recreation department to gather more information regarding the new scholarship program offered through OASIS Senior Center.

In reply to Chair Herzog's question, Human Resources Director Barbara J. Salvini explained the Management Fellow position as being a position for someone who recently earned their Master's Degree in Public Administration, or a related field, and has interest in working in local government. This person learns about the inner workings of a city government, with a limited term of 12 months.

In response to Board Member Moore's inquiry, Human Resources Director Barbara J. Salvini reported that Human Resources is in the process of training the newly hired specialist in recruitment, with expectations of a current recruitment specialist to be fully devoted to the police department recruitments by April 2023.

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

Assistant Fire Chief, Justin Carr reported:

- Lifeguards
 - Public Contacts: 452
 - Preventative Actions: 111
 - Rescues: 3
 - First Aids: 7
 - 47 lifeguard candidates have been invited to attend the 2023 Basic Lifeguard Academy
 - Lifeguards attended a multi-agency Regional SCUBA Dive and Missing Swimmer training hosted by Laguna Beach Lifeguards

- Fire Operations
 - Five probationary Firefighter Paramedics completed their one-year probationary period
 - Three probationary Firefighter Paramedics began on the floor
 - Sixteen Firefighter Paramedic candidates were invited to the swim test held on Friday, March 3, 2023
 - The Training Division hosted an Engineer Academy in anticipation of the upcoming Engineer Test
 - An Engineer Exam was held last week with four candidates passing for four available positions
 - New CERT classes are being offered in several formats over the coming year
 - Station Five in Corona Del Mar hosted a reunion celebrating a life that was saved with the citizen's entire family visiting the station to meet the crew that reported to the call for service

In response to Board Member Talbot's inquiry, Assistant Fire Chief Justin Carr stated the Fire Operations 101 invitations have been sent out for April 15, 2023.

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

Deputy Director of Police Services, Jonathan Stafford reported:

- The 50th Annual Police Appreciation Breakfast will be held on March 17, 2023

- On Sunday, March 5, 2023, the Newport Beach Police Department hosted a Major Active Shooter Response Training at a vacant movie theater in Irvine with over 125 participants and role players

- NBPD attended the reunion hosted by Newport Beach Fire Department, that celebrated the life saved with combined efforts from both the police and fire departments

- Awards and Recognition

- Homeless Liaison Officer Cynthia Carter was selected to receive a Hero with a Heart Award from the Trauma Intervention Program of Orange County
- Station Officer Kim Kerr received the Property Officer of the Year award for the Orange County Chapter of the California Association for Property
- Police Officer Connor Miller has been nominated for an American Red Cross Orange County Heroes award
- Sergeant promotions are in progress with an update to come later this week
- Senior Community Services Officer and Senior Crime Scene Investigator positions are upcoming
- Hiring/Training Update
 - Three Lateral Police Officers have job offers and will start soon, in final stages of medical/clearance
 - One recruit is in the Academy
 - One recruit is in the pre-Academy
 - Two Academy graduates and one Lateral are in training
- In February 2023, Computer Automated Dispatch (CAD) events totaled 7,346 compared to 6,820 CAD events in February 2022

In response to Board Member Moore's question, Deputy Director of Police Services, Jonathan Stafford explained the social media post was likely from the NBPD Major Active Shooter Response Training that took place the weekend prior

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

VIII. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:21 p.m.

The agenda for the Regular Meeting was posted on Thursday, March 2, 2023, 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:

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

Approved by:

Howard Herzog, Chair
Civil Service Board 2022/2023

DRAFT