



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

City Council Chambers - 100 Civic Center Drive, Newport Beach

Wednesday, September 6, 2023 - 5:00 PM

Civil Service Board Members:

Sharon Wood, Chair
Howard Herzog, Vice Chair
Laura Cowie, Board Member
Paul Meyer, Board Member
Brian Moore, Board Member

Staff Members:

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

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.

Questions and comments may be submitted in writing for the Civil Service Board's consideration by sending them to 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 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 in the silent mode.

V. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE JULY 10, 2023, REGULAR MEETING

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

[File: CSB Minutes of 07-10-2023](#)

VI. CURRENT BUSINESS

2. PRESENTATION OF RECOGNITION OF SERVICE FOR OUTGOING BOARD MEMBER MAIQUAL TALBOT

3. ORAL REPORTS

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

B. FIRE DEPARTMENT MATTERS - Nicholas Stocks, Fire 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, July 10, 2023
Special 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
Laura Cowie, Board Member
Paul Meyer, Board Member
Brian Moore, Board Member

Staff Members:

Barbara J. Salvini, Human Resources Director
Aaron Harp, City Attorney
Tawny DeAnda, Administrative Assistant to the HR Director

III. FLAG SALUTE – Board Member Laura Cowie

IV. CHAIR/VICE CHAIR ELECTIONS FOR 2023/2024

Chair Herzog nominated Vice Chair Wood for the seat of Chair.

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

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

Vice Chair Wood was unanimously elected Chair of the Civil Service Board.

Board Member Moore nominated Chair Herzog for the office of Vice Chair.

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

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

Chair Herzog was unanimously elected Vice Chair of the Civil Service Board.

V. PUBLIC COMMENTS

None.

VI. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE JUNE 5, 2023, REGULAR MEETING

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

Motion made by Board Member Moore and seconded by Board Member Meyer to approve the Minutes as amended for the June 5, 2023, regular meeting. Motion carried 4-0-1-0.

AYES: Herzog, Meyer, Moore, Wood
NOES: None
ABSTAIN: Cowie
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:

- Welcomes Laura Cowie to the Civil Service Board who has been a Newport Beach resident for 18 years.
- Alan Rivera is the new Management Fellow for the City Manager's Office
- Tawny DeAnda is the new Administrative Assistant to the Human Resources Director
- Employee Training Opportunities
 - Adobe Acrobat for Beginners training will be offered Tuesday, August 1, 2023
 - Presentations Skills/Public Speaking sessions will be offered on Tuesday, July 18, 2023
- Open Recruitment
 - Full Time: Budget Analyst, Electrical & Instrumentation Specialist, Engineer Plan Check – Associate, Civil or Senior, IT Analyst, Junior

Engineer/Associate Civil Engineer – FT/PT, Librarian III, Maintenance Worker I/II, Permit Technician I/II, Planning Technician/Assistant Planner/Associate Planner, Purchasing & Contracts Administrator, Senior Fiscal Clerk, Utilities Specialist FT/PT

- Part Time: Code Enforcement Officer – Trainee, Department Assistant, Intern, Library Assistant, Library Clerk I, Library Page, Police Cadet, Public Works Technical Aide, Recreation Leader/Senior Recreation Leader

In response to Chair Wood's comment, Human Resources Director Salvini stated it is a combination of things that contribute to the list of open positions, such as employees leaving for the private sector or other agencies, but the number of vacancies is on the lower end.

Next, Human Resources Director Salvini presented a PowerPoint presentation to the Civil Service Board members on the appointee nomination process.

In answer to Board Member Moore's question, Human Resources Director Salvini shared that the nomination process moved quickly this year because of the timing between the City Clerk's initial notice there were open Board, Commission, and Committee positions; the receipt of applications for those positions, including Civil Service Board; the need for the Civil Service Board to make a nomination of three persons to the City Council pursuant to Charter Section 710; and, finally, the City Council's consideration of the nominees and appointment of a person to the Board. In previous years, a subcommittee was selected for the nominee process, primarily because there were more than three nominees, and this year there were only three nominees.

In reply to Chair Wood's inquiry about the timing for the formation of a subcommittee, City Attorney Aaron Harp stated there is no way to anticipate the number of nominees and the need to create a subcommittee prior to the receipt of applications. One option could be for the Civil Service Board to form a subcommittee in March to review applicants if there are more than three applicants and provide alternative direction if there end up being three or less applicants.

In response to Chair Wood's question, Board Member Meyer shared that the Board would have to decide whether to rank nominees or not, which could affect the decision on creating a subcommittee.

In answer to Chair Wood's inquiry, Human Resources Director Salvini stated that, going forward, the appointing of nominees will be a part of the March agenda, in the applicable year, to give the CSB time to prepare.

In response to Chair Wood's suggestion, Human Resources Director Salvini stated the PowerPoint Presentation can be added to the Board Member's notebooks for further guidance in the future.

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

Assistant Fire Chief Justin Carr reported:

- Lifeguards
 - June statistics

- 9,016 public contacts
 - 10 reunited families
 - 57 boat assists
 - 6,402 preventive actions
 - 222 first aids
 - 74 stingray wounds
 - 419 public assists
 - 272 code enforcement
 - 968 surfer warnings
 - 183 rescues
 - 31 medical aids
 - 269 animal warnings
 - Junior Lifeguards began on June 20, 2023, with 1,416 participants
 - Assistant Chief of Lifeguards Brian O'Rourke was a finalist for the 2023 Dorothy Palen Award
 - Rookie Lifeguard Makena Dobbs recognized a 3-person rescue while closing her tower
 - Captains Gavin Wright and Clay Rinker completed helicopter operations training with Huntington Beach at HB1
 - Project Wipeout took place on June 21, 2023, with approximately 70 lifeguards in attendance
 - Three unit certification classes were held with 27 lifeguards receiving training
 - Ben Carlson Day was July 6, 2023, in honor of our fallen lifeguard Ben Carlson
- Fire Operations
 - Statistics
 - 17 fires
 - 10 hazardous conditions
 - 712 EMS calls
 - 234 service calls
 - Badge Pinning Ceremony was a success
 - Five Firefighter/Paramedics are in the background process with a potential start date in August 2023
 - Additional recruitments are in process with hopes of hiring between five to nine more Firefighter/Paramedics
 - Newport Beach Fire Department received approval for an additional paramedic ambulance, which brings the total to four ambulances
 - Designs began for Fire Station 1, which will be similar to Fire Station 5 as a combination fire station and library
 - Training continues on Type III Wildland Engine
 - Battalion Chief McDonough created an Active Shooter Tactical Worksheet to assist officers in prioritizing needs should this situation be encountered
 - Work continues with the IT department on the plans to convert all fire alerting systems to a new product
 - Fourth of July was extremely busy this year and statistics will be available at the August meeting

In answer to Board Member Moore's inquiry, Assistant Fire Chief Carr stated there were approximately 1,700 applicants for Junior Lifeguards this year.

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

Deputy Director Jonathan Stafford reported:

- Fourth of July was relatively uneventful this year, with 33 arrests and 817 Computer Automated Dispatch (CAD) events
- A Promotional Ceremony was held this morning, July 10, 2023, for one Deputy Chief, one Lieutenant, one Sergeant, one Crime Scene Investigator Supervisor, one Custody Officer, two part-time Community Service Officers, one Records Supervisor, and one Dispatch Supervisor
- On June 26 and 27, 2023, Active Shooter Training was conducted with 50 officers going through more than 100 evolutions
- Hiring/Training Update
 - One Lateral resigned after seven weeks
 - Three Laterals are in the background process
 - Four Recruits are in the Academy
 - Two other Recruits are in pre-Academy
 - Two Academy graduates are in training and progressing well
 - One Lateral is now working solo
- In June 2023, CAD events totaled 9,056, a small increase over 9,013 CAD events in November 2021.

In reply to Chair Wood's inquiry, Deputy Director Stafford shared the Newport Beach Police Department (NBPD) does move the locations for the Active Shooter Training.

In response to Board Member Meyer's question, Deputy Director Stafford said school districts have the responsibility to provide training for active shooter situations that the NBPD participates in, along with school resource officers also speaking to various groups and administrators to further educate about active shooter procedures.

In answer to Board Member Cowie's inquiry, Deputy Director Stafford stated all NBPD employees are required to work the Fourth of July holiday, working 12-hour shifts. He stated Police Dispatch is a difficult position and retention can be challenging.

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 5:35 p.m.

The agenda for the Special Meeting was posted on Thursday, July 6, 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:

Tawny DeAnda, Administrative Assistant to the Human Resources Director
City of Newport Beach

Approved by:

Sharon Wood, Chair
Civil Service Board 2023/2024

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