



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

City Council Chambers - 100 Civic Center Drive, Newport Beach

Monday, July 1, 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. **CHAIR/VICE CHAIR ELECTIONS FOR 2024/2025**
- V. **PUBLIC COMMENTS ON NON-AGENDA ITEMS**

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.

VI. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE MAY 6, 2024, REGULAR MEETING

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

[Draft Minutes of 05-06-2024](#)

VII. CURRENT BUSINESS

2. ORAL REPORTS

A. CITY-WIDE AND HUMAN RESOURCES MATTERS - Sarah Rodriguez, Human Resources Manager

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

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

VIII. CIVIL SERVICE BOARD ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

IX. ADJOURNMENT

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

Council Chambers
100 Civic Center Drive
Monday, May 6, 2024
Regular Meeting
5:00 p.m.

I. CALL MEETING TO ORDER

Vice Chair Herzog called the meeting to order at 5:00 p.m.

II. ROLL CALL

Civil Service Board Members:

Sharon Wood, Chair - Excused
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
Tosha Arellano, Human Resources Analyst
Christopher Sorich, Deputy City Attorney
Tawny DeAnda, Administrative Assistant to the HR Director

III. FLAG SALUTE – Board Member Paul Meyer

IV. PUBLIC COMMENTS

None.

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.

Motion made by Board Member Meyer and seconded by Board Member Moore to approve the Minutes for the April 1, 2024, regular meeting. Motion carried 3-0-0-2.

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

VI. CURRENT BUSINESS

2. ORAL REPORTS

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

Human Resources Analyst Tosha Arellano reported:

- Applications are being accepted for the Ackerman Scholarship Program with a total award of \$5,000.00 in scholarship funding
- Police Officer Kevin Monsoor retired on May 4, 2024, with 10 years of service
- An employee training opportunity will be offered in Advanced Microsoft Excel on May 8, 2024
- Natalie Asato and Rachel Weigand are scheduled to attend the Tyler Munis training conference (employee information system) that takes place in Indianapolis, Indiana, from May 19 to May 22, 2024
- Open Recruitment
 - Full Time: Fire Services Coordinator (Community Relations), Police Community Services Officer (FT/PT), Police Officer – Lateral, Police Officer – Recruit & Academy Graduate/Academy Enrolled, Recreation Coordinator
 - Part Time: Assistant Recreation Coordinator, Fire Support Services Aide, Harbor Services Worker, Library Page, Maintenance Aide, Police Cadet, Public Works Technical Aide, Senior Recreation Leader

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

Assistant Fire Chief Justin Carr reported:

- Lifeguards
 - Statistics
 - Public Contacts: 1,869
 - Boat Assists: 1
 - Medical Aids: 8
 - Preventative Actions: 1,220
 - Rescues: 22
 - Stingray Wounds: 25
 - Code Enforcements: 126
 - Basic Lifeguard Academy concluded with 27 trainees completing the 12 sessions of training
 - Cynthia Haritatos received recognition for her promotion to full-time recreation coordinator during the Fire Department Badge Pinning Ceremony
 - Captains Conwell and White attended the California Water Safety Coalition Summit where drowning prevention leaders gathered to discuss, share, and plan action toward reducing the burden of drowning in the State and promoting aquatic activity

- Captains Matsuyama, White, Hayes, Rinker, Conwell, and Carr attended a Presentation Skills & Public Speaking workshop offered by Human Resources
- Captain Matsuyama attended Advanced Counter Terrorism Strategies presented by the California Specialized Training Institute
- Fire Operations
 - Statistics
 - Total Incidents: 1,107
 - Fires: 23
 - Hazmat: 10
 - Service Calls: 76
 - Medical Aids: 853
 - Other Emergencies: 141
 - Homeless Incidents: 25
 - Six new firefighter/paramedics are doing observation shifts and will begin on the floor in June
 - Crews are busy training this spring over multiple facets including Hoag Hospital familiarization, hazardous materials, and wildland refresher training
 - The second session of the Community Emergency Response Team (CERT) program was completed on Saturday, May 4th, 2024

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

Deputy Director of Police Services Jonathan Stafford reported:

- The Police Department recently welcomed new Deputy Chief Javier Aguilar, with 28 years of law enforcement experience; he will be sworn in on Monday, June 3, 2024, along with several other employees, in the Community Room at 10:00 a.m.
- The Citizen's Academy graduation will be held on May 29, 2024, at 6:30 at Marina Park
- Hiring/Training Update
 - Two recruits have graduated from the Sheriff's Academy and are in the Field Training Officer (FTO) program
 - A lateral has begun work and is with an FTO
 - A Community Services Officer (CSO) has retired and a part-time CSO has been promoted to fill the position
 - More laterals and several recruits are in the final hiring stages
 - Four recruits are in the Orange County Sheriff's Academy and are progressing well
 - Two academy graduates from the FTO program are in their last week of training
 - Fire recruits and two laterals are in training and progressing well
- In April 2024, Computer Aided Dispatch (CAD) events totaled 8,406, an increase from 8,255 CAD events in April 2023.

- Crime Statistics for April 2024 using National Incident-Based Reporting System (NIBRS) methodology (compared to April 2023)
 - Person Offenses were down by seven offenses, or 11.9 percent
 - Property Offenses were down by 26 offenses, or 11.5 percent
 - Society Offenses were up slightly by two offenses, or 2.6 percent

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 5:11 p.m.

The agenda for the Regular Meeting was posted on Thursday, May 2, 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