



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

City Council Chambers - 100 Civic Center Drive, Newport Beach

Monday, October 2, 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 SEPTEMBER 6, 2023, REGULAR MEETING

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

[CSB Minutes of 09-06-2023](#)

VI. CURRENT BUSINESS

2. ORAL REPORTS

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

B. FIRE DEPARTMENT MATTERS - Justin Carr, Assistant Fire 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
Wednesday, September 6, 2023
Regular Meeting
5:00 p.m.

I. CALL MEETING TO ORDER

Chair Sharon Wood called the meeting to order at 5:00 p.m.

II. ROLL CALL

Civil Service Board Members:

Sharon Wood, Chair
Howard Herzog, Vice Chair
Laura Cowie, Board Member - Absent
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 – Vice Chair Howard Herzog

IV. PUBLIC COMMENTS

None.

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 amended and order filed.

Motion made by Chair Wood and seconded by Vice Chair Herzog to approve the Minutes as amended for the July 10, 2023, regular meeting. Motion carried 4-0-0-1.

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

VI. CURRENT BUSINESS

2. PRESENTATION OF RECOGNITION OF SERVICE FOR MEMBER MAIQUAL TALBOT

The Civil Service Board shared their appreciation for service member Maiqual Talbot.

3. ORAL REPORTS

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

Human Resources Director Barbara Salvini reported:

- Annual Health Fair will be held Wednesday, September 27, 2023, with free flu shots available
- Police Officer Troy Long retired on Tuesday, August 15, 2023, with more than 33 years of service
- Employee Training Opportunities
 - Microsoft PowerPoint training is scheduled for Wednesday, September 20, 2023
 - Microsoft Teams training is scheduled for Thursday October 5, 2023
- Open Recruitment
 - Full Time: Budget Analyst, Electrical & Instrumentation Specialist, Engineer Plan Check – Associate/Civil/Senior, Equipment Mechanic I/II, Firefighter Paramedic, Human Resources Specialist I, IT Analyst (Applications), Maintenance Worker I/II, Planning Technician/Assistant Planner/Associate Planner, Police Officer, Police Officer Recruit & Academy Graduate/Academy Enrolled, Principal Civil Engineer (Deputy Building Official), Purchasing & Contracts Administrator, Recreation Supervisor, Junior Engineer/Associate Civil Engineer (FT/PT), Police Dispatcher (FT/PT), Utilities Specialist (FT/PT)
 - Part Time: Department Assistant, Fire Support Services Aide, Library Assistant, Library Clerk I, Police Cadet, Public Works Technical Aide, Recreation Leader/Senior Recreation Leader

B. FIRE DEPARTMENT MATTERS – Nicholas Stocks, Fire Battalion Chief

Fire Battalion Chief Nicholas Stocks reported:

- Lifeguards
 - August 2023 statistics
 - 6,114 public contacts
 - 135 public assists
 - 14 reunited families
 - 277 code enforcements
 - 28 boat assists
 - 640 surfer warnings
 - 8,026 preventative actions

- 326 rescues
 - 195 first aides
 - 42 medical aides
 - 93 sting ray wounds
 - 62 animal warnings
 - Junior Lifeguard Program ended with a graduation event on August 3, 2023, with 1,419 participants
 - August 6, 2023 marked the centennial for the Newport Beach Lifeguard Service with an event at Balboa Pavilion on August 9, 2023, with 300 people attending
 - Lifeguard operations were part of the City's preparation effort for Tropical Storm Hilary
 - Lifeguards are currently working on recruitment for next year with tryouts scheduled for January 27, 2024
- Fire Operations
 - August 2023 Statistics
 - 1,197 calls for service
 - 26 fires
 - 10 hazardous materials responses
 - 183 miscellaneous calls (variety of calls)
 - 894 Emergency Service Calls (EMS) calls
 - Fire prevention is working on their Ready, Set, Go website to improve information and usability
 - New EMS warehouse at City Yard that will house supplies and improve distribution throughout the eight fire stations
 - County-wide Day of Remembrance Ceremony will take place on Monday, September 11, 2023
 - Fire and Lifeguard Appreciation Dinner will be held on Thursday, September 14, 2023
 - Special Operations Staffing is being created for the Komen Orange County More Than Pink Walk on September 24, 2023
 - Three firefighter/paramedics are finishing probation within the next 60 days
 - Four new firefighter/paramedics just began Firefighter Academy on August 21, 2023

In response to Board Member Moore's question, Fire Battalion Chief Stocks stated Tropical Storm Hilary and the large surf did increase rescues, although the tide was lower, and the swell was not as big as anticipated which helped with potential flooding.

In reply to Chair Wood's inquiry, Fire Battalion Chief Stocks shared that there are a few significant wildfires currently burning in Northern California and the recent rain has helped significantly. As far as southern California, there have been no wildfire occurrences, but the Newport Beach Fire Department is prepared for wildfire season.

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

Deputy Director Jonathan Stafford reported:

- New Recruitment Team

- A new recruitment team was created in August 2023 and is overseen by the Personnel Sergeant
- Composed of 10 sworn members with a particular focus on laterals, veterans, and former college/pro athletes
- It is an ancillary duty intended to provide outreach, attend job fairs, and be a resource for potential candidates
- Hiring/Training Update
 - One veteran police officer will be resigning to change careers
 - One police officer in training has resigned
 - One officer has retired and two more will retire next in October 2023
 - One lateral began work last week
 - Seven laterals are in the background process
 - Two recruits are awaiting start of the Academy with two additional recruits starting in two weeks
 - Two full-time dispatchers began working and are progressing well in training
 - One part-time Community Services Officer (CSO) has started with one additional part-time CSO and one full-time CSO beginning in two weeks
 - Six recruits are in the academy with four at Orange County Sheriff's Academy (OCSA) and two at (Golden West College) GWC
 - One academy graduate from the Field Training Officer (FTO) program is in training and progressing well
- For August 2023, there were 8,949 Computer Automated Dispatch (CAD) events, compared to 9,335 CAD events in August 2022.
- Newport Beach Police Department (NBPD) is still adjusting to the new method of tabulating crime, moving away from the Uniform Crime Reporting (UCR) Part I/Part II type of crime reporting and transitioning to the National Incident-Based Reporting System (NIBRS). Comparison data will be available beginning January 2024

Vice Chair Herzog commended the NBPD mobile meetings that take place on Saturday mornings.

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 5:29 p.m.

The agenda for the Regular Meeting was posted on Thursday, August 31, 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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