



# CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

City Council Chambers - 100 Civic Center Drive, Newport Beach

Monday, May 1, 2023 - 5:00 PM

**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  
Marissa Sur, Human Resources Manager  
Aaron Harp, City Attorney  
Angela Madsen, Administrative Assistant to the Human Resources Director

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The Civil Service Board meeting is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Civil Service Board agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Board and items not on the agenda but are within the subject matter jurisdiction of the Civil Service Board. The Chair may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

The City of Newport Beach's goal is to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact Barbara Salvini, Human Resources Director, at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 644-3256 or [bsalvini@newportbeachca.gov](mailto:bsalvini@newportbeachca.gov).

Questions and comments may be submitted in writing for the Civil Service Board's consideration by sending them to [hr@newportbeachca.gov](mailto:hr@newportbeachca.gov). To give the Civil Service Board adequate time to review your questions and comments, please submit your written comments no later than 5 p.m. the day prior to the Civil Service Board meeting. All correspondence will be made part of the record.

**NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT**

Any presentation requiring the use of the City of Newport Beach's equipment must be submitted to the Human Resources Department twenty-four (24) hours prior to the scheduled meeting.

**I. CALL MEETING TO ORDER**

**II. ROLL CALL**

**III. FLAG SALUTE**

**IV. PUBLIC COMMENTS**

*Public comments are invited on agenda and non-agenda items generally considered to be within the subject matter jurisdiction of the Civil Service Board. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Civil Service Board has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them to the silent mode.*

**V. CONSENT CALENDAR**

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

**A. APPROVAL OF MINUTES FOR THE APRIL 3, 2023, REGULAR MEETING**

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

[File: CSB Minutes of 04-03-2023](#)

**VI. CURRENT BUSINESS**

**2. ORAL REPORTS**

**A. CITY-WIDE AND HUMAN RESOURCES MATTERS** – Marissa Sur, Human Resources Manager

**B. FIRE DEPARTMENT MATTERS** – Philip Puhek, Training Battalion Chief

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

**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**

# CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

Council Chambers  
100 Civic Center Drive  
Monday, April 3, 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  
Paul Meyer, Board Member - Absent  
Brian Moore, Board Member  
Mike Talbot, Board Member

### Staff Members:

Barbara J. Salvini, Human Resources Director  
Marissa Sur, Human Resources Manager  
Jeremy Jung, Deputy City Attorney  
Angie Madsen, Administrative Assistant to the HR Director

## III. FLAG SALUTE – Board Member Moore

## IV. PUBLIC COMMENTS

None.

## V. CONSENT CALENDAR

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

#### A. APPROVAL OF MINUTES FOR THE MARCH 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 Talbot to approve the Minutes as amended for the March 6, 2023, regular meeting. Motion carried 4-0-0-1.

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

## VI. CURRENT BUSINESS

### 2. ORAL REPORTS

**A. CITY-WIDE AND HUMAN RESOURCES MATTERS – Marissa Sur, Human Resources Manager**

Human Resources Manager Marissa Sur reported:

- Acting Department Assistant Rachel Weigand will assume the full-time Department Assistant position beginning April 8, 2023
- After 11 years of service, Police Sergeant Robert Bennett will be retiring in April 2023
- Open Recruitments
  - Full Time: Department Assistant, Firefighter Paramedic, IT Analyst, Park Patrol Officer (FT/PT), Planning Technician/Assistant, Planner/Associate Planner, Police Community Services Officer (FT/PT), Police Crime Scene Investigator/Senior Investigator, Police Dispatcher (FT/PT), Police Officer Recruit and Lateral, Principal Civil Engineer – Transportation, Senior Budget Analyst, Senior Fiscal Clerk, Utilities Specialist (FT/PT)
  - Part Time: Harbor Services Worker/Lead Harbor Services Worker, Intern – Multiple Departments, Library Page, Maintenance Aide, Management Fellow, Paralegal, Police Cadet, Pool Swim Instructor Trainee, Public Works Technical Aide, Recreation Leader and Senior Recreation Leader, Senior Services Shuttle Driver
- Newport Beach Police Department will hold a Promotional Ceremony on April 17, 2023, at 10:00 a.m. in the Civic Center Community Room with no reservation necessary to attend
- Newport Beach Police Department will also hold a Swearing-In Ceremony on April 18, 2023, at 10:00 a.m. in the Police Department's Auditorium with no reservation necessary to attend

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

Assistant Fire Chief Justin Carr reported:

- Lifeguards
  - 498 Public Contacts
  - 256 Preventative Actions
  - 2 Rescues
  - 19 First Aids
  - 47 Lifeguard candidates have been invited to attend the 2023 Basic Lifeguard Academy
  - Junior Lifeguards team wrapped up the 2023 swim test tryouts with 1,480 out of 1,595 candidates passing

- Lifeguard Chief Brian O'Rourke gave a presentation to City Council celebrating the 100-year centennial anniversary
- Fire Operations
  - Three probationary Firefighter Paramedics began on the floor
  - Ten Firefighter Paramedic candidates began background checks
  - Annual Wildland training has started
  - Training continues on the new Type III Wildland firefighting apparatus
  - James Gillespie has been promoted to Fire Marshal
  - Community Emergency Response Team (CERT) Coordinator Josh Leith did a great job composing the schedule with the first CERT classes held last week
  - Newport Beach Fire Department will be hosting the 6th Edition of Fire Ops 101 on April 15, 2023

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

Deputy Director of Police Services Jonathan Stafford reported:

- Joe Cartwright has been selected by the City Manager as the new Chief of Police
- The new animal shelter is near completion with a ribbon-cutting ceremony to be held on Thursday, May 25, 2023, at 4:00 p.m.
- Promotions
  - Three Sergeant promotions have been announced
  - Senior Community Services Officer (CSO) and Senior Police Dispatcher promotions have been announced
  - A Promotional Ceremony is scheduled for Monday, April 17, 2023, at 10:00 a.m. in the Community Room
- Hiring/Training Updates
  - A Swearing-in Ceremony for several CSOs and Laterals will be held on Tuesday, April 18, 2023, at 10:00 a.m.
  - Two laterals have started working and one other has a start date set for April 15, 2023
- Academy Recruits and Laterals
  - One Recruit is in the Academy with two weeks left
  - Two Recruits are in the pre-Academy and will begin the full Academy Monday, April 10, 2023
- The Field Training Officer Program has two Academy graduates and two Laterals in training, with one Lateral in his last week
- In March 2023, Computer Aided Dispatch (CAD) events totaled 8,078 compared to 7,880 CAD events in March 2022

**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**

Moment of Silence held in remembrance of David Grant.

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:18 p.m.

The agenda for the Regular Meeting was posted on Thursday, March 30, 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:

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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