



# CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

City Council Chambers - 100 Civic Center Drive, Newport Beach

Monday, August 5, 2024 - 5:00 PM

**Civil Service Board Members:**

**Paul Meyer, Chair**  
**Brian Moore, Vice Chair**  
**Laura Cowie, Board Member**  
**Howard Herzog, Board Member**  
**Sharon Wood, Board Member**

**Staff Members:**

**Barbara J. Salvini, Human Resources Director**  
**Christopher Sorich, Deputy City Attorney**  
**Tawny DeAnda, Administrative Assistant to the Human Resources Director**

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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](mailto: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](mailto: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 JULY 1, 2024, REGULAR MEETING**

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

[Draft Minutes of 07-01-2024](#)

**VI. CURRENT BUSINESS**

**2. ORAL REPORTS**

**A. CITY-WIDE AND HUMAN RESOURCES MATTERS** - Natalie Asato, 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, July 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:

Paul Meyer, Chair  
Brian Moore, Vice Chair  
Laura Cowie, Board Member - Absent  
Sharon Wood, Board Member  
Howard Herzog, Board Member

### Staff Members:

Barbara J. Salvini, Human Resources Director  
Sarah Rodriguez, Human Resources Manager  
Joseph Meeks, Deputy City Attorney  
Tawny DeAnda, Administrative Assistant to the Human Resources Director

## III. FLAG SALUTE – Vice Chair Howard Herzog

## IV. CHAIR/VICE CHAIR ELECTIONS FOR 2024/2025

Chair Wood nominated Board Member Meyer for the office of chair.

Motion made by Vice Chair Herzog, seconded by Board Member Moore, to close nominations. Motion carried 4-0-0-1.

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

Board Member Meyer was unanimously elected chair of the Civil Service Board.

Vice Chair Herzog nominated Board Member Moore for the office of vice chair.

Motion made by Chair Meyer, seconded by Board Member Wood, to close nominations. Motion carried 4-0-0-1.

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

Board Member Moore was unanimously elected vice chair of the Civil Service Board.

**V. PUBLIC COMMENTS**

None.

**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.

**Motion** made by Board Member Herzog and seconded by Vice Chair Moore to approve the Minutes for the May 6, 2024, regular meeting. Motion carried 3-0-1-1.

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

**VII. CURRENT BUSINESS**

**2. ORAL REPORTS**

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

Human Resources Manager Sarah Rodriguez reported:

- Human Resources is currently in the recruitment process for a human resources specialist and an intern; interviews for the intern position will be conducted on July 11, 2024
- Employee Training Opportunities
  - Happiness and a Positive Mindset will be held on July 10, 2024
  - Conflict Resolution will be held on July 24, 2024
- Open Recruitment
  - Full Time: Associate Engineer/Associate Civil Engineer – FT/PT, Building Inspector II, Deputy City Attorney, Human Resources Specialist, Librarian III, Office Assistant – FT/PT, Planning Technician/Assistant Planner/Associate Planner, Police Community Services Officer – FT/PT, Police Custody Officer, Police Officer – Lateral, Police Officer – Recruit - Academy Graduate/Academy Enrolled, Senior Fiscal Clerk
  - Part Time: Harbor Services Worker, Library Page, Management Aide, Police Cadet, Public Works Technical Aide, Senior Recreation Leader

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

Battalion Chief Philip Puhek reported:

- Lifeguards
  - Statistics
    - Public Contacts: 8,412
    - Boat Assists: 21
    - Medical Aids: 42
    - Preventative Actions: 14,998
    - Rescues: 803
    - Stingray Wounds: 126
    - Code Enforcements: 395
  - The Junior Lifeguard Building Grand Opening was held on June 12, 2024
  - The Junior Lifeguard Program kicked off on June 18, 2024, with over 1,400 participants
  
- Fire Operations
  - Statistics
    - Fires: 16
    - Hazardous Conditions: 12
    - Service Calls: 55
    - Medical Aids: 862
    - Other Emergencies: 139
    - Miscellaneous: 156
  - Ten fire personnel are still on probation and progressing well, with three recent resignations
  - One fire engineer and one fire paramedic retired from the Newport Beach Fire Department (NBFD)
  - A new fire service coordinator (Community Emergency Response Team instructor) is in final hiring stages
  - Chief Boyles graduated from the Newport Beach Police Department's Citizens' Academy in May
  - Battalion Chief Puhek attended the Fentanyl Crisis Presentation hosted by the Newport Beach Foundation, which was moderated by Mayor O'Neil and Sheriff Barnes
  - Chief Boyles and Battalion Chief Puhek attended the Annual Mr. Irrelevant Dinner at the Cannery

In response to Chair Meyer's question, Battalion Chief Puhek stated the increase in tourism comes with the warmer summer, pushing people toward the coast and bringing in many visitors.

In reply to Board Member Herzog's inquiry, Battalion Chief Puhek said the riptide is usual with no specific incidents to note.

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

Deputy Director of Police Services Jonathan Stafford reported:

- A swearing-in ceremony was held on June 8, 2024, swearing in Deputy Chief Javier Aguilar, two dispatchers, two community service officers, and two laterals
- With the beginning of the new fiscal year, the new Crime Information Center (CIC) has been initiated with three civilian investigators and several significant technology upgrades
- Dispatch Supervisor Brandy Banks graduated from the Civilian Leadership Institute (CLI) on May 7, 2024
- Citizens' Academy graduation was held on May 29, 2024
- Hiring/Training Update
  - Three recruits will graduate from the Sherriff's Academy in July and will be assigned to the Field Training Officer (FTO) Program
  - One police officer has announced his resignation
  - Several laterals and several recruits are in the final hiring stages
  - Six recruits are in the Orange County Sherrif's Academy and progressing well
  - Five recruits and one lateral are in FTO program and progressing well
- In June 2024, Computer Aided Dispatch (CAD) events totaled 8,982, a slight decrease from 9,056 CAD events in June 2023.
- Crime Statistics through June 25, 2024, using the National Incident-Based Reporting System (NIBRS) methodology
  - Person Offenses were up 15.7 percent
  - Property Offenses were down 12.7 percent (down 166 crimes)
  - Society Offenses are up 10.2 percent but are heavily influenced by proactive narcotics arrests

**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**

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:24 p.m.

The agenda for the Regular Meeting was posted on Thursday, June 27, 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:

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

Approved by:

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Paul Meyer, Chair  
Civil Service Board 2024/2025

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