



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

City Council Chambers - 100 Civic Center Drive, Newport Beach

Monday, February 5, 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 JANUARY 8, 2024, REGULAR MEETING

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

[Draft Minutes of 01-08-2024](#)

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

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

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

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

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:

- Employee Training Opportunities
 - Leader in Each of Us is scheduled for January 24, 2024
 - Business Writing Techniques is scheduled for January 30, 2024
- Open Recruitment
 - Full-Time: Administrative Assistant (City Manager's Office), Assistant (Deputy) Police Chief, Equipment Mechanic I/II, Facilities Maintenance Technician, Finance Manager (Revenue), Firefighter Paramedic, Fiscal Specialist, IT Analyst (Applications), Librarian I, Police Officer – Lateral, Police Officer Recruit & Academy Graduate/Academy Enrolled, Police Senior Crime Analyst, Utilities Specialist (FT & PT)
 - Part-Time: Facilities Maintenance Worker II, Intern, Library Page, Lifeguard Trainee, Park Patrol Officer, Recreation Leader/Senior Recreation Leader
- Recruitment Statistics for 2023
 - There were 97 recruitments with a total of 11,155 applications
 - Top five recruitments in terms of popularity (applications received)
 - 5th Place - library page
 - 4th Place - library clerk
 - 3rd Place - department assistant
 - 2nd Place - human resources specialist
 - 1st Place - administrative assistant to the human resources director

B. FIRE DEPARTMENT MATTERS – Philip Puhek, Fire Battalion Chief

Fire Battalion Chief Philip Puhek reported:

- Lifeguards
 - December 2023 Statistics
 - Public Contacts: 530
 - Preventive Actions: 183
 - Rescues: 11
 - Recruiting for seasonal ocean lifeguards closes on January 16, 2024, and testing will be held on January 27, 2024
 - Interviews for special assignment of training captain will be held January 9, 2024
- Fire Operations
 - December 2023 Statistics
 - Incidents: 1,075
 - Recruitment
 - Six recruits have finished the fire academy
 - There are currently nine probationary employees

- Thirteen recruits are in the background stage and there should be more recruits in the spring
- Activities
 - The annual Fire Santa Program provided over \$12,000 in gifts and services to a local family in need
 - Orange County Fire Chiefs and Newport Beach Firefighters Association worked together to raise \$20,000 to send to the Maui firefighters who lost their homes in the fires last summer
 - Chief Boyles, the Firefighter of the Year, and Lifeguard of the Year joined Chief Cartwright as Grand Marshals of the Christmas Boat Parade during public safety night

In response to Chair Wood's question, Fire Battalion Chief Puhek stated that the returning seasonal lifeguards do not need to retest every year, instead they complete a refresher academy that is much shorter

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

Deputy Director of Police Services Jonathan Stafford reported:

- Mounted Enforcement Unit at Rose Parade
 - Two mounted officers and one volunteer participated
 - The officers rode with the Orange County Regional Mounted Enforcement Unit
 - The Mounted Enforcement Unit represented the City of Newport Beach and the Police Department very well
- Crime reporting is not yet complete for 2023
- Hiring/Training Updates
 - One lieutenant has left the department to move out of state
 - Two laterals and several recruits are in the final hiring stages
 - One sergeant retired after 25 years of service
 - One part-time community service officer and one cadet have received job offers
- Academy Recruits/Laterals
 - Two recruits graduated from the Golden West College Police Academy and are in the Field Training Officer (FTO) program while four others are at Orange County Sheriff's Academy (OCSA)
 - Four recruits began the OCSA pre-academy on January 8, 2024
- Three academy graduates and one lateral are currently in the FTO program and are progressing well
- In December 2023, Computer Automated Dispatch (CAD) events totaled 8,150, an increase from 7,979 CAD events in December 2023
- Citizens Academy is accepting applications

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 5:18 p.m.

The agenda for the Regular Meeting was posted on Thursday, February 1, 2024, 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