



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD - SPECIAL MEETING AGENDA

City Council Chambers - 100 Civic Center Drive, Newport Beach

Thursday, August 28, 2025 - 5:00 PM

Civil Service Board - Special Meeting Members:

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

Staff Members:

Sarah Rodriguez, Deputy Director of Human Resources
Rubin Cruse, Renne Public Law Group
Tawny DeAnda, Administrative Assistant to the HR 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 twenty-four (24) hours in advance of a special meeting and that the public be allowed to comment on special meeting agenda items.

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.

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 the Human Resources Department, 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 hr@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 48 hours 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 items. 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 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 AUGUST 4, 2025, REGULAR MEETING**

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

[Draft Minutes of 08-04-2025](#)

VI. **CURRENT BUSINESS**

2. **ORAL REPORTS**

A. **CITY-WIDE AND HUMAN RESOURCES MATTERS** - Caroline Hua, Senior Human Resources Analyst

B. **FIRE DEPARTMENT MATTERS** - Nicholas Stocks, Fire Battalion 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. **ADJOURN TO CLOSED SESSION**

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

IX. **RECONVENE FOR SPECIAL MEETING**

4. **REPORT ON CLOSED SESSION**

X. **ADJOURNMENT**

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

**Council Chambers
100 Civic Center Drive
Monday, August 4, 2025
Regular Meeting
5:00 p.m.**

I. CALL MEETING TO ORDER

Chair 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:

Sarah Rodriguez, Deputy Director of Human Resources
Joseph Meeks, Deputy City Attorney
Tawny DeAnda, Administrative Assistant to the Human Resources Director

III. FLAG SALUTE – Board Member Herzog

IV. PUBLIC COMMENTS

None.

V. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE JULY 7, 2025, REGULAR MEETING

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

Motion made by Vice Chair Moore and seconded by Board Member Wood to approve the Minutes as amended for the July 7, 2025, regular meeting. Motion carried 4-0-1-0.

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

VI. CURRENT BUSINESS

2. ORAL REPORTS

A. CITY-WIDE AND HUMAN RESOURCES MATTERS – Sarah Rodriguez, Deputy Director of Human Resources

Deputy Director of Human Resources Sarah Rodriguez reported:

- Ashley Potter was recently appointed to human resources specialist and will be part of the recruitment team; she has worked with the City as a temporary employee, has a bachelor's degree in business economics and diverse work experience
- There are no upcoming retirements in August
- Employee Training Opportunities:
 - Customer Service training will take place on August 6
 - Editing and Proofreading Emails will take place on August 21
- Open Recruitments
 - Full Time: Building Inspector II, Librarian III, Management Analyst FT/PT, Police Dispatcher FT/PT, Police Officer – Lateral, Police Officer – Recruit, Academy Graduate/Academy Enrolled, Utilities Specialist FT/PT
 - Part Time: Police Cadet, Senior Recreation Leader

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

Fire Battalion Chief Adam Novak reported:

- Lifeguards
 - Statistics
 - Public Contacts: 10,562
 - Preventative Actions: 22,254
 - Rescues: 1,512
 - First Aid: 358
 - Reunited Families: 47
 - Medical Aid: 69
 - The Junior Lifeguard Program concluded with 1,460 graduates and 4,000 attendees at the graduation ceremony
 - The Monster Mile event took place on July 24 with 1,200 children participating in a one-mile run and one-mile swim
 - Assistant Chief, Lifeguard Operations Brian O'Rourke participated in the Orange County Fair demolition derby which helped raise thousands of dollars for Children's Hospital of Orange County
- Fire Department
 - Statistics
 - Total Incidents: 1,354
 - Fires: 46
 - Medical Aids: 1,021
 - Service Calls: 89

- Other Emergencies: 198
- The Newport Beach Fire Department (NBFD) has had four cardiac arrest saves in the month of August
- Two fire personnel have been deployed out of the county to wildland fires
 - Captain Jake Long was deployed to the Orleans Complex Fire as a medical unit leader
 - Battalion Chief Nicholas Stocks was deployed to the Gifford Fire as an incident safety officer
- Fire Chief Jeff Boyles won the Orange County Fair Motorhome Madness demolition derby event, raising thousands of dollars for Children's Hospital of Orange County

In response to Chair Meyer's question about the recent tsunami warning, Novak explained that the department had been preparing for years with established evacuation routes and plans. He detailed the response to the event, which included hourly phone conferences with approximately 120 representatives from agencies throughout Orange County. The City's response included monitoring the situation as it developed, activating City Public Works to move sand in low-lying areas, and ultimately determining that the impact to Newport Beach would be minimal. Novak confirmed that the tsunami warning sirens are still in place, tested regularly, and that Newport notifications were sent to residents during the event.

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

Deputy Director of Police Services Jonathan Stafford reported:

- National Night Out is taking place on August 5 at Bonita Canyon Sports Park, inviting residents to meet police officers and view equipment displays including SWAT gear, horses, dogs and motorcycles
- Teen Academy Graduation took place on July 30 and was the largest class yet
- Technology Update
 - BRINC drone base station and guidance equipment will be installed at two locations: Fire Station 3's training tower and Newport Coast Community Center
 - The Newport Beach Police Department (NBPD) plans to begin the first drone-as-first responder flights in early September
 - Drones are currently being used, but are piloted from the ground
- Hiring/Training Update
 - A dispatcher will move laterally to another agency this month
 - Two lateral police officers and a recruit will begin employment this month
 - At least four laterals are in the background process
 - Six recruits are attending the Sheriff's Academy
 - Nine officers are participating in Field Officer Training (FTO), including two that just graduated from the Sheriff's Academy
- In July 2025, Computer Automated Dispatch (CAD) events totaled 9,294, a decrease from 10,138 CAD events in July 2024

- Year to Date Crime Statistics
 - Person Crimes are down 20.4 percent
 - Property Crimes are down 11.5 percent
 - Society Crimes are down 9.1 percent
 - Total Crimes are down 12.3 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)

None.

VIII. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:15 p.m.

The agenda for the Regular Meeting was posted on Thursday, July 31, 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:

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

Approved by:

Paul Meyer, Chair
Civil Service Board 2024/2025