



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

City Council Chambers - 100 Civic Center Drive, Newport Beach

Monday, May 6, 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
Christopher Sorich, Deputy 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 APRIL 1, 2024, REGULAR MEETING

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

[Draft Minutes of 04-01-2024](#)

VI. CURRENT BUSINESS

2. ORAL REPORTS

A. CITY-WIDE AND HUMAN RESOURCES MATTERS - Tosha Arellano, Human Resources Analyst

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, April 1, 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
Maritza Leon-Mis, Human Resources Analyst
Christopher Sorich, Deputy City Attorney
Tawny DeAnda, Administrative Assistant to the HR Director

III. FLAG SALUTE – Board Member Laurie Cowie

IV. PUBLIC COMMENTS

None.

V. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE MARCH 4, 2024, REGULAR MEETING

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

Motion made by Board Member Moore and seconded by Board Member Meyer to approve the Minutes for the March 4, 2024, regular meeting. Motion carried 5-0-0-0.

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

VI. CURRENT BUSINESS

2. ORAL REPORTS

A. CITY-WIDE AND HUMAN RESOURCES MATTERS – Maritza Leon-Mis, Human Resources Analyst

Human Resources Analyst Maritza Leon-Mis reported:

- Human Resources recently welcomed University of California, Irvine college intern Kylie O’Neil; she will be spending 10 weeks gaining experience in a variety of human resources and risk management functions
- A proposal request was posted seeking a third-party general liability administrator and interviews will be held on April 10, 2024
- Employees who are within three years of retirement are invited to attend a retirement seminar that be held April 23, 2024, from 8:00 a.m. to 1:00 p.m.
- Retirements
 - Police Officer Chris McMurray will be retiring April 5, 2024, with seven years of service
 - Department Assistant Kim Rieff will be retiring on May 2, 2024, with 26 years of service
 - Community Services Officer Chris Rieff will be retiring on May 2, 2024, with 12 years of service
 - Public Works Crew Chief Perry Acuna will be retiring on May 18, 2024, with 36 years of service
- Employee Training Opportunities
 - Microsoft Excel for Beginner/Intermediate training is scheduled for April 10, 2024
 - Presentation Skills and Public Speaking is scheduled for April 25, 2024
- Open Recruitment
 - Full Time: Deputy Public Works Director – Municipal Operations Division, Fiscal Clerk, Management Fellow, Paralegal, Police Officer – Lateral, Police Officer – Recruit & Academy Graduate/Academy Enrolled, Senior Planner
 - Part Time: Assistant Recreation Coordinator, Facilities Maintenance Worker II, Fire Support Services Aide, Intern, Library Page, Maintenance Aide, Police Cadet, Police Community Services Officer, Senior Recreation Leader

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

Assistant Fire Chief Justin Carr reported:

- Lifeguards
 - Statistics

- Public Contacts: 1,353
 - Boat Assists: 19
 - Medical Aids: 12
 - Preventative Actions: 778
 - Rescues: 39
 - Stingray Wounds: 24
- Basic lifeguard academy has begun, and five of the 12 sessions are complete with final testing scheduled on April 21, 2024
- Four junior lifeguard swim tests have been completed with 1,478 candidates passing
- Two-part Coast Guard Search and Rescue training was conducted with Huntington Beach, Laguna Beach, Harbor Department and the United States Coast Guard rescue vessels
- Lifeguard Officer Christian and Lifeguard Officer Marienthal hosted CPR training at Newport Harbor High School
- The Spirit Run
 - The Spirit Run was attended by five seasonal lifeguards and junior guard staff
 - Staff cheered on the dog running event and ran the one-mile kids sprint
 - Chief O'Rourke was the official starter for one of the races alongside former mayor Diane Dixon and Robyn Grant.
- Fire Operations
 - Statistics
 - Total Incidents: 1,135
 - Fires: 16
 - Hazmat: 4
 - Service Calls: 75
 - Medical Aids: 905
 - Other Emergencies: 135
 - Six new firefighter/paramedics are in final phase of the academy
 - Captain Mike Liberto has been selected as the new Emergency Medical Services Staff Captain and will start on April 8, 2024
 - Fire Inspector Raymi Wun has filled the Community Emergency Response Team (CERT) Coordinator position after the prior CERT Coordinator resigned from the position two weeks ago.
 - Newport Beach Fire and Police Departments hosted a Leadership Tomorrow group which included viewing presentations and touring the stations, with both Chiefs participating in the discussion panels
 - A Badge Pinning Ceremony will be held on April 24, 2024, at 8:30 a.m. in the Community Room

In response to Chair Wood's inquiry, Assistant Fire Chief Justin Carr stated the junior lifeguard building is set to be completed by Summer 2024, just in time for the program to begin in June.

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

Deputy Director Jonathan Stafford reported:

- Newport Notified will be the only notification method as of April 12, 2024, replacing Nixle
- 2023 statistics that will be included in the next fiscal year budget
 - Priority one (emergencies) average response time was 3:00 minutes
 - Priority two average response time was 5:57 minutes
 - 911 calls were answered within 15 seconds 99.8 percent of the time
 - Computer Aided Dispatch (CAD) events: 101,946
 - Clearance Rate was 45.7 percent
 - Arrests: 2,565
 - Social media posts: 210
 - Crime alerts distributed: 94
- Hiring/Training Update
 - Two laterals and two dispatchers have begun working
 - Two more laterals and several recruits are in the final hiring stages
 - Sergeant's promotional process is complete
 - Six recruits are in the Orange County Sheriff's Academy
 - Two recruits graduated last Thursday and are in the Field Training Officer Program
 - Seven academy graduates and three laterals are in training
- In March 2024, CAD events totaled 8,052, a decrease from 8,078 CAD events in March 2023
- Crime Statistics for February 2024 using National Incident-Based Reporting System methodology
 - Person offenses were up by seven offenses, or 15.2 percent
 - Property offenses were down by 39 offenses, or 20.0 percent
 - Society offenses were even at 67 in 2024 and 67 in 2023

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, March 28, 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

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