



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

City Council Chambers - 100 Civic Center Drive, Newport Beach

Monday, January 8, 2024 - 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 DECEMBER 4, 2023, REGULAR MEETING

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

[Draft Minutes of 12-04-2023](#)

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
Monday, December 4, 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 - Absent
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. PUBLIC COMMENTS

None.

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.

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

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

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:

- City Council approved the City Manager's recommendation to change the following job titles effective December 2, 2023:
 - Management Assistant to Assistant Management Analyst
 - Human Resources Specialist I to Human Resources Specialist
 - Human Resources Specialist II to Assistant Human Resources Analyst
- New Hires in Human Resources
 - Eleiny Ramirez has been welcomed as a full time Human Resources Specialist
 - Temporary employee, Alondra Cruz has been welcomed as a full time Office Assistant
- Retirements
 - Police Officer Neal Schuster is retiring on December 8, 2023, after 19 years of service
 - Deputy Community Development Director Jim Campbell is retiring on December 8, 2023, after 23 years of service
 - Police Sergeant Brian Haas is retiring on December 15, 2023, after 25 years of service
- Employee Training Opportunity
 - Outlook Tips & Tricks Workshop is scheduled on December 6, 2023
- Open Recruitment
 - Full Time: Electrical & Instrumentation Specialist, Equipment Mechanic I/II, Facilities Maintenance Technician, Finance Manager (Revenue), Firefighter Paramedic, Fiscal Specialist, Junior Engineer/Associate Civil Engineer – FT/PT, Police Dispatcher FT/PT, Police Officer – Lateral, Police Officer Recruit & Academy Graduate/Academy Enrolled, Utilities Specialist FT/PT
 - Part Time: Facilities Maintenance Worker, Fire Support Services Aide, Intern, Librarian I, Library Page, Lifeguard Trainee, Park Patrol Officer, Recreation Leader/Senior Recreation Leader

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

Fire Battalion Chief Nicholas Stocks reported:

- Lifeguards
 - Statistics
 - Public Contacts: 629

- Public Assists: 25
 - Reunited Family: 1
 - Code Enforcements: 9
 - Boat Assists: 5
 - Surfer Warning: 1
 - Preventative Actions: 92
 - Rescues: 2
 - First Aids: 14
 - Medical Aids: 6
 - Stingray Wounds: 53
 - Animal Warnings: 89
- Fire Operations
 - Statistics
 - Calls for Service: 1,065
 - Fires: 29
 - Hazardous Materials: 10
 - Miscellaneous: 183
 - Service: 84
 - Emergency Medical Service (EMS) Calls: 759
- The EMS warehouse is almost ready
 - Newport Medic 67 is being equipped and preparing to go into service in 2024
 - New simulation mannequins with software for realistic training purposes were purchased and placed at each station for training
 - Chief Thompson recently presented on the impact of the opioid crisis on the fire service to League of Cities
 - EMS recently completed Narcan/opioid training with the Newport Beach Police Department (NBPD) for City employees and local high schools; this training included distributing Narcan to the general public
 - A second class was held on Suicide Awareness and Prevention, with fire and lifeguard peer supporters attending
 - Management conducted annual All Officer Meetings for Fire and Lifeguards
 - Currently two firefighter paramedics have completed their one year probation
 - Three firefighter paramedics completed the Newport Beach Fire Department (NBFD) Academy and now are working in fire stations
 - Six new firefighter paramedics started the NBFD Academy in November
- C. POLICE DEPARTMENT MATTERS** – Jonathan Stafford, Deputy Director of Police Services

Deputy Director Jonathan Stafford reported:

- The Citizens Police Academy graduation was held at Marina Park on November 15, 2023
- Records Appreciation Day was November 16, 2023, where records and support personnel were recognized and provided lunch
- Hiring/Training Update
 - One veteran police officer will move out of state, his last day is Friday, December 8, 2023
 - Three laterals and two recruits are in the final hiring stages
 - Several recruits are in the background process
 - Dispatcher candidates are in the early stages of the hiring process
 - One new part-time community services officer and one cadet have received job offers
- Academy Recruits/Laterals:
 - Six recruits are in Academy training
 - Two recruits will graduate in two weeks
 - Two recruits will go to the Sheriff's Academy in January
- Field Training Officer Program:
 - Three academy graduates and one lateral are in training and progressing well.
- In November 2023, Computer Automated Dispatch (CAD) events totaled 7,873, a slight decrease from 7,968 CAD events in November 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

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:15 p.m.

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

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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