



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

City Council Chambers - 100 Civic Center Drive, Newport Beach

Monday, December 4, 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 NOVEMBER 6, 2023, REGULAR MEETING

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

[Draft Minutes of 11-06-2023](#)

VI. CURRENT BUSINESS

2. ORAL REPORTS

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

B. FIRE DEPARTMENT MATTERS - 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, November 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
Paul Meyer, Board Member
Brian Moore, Board Member

Staff Members:

Barbara J. Salvini, Human Resources Director
Tawny DeAnda, 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 OCTOBER 2, 2023, REGULAR MEETING

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

Motion made by Vice Chair Herzog and seconded by Board Member Moore to approve the Minutes for the October 2, 2023, regular meeting. Motion carried 5-0-0-0.

AYES: Cowie, Herzog, Meyer, Moore, Wood

NOES: None

ABSTAIN: None

ABSENT: None

VI. CURRENT BUSINESS

2. DISCUSS AND POSSIBLY TAKE ACTION ON THE 2024 REGULAR CIVIL SERVICE BOARD MEETING DATES CALENDAR

Motion made by Board Member Meyer and seconded by Board Member Moore to approve the 2024 Civil Service Board regular meeting calendar as presented, including the January 2024 and September 2024 regular Civil Service Board meeting dates scheduled for the second Monday of the month on Monday, January 8, 2024 and Monday, September 9, 2024, with the meetings occurring at 5:00 p.m. in the City Council Chambers. Motion carried 5-0-0-0.

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

3. ORAL REPORTS

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

Human Resources Director Barbara J. Salvini reported:

- Directors participated in the 9th Distinguished Citizens Program Class that took place from October 4 through November 1, 2023, with a total of 32 participants
- Amanda Belmonte has been appointed as the new Human Resources Specialist I
- Sarah Rodriguez has been promoted to Human Resources Manager
- After 25 years of service, Executive Assistant to the City Manager Shirley Oborny will be retiring on November 17, 2023
- Employee Training Opportunities
 - Communicating with Tact and Professionalism with two half-day sessions is scheduled for November 16, 2023
- Open Recruitment
 - Full Time: Electrical & Instrumentation Specialist, Engineer Plan Check – Associate/Civil/Senior, Equipment Mechanic I/II, Facilities Maintenance Technician, Finance Manager (Revenue), Firefighter Paramedic, Junior Engineer/Associate Civil Engineer FT/PT, Librarian I, Police Dispatcher FT/PT, Police Officer – Lateral, Police Officer Recruit & Academy Graduate/Academy Enrolled, Utilities Specialist FT/PT
 - Part Time: Fire Support Services Aide, Intern, Lifeguard Trainee, Park Patrol Officer, Recreation Leader/Senior Recreation Leader, Senior Fiscal Clerk

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

Assistant Fire Chief Justin Carr reported:

- Lifeguards
 - Statistics
 - Public Contacts: 1,969
 - Preventative Actions: 2,507
 - Public Assists: 109
 - Rescues: 142
 - First Aids: 82
 - Code Enforcement: 47
 - Medical Aids: 10
 - Boat Assists: 8
 - Stingray Wounds: 34
 - Surfer Warnings: 233
 - Animal Warnings: 36
 - A rescue and trauma demonstration was held for the annual Run for Sharks & Ocean Fair at the Newport Dunes
 - A booth was staffed at the annual Fire Services Day at Fire Station Seven
 - Outreach and water safety presentations were provided for the City's Fostering Interest in Nature (FIIN) program where kids learned about the local ecosystem and water safety
 - The Newport Beach Fire Department (NBFD) assisted the Huntington Beach Airshow and conducted over 100 preventatives and three boat rescues
 - The 2023 Sand Haul Project is underway with lifeguards escorting the large apparatus along the beach
 - The old Junior Lifeguard Trailer was removed from the beach, as construction resumed on the new building which is scheduled to open next spring
 - NBFD hosted a regional field training exercise with lifeguards from State Parks, Huntington Beach City, Laguna Beach and Orange County Lifeguards which focused on rock rescues and mutual aid operators
- Fire Operations
 - Statistics
 - Fires: 28
 - Medical Aid: 759
 - Service Calls: 92
 - HazMat: 13
 - Other: 160
 - Two of the three probationary Firefighter Paramedics completed their final exam and successfully passed; the third should be able to complete the exam in a couple of weeks

- Four new hires completed their seven-week Academy and are currently being evaluated for their 12 shifts before beginning their assignments on the floor
- Six new Firefighter Paramedics will begin another Academy on November 13, 2023
- Brian Mahnken was recently promoted to Captain
- Department Assistant Mitchell Phillips accepted a position as a Fire Investigator for the City of Pasadena
- NBFD hosted the annual Fire Services Day with a pre-covid level crowd of several hundred people attending
- Command staff walked the Pendry hotel to see the upgrades and fire safety equipment
- Last weekend NBFD deployed one Battalion Chief to lead a team of Office of Emergency Services (state-supplied) fire engines out to the Highland Fire in Aguanga, four teams deployed from Orange County in total, and the fire was controlled in about three days

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

Deputy Director of Police Services Jonathan Stafford reported:

- Robbery/Murder Investigation
 - Occurred at 1:30 a.m. on Saturday, September 30, 2023, in the area of 34th Street and Seashore Drive
- Fatal Traffic Collision
 - Occurred on Saturday, September 30, 2023, in the area of MacArthur Boulevard and Bowsprit Drive
 - Newport Beach Police Department (NBPD) is still looking for a person of interest who was in the area at the time
- Hiring/Training Update
 - One new Crime Scene Investigator started
 - One veteran Police Officer will move out of state
 - One Lateral and one part-time Community Services Officer started this month
 - Two Laterals and one Recruit received job offers
 - A few Recruits are in the background process
 - Dispatcher interviews were conducted with four great candidates

- Six Recruits are in Academy training
- Three Academy Graduates and one Lateral are in training
- In October 2023, Computer Automated Dispatch (CAD) events totaled 8,662, a decrease from 9,217 CAD events in October 2022
- National Incident-Based Report System (NIBRS) comparison statistics will be available at the end of January 2024

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 5:20 p.m.

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

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

Approved by:

Sharon Wood, Chair
Civil Service Board 2023/2024