



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

City Council Chambers - 100 Civic Center Drive, Newport Beach

Monday, October 7, 2024 - 5:00 PM

Civil Service Board Members:

Paul Meyer, Chair
Brian Moore, Vice Chair
Howard Herzog, Board Member
Sharon Wood, Board Member
Vacant, 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 SEPTEMBER 9, 2024, REGULAR MEETING

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

[Draft Minutes of 09-09-2024](#)

VI. CURRENT BUSINESS

2. DISCUSSION AND APPROVAL OF THE CIVIL SERVICE BOARD NOMINEE PROCESS AS STATED IN SECTION 710 OF THE CITY CHARTER

A. EXPLANATION, DISCUSSION, AND APPROVAL FOR THE TYPE OF PROCESS TO BE HAD FOR THE NOMINEE INTERVIEWS FOR THE VACANCY ON THE CIVIL SERVICE BOARD

3. ORAL REPORTS

A. CITY-WIDE AND HUMAN RESOURCES MATTERS - Maritza Leon-Mis

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, September 9, 2024
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
Laura Cowie, Board Member - Absent
Howard Herzog, Board Member
Sharon Wood, Board Member

Staff Members:

Sarah Rodriguez, Human Resources Manager
Christopher Sorich, Deputy City Attorney
Tosha Arellano, Human Resources Analyst
Tawny DeAnda, Administrative Assistant to the HR Director

III. FLAG SALUTE – Board Member Sharon Wood

IV. PUBLIC COMMENTS

None.

V. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE AUGUST 5, 2024, 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 Herzog to approve the Minutes for the August 5, 2024, regular meeting. Motion carried 4-0-0-1.

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

VI. CURRENT BUSINESS

2. ORAL REPORTS

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

Human Resources Analyst Tosha Arellano reported:

- Human Resources will have two new human resources specialists beginning this month
- The Annual Employee Health Fair will be held on September 25, 2024
- Open Enrollment for City employees will begin on September 16, 2024, through October 11, 2024
- Permit Technician II Stacy Kirk retired on September 1, 2024
- Employee Training Opportunities
 - Microsoft Excel/Word Tips and Tricks training will be held on September 18, 2024
 - Decision-Making: Identifying a Path for Optimal Results training will be held on September 26, 2024
- Open Recruitment
 - Full Time: Civil Engineer/Senior Civil Engineer – Plan Check, Engineering Technician, Finance Manager, Human Resources Specialist, Librarian III, Management Analyst, Planning Technician/Assistant Planner/Associate Planner, Police Community Services Officer – FT/PT, Police Dispatcher – FT/PT, Police Officer – Lateral, Police Officer Recruit & Academy, Graduate/Academy Enrolled, Senior Fiscal Clerk, Utilities Specialist FT/PT
 - Part Time: Associate Engineer, Literacy Coordinator, Park Patrol Officer, Public Works Technical Aide, Senior Recreation Leader

B. FIRE DEPARTMENT MATTERS – Brian McDonough, Fire Battalion Chief

Fire Battalion Chief Brian McDonough reported:

- Lifeguards
 - Statistics
 - Public Contacts: 4,228
 - Public Assists: 169
 - Animal Warnings: 19
 - Code Enforcements: 219
 - Surfer Warnings: 449
 - First Aids: 166
 - Boat Assists: 32
 - Families Reunited: 3
 - Preventative Actions: 8,744
 - Rescues: 466
 - Stingray Wounds: 57

- The Junior Lifeguard Program finished with 1,430 junior lifeguards graduating
- The Ben Carlson Paddle will be held on Saturday, September 14, 2024, from Avalon to Newport Pier
- Fire Operations
 - Statistics
 - Total Incidents: 1,246
 - Fires: 31
 - Hazmat: 17
 - Service Calls: 84
 - Medical Aids: 983
 - Other Emergencies: 130
 - Regional Emergency: 1
 - Wildland Deployments: 11 total personnel
 - Type 3 – four personnel to the Nixon Fire in Temecula
 - NE265 – four personnel to the Park Fire in Chico
 - Safety officers/task force leaders – three personnel to the Park Fire in Chico
 - New Airport Fire in Orange County is currently at 1,300 acres
 - National Day of Service and Remembrance ceremony on 9/11
 - A Flagpole Ceremony will begin at 8:46 a.m. at City Hall and each fire station
 - Units will pull onto the apron; at 9:03 a.m. personnel will be called to attention for a countywide radio broadcast and moment of silence
 - The Firefighter Appreciation and Awards Dinner will be held on September 11, 2024, at Veve starting at 6:00 p.m.
 - Newport Beach Fire Foundation kick-off is September 18, 2024
 - A Police versus Fire Softball Game will be held on September 28, 2024
 - Fire Safety Day will be held on October 6, 2024, at Station 7

In response to Chair Meyer's inquiry, Fire Battalion Chief Brian McDonough shared there is no containment with the new Airport Fire.

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

Deputy Director of Police Services Jonathan Stafford reported:

- Sergeant Alex Maslin graduated from Supervisory Leadership Institute (SLI) on August 21, 2024
- Internal Promotions and Movement
 - We have a civilian investigator list, and the chief's interviews are ongoing
 - Carlos Alvarenga has been selected for the custody officer opening
 - Alyson Gibb has been selected for the animal control officer opening
- Citizen's Academy is underway with 32 attendees
- Hiring/Training Update

- One recruit will graduate from the Sheriff's Academy in two weeks
 - Several more laterals and several recruits are in the final hiring stages
 - One other recruit is in the Orange County Sheriff's Academy
 - Three recruits have been hired and are awaiting the academy, with two or three more expected for the October academy
 - Three recruits and one lateral are in training in the Field Training Officer (FTO) Program
- In August 2024, Computer Aided Dispatch (CAD) events totaled 9,093, an increase from 8,949 CAD events in August 2023
 - Crime Statistics through September 4, 2024, using National Incident-Based Reporting System (NIBRS) methodology
 - Person offenses were up 8.7 percent
 - Property offenses were down by 18.1 percent (241 crimes)
 - Society offenses were up 13 percent, but are heavily influenced by proactive narcotics arrests (699 of 798 crimes in this category are narcotics arrests [87.6 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

Chair Meyer and the Civil Service Board honor and remember former Mayor Steve Bromberg.

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:16 p.m.

The agenda for the Regular Meeting was posted on Thursday, September 5, 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:

Paul Meyer, Chair
Civil Service Board 2024/2025