



# CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

City Council Chambers - 100 Civic Center Drive, Newport Beach

Monday, February 3, 2025 - 5:00 PM

**Civil Service Board Members:**

**Paul Meyer, Chair**  
**Brian Moore, Vice Chair**  
**Michael Denner, Board Member**  
**Howard Herzog, Board Member**  
**Sharon Wood, Board Member**

**Staff Members:**

**Sarah Rodriguez, Human Resources Manager**  
**Joseph Meeks, 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.

Availability of Public Records. Any disclosable public records related to an open session item on a regular meeting agenda and distributed to a majority of the members of the Civil Service Board less than 72 hours prior to that meeting are available for public inspection at City Council Chambers - 100 Civic Center Drive, Newport Beach during normal business hours, and available on our website at [newportbeachca.gov](http://newportbeachca.gov).

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 Sarah Rodriguez, Human Resources Manager, 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 [srodriguez@newportbeachca.gov](mailto:srodriguez@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 JANUARY 6, 2025, REGULAR MEETING**

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

[Draft Minutes of 01-06-2025](#)

VI. **CURRENT BUSINESS**

2. **ORAL REPORTS**

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

B. **FIRE DEPARTMENT MATTERS** - Fire Battalion Chief, Adam Novak

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. **ADJOURN TO CLOSED SESSION**

3. **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**  
(Government Code section 54957 (b)(1))

IX. **RECONVENE FOR REGULAR MEETING**

4. **REPORT ON CLOSED SESSION**

X. **ADJOURNMENT**

# CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

Council Chambers  
100 Civic Center Drive  
Monday, January 6, 2025  
Regular Meeting  
5:00 p.m.

## I. CALL MEETING TO ORDER

Chair Paul Meyer called the meeting to order at 5:00 p.m.

## II. ROLL CALL

### Civil Service Board Members:

Paul Meyer, Chair  
Brian Moore, Vice Chair  
Michael Denner, Board Member  
Howard Herzog, Board Member  
Sharon Wood, Board Member

### Staff Members:

Barbara J. Salvini, Human Resources Director  
Tosha Arellano, Senior Human Resources Analyst  
Christopher Sorich, Deputy City Attorney  
Tawny DeAnda, Administrative Assistant to the HR Director

## III. FLAG SALUTE – Board Member Michael Denner

## IV. PUBLIC COMMENTS

None.

## V. CONSENT CALENDAR

### 1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

#### A. APPROVAL OF MINUTES FOR THE DECEMBER 2, 2024, REGULAR MEETING

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

**Motion** made by Board Member Wood and seconded by Board Member Herzog to approve the Minutes for the December 2, 2024, regular meeting. Motion carried 5-0-0-0.

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

## VI. CURRENT BUSINESS

### 2. ORAL REPORTS

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

Senior Human Resources Analyst Tosha Arellano reported:

- Human Resources is welcoming new University of California, Irvine College Intern Ximena Castellan and Management Fellow Sabrina Mesropian to the department
- Employee training opportunity on Managing Stress will be held on January 22, 2025
- Open Recruitment
  - Full Time: Police Civilian Custody Supervisor, Police Community Services Officer, Police Officer – Lateral, Police Officer Recruit & Academy Graduate/Academy Enrolled
  - Part Time: Assistant Recreation Coordinator, Library Page, Lifeguard Trainee, Senior Recreation Leader

**B. FIRE DEPARTMENT MATTERS – Adam Novak, Fire Battalion Chief**

Fire Battalion Chief Adam Novak reported:

- Lifeguards
  - Statistics
    - Public Contacts: 620
    - Public Assists: 17
    - Animal Warnings: 138
    - Code Enforcements: 6
    - Boat Assists: 7
    - Medical Aids: 3
    - Preventative Actions: 106
    - Rescue: 1
    - First Aids: 12
    - Stingray Wounds: 12
  - Foster Hoose has been promoted to lifeguard officer
  - Lifeguards assisted the boat parade with two lifeguards in a rescue boat with no significant water rescues
- Fire Operations
  - Statistics for 2024
    - Fires: 313
    - Emergency Medical Services (EMS): 10,659
    - Service: 1,053
    - Other: 1,746
    - Total calls: 13,882
  - Statistics for December 2024
    - Fires: 32
    - Service: 115
    - EMS: 943

- Other: 133
- Total Calls: 1,235
- Three fire engines were sent to Fullerton and surrounding cities to help with the Fullerton airplane crash
- Mike Mullen and Edward Wick both retired in December 2024, both with over 30 years of service
- Interviews were recently held for department assistant and lifeguard officer
- Fire Santa Program was a success and raised over \$10,000 for a family
- Captain Prep Workshop was held for 20 inspiring captains with the promotional exam scheduled for February 2024

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

Deputy Director of Police Services Jonathan Stafford reported:

- Retirements
  - Chief Cartwright retired from his position of police chief
  - Timothy Stewart retired after 37 years
  - Lisa Newman retired after 34 years
- Deputy Chief Dave Miner is the acting chief of police
- Promotion and Swearing-In Ceremony
  - Held on Monday, December 9, 2024, with two Community Service Officers (CSO) promoted to Animal Control Officer and Civilian Investigator
  - Swore in five laterals and three CSO's
  - The next Promotion and Swearing-In Ceremony will be held on Monday, January 27, 2025, at 10:00 a.m. in the Community Room
- Hiring/Training Update
  - Four laterals and several recruits are in the hiring process
  - Six recruits are currently in the Orange County Sheriff's Academy
  - Two additional recruits have been hired and are awaiting academy in January
  - Six officers are in training in the Field Officer Training Program and one lateral is now working solo
- In December 2024, Computer Automated Dispatch (CAD) events totaled 7,066, a decrease from 8,151 CAD events in December 2023.
- Annual Crime Stats for 2024 (through December 29, 2024)
  - Total Crime was down 2.3 percent
  - Person Crimes were up one percent
  - Society Crimes were up by 25.2 percent
    - Largely due to proactive narcotics arrests (+269)
  - Property Crime was down 13.2 percent, or 361 incidents
    - Significant decreases in burglary, theft/larceny, and vandalism

In response to Board Member Herzog's inquiry, Deputy Director of Police Services Jonathan Stafford stated it is too early to talk about trends regarding burglary but confirms there has been an increase in recent burglaries, which may be a result of burglary theft rings. New police technology initiatives are helping with identifying burglary suspects.

**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 5:12 p.m.

The agenda for the Regular Meeting was posted on Thursday, January 2, 2025, 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