



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

City Council Chambers - 100 Civic Center Drive, Newport Beach

Monday, March 2, 2026 - 5:00 PM

Civil Service Board Members:

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

Staff Members:

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

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.

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 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**

APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE FEBRUARY 2, 2026, REGULAR MEETING

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

[Draft Minutes of 02-02-2026](#)

VI. **CURRENT BUSINESS**

ORAL REPORTS

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

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, February 2, 2026
Regular Meeting
5:00 p.m.

I. CALL MEETING TO ORDER

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

II. ROLL CALL

Civil Service Board Members:

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

Staff Members:

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

III. FLAG SALUTE – Board Member Meyer

IV. PUBLIC COMMENTS

None.

V. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE DECEMBER 1, 2025, 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 1, 2025, regular meeting. Motion carried 4-0-0-1.

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

VI. CURRENT BUSINESS

2. ORAL REPORTS

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

Deputy Director Sarah Rodriguez reported:

- Human Resources has merged with Finance to become Administrative Services and Jason Al-Imam has been appointed as the Administrative Services Director
- Human Resources has moved from Bay 2A to Bay 2B in City Hall
- Risk Management has moved to the City Attorney's Office
- Human Resources is currently recruiting for a new part-time human resources specialist to join the recruitment team
- Retirements
 - Nine employees retired in December; there were no retirements in January and so far, no upcoming retirements in February
- Employee Training Opportunities:
 - Today's Business Language is scheduled for February 4
 - Preparing for a Promotion is scheduled for February 18
- Open Recruitments
 - Full Time: Assistant Deputy Police Chief, Code Enforcement Officer I, Deputy City Manager, Deputy Finance Director, Electrical & Instrumentation Specialist, Municipal Operations Director, Police Community Services Officer – FT/PT, Police Mechanic I/II, Police Rangemaster – Armorer, Support Services Aide
 - Part Time: Pool Swim Instructor Trainee/Pool Swim Instructor/SR Pool Lifeguard, Public Works Technical Aide

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

Assistant Fire Chief Justin Carr reported:

- Lifeguards
 - Statistics
 - Rescues: 2
 - Medical Aids: 2
 - First Aids: 8
 - Preventative Actions: 127
 - Stingray Wounds: 35
 - Assistant Chief Brian O'Rourke and his team developed the first annual lifeguard symposium which focused on leadership and included keynote speakers: Chief Jeff Boyles, retired Navy Captain Kevin McLaughlin, and retired Navy Commander Erick Peterson
 - Lifeguard tryouts were held on January 24
 - Tryouts consisted of two events: a 1,000-meter swim and a 1,000-meter run, swim and run
 - 96 candidates participated in the tryouts and 84 of these candidates completed both events
 - 55 candidates were invited to continue the process and interview to join the Basic Lifeguard Academy that is scheduled in March

- Captain Andrew Hayes and Officer Foster Hoose participated in the Orange County Regional Night Dive in Lake Mission Viejo; this focuses on search and rescue training techniques and helps strengthen communication with neighboring agencies
- The first recertification class of the year took place on January 17 with 19 lifeguards completing required training for the year
 - Two unit recertification classes were held and 23 lifeguards completed training required to continue driving units on the beach
- Fire Department
 - Statistics
 - Fires: 25
 - Emergency Medical Services (EMS) Calls: 880
 - Service Calls: 96
 - Other: 181
 - Total incidents: 1,182
 - Fire Administration has moved from Bay 2B to Bay 2A in City Hall
 - The Newport Beach Fire Department (NBFD) held their annual All Officers Meetings where each division discussed pertinent information regarding the upcoming year which included prioritizing wellness and intentional succession planning
 - Administrative Services Division Chief Brian McDonough completed his two-year rotation through administration and has returned as the C shift battalion chief; Adam Novak has taken his place as the administrative services division chief
 - Training Captain Chad Spiker completed over three years in administration and rotated back as a captain on NT62 on the peninsula; Captain Javier Gonzalez has taken his place as the new training captain
 - NBFD crews quickly put out a fire at the Sunbliss Café in Corona Del Mar recently
 - The fire started in the kitchen area and was noticed by workers from a restaurant next door
 - Patrons and staff were evacuated and the fire crews gained access from both sides of the structure to attack the fire
 - Interior crews extinguished the fire quickly and began salvage operations
 - There were no injuries to report
 - A fisherman was reported missing on December 24; it was confirmed that he was swept into the ocean due to storm activity and he was recovered and identified on February 1

In response to Vice Chair Denner's question about the new fire station on the peninsula, Chief Carr explained that the City is awaiting contract bids. If all proceeds as planned, NBFD anticipates moving to a temporary fire station by the end of February, conducting training exercises with the Newport Beach Police Department (NBPD) in the old building before its demolition in March, followed by a groundbreaking for the new station.

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

Deputy Director of Police Services Jonathan Stafford reported:

- 2025 Statistics:

- 99.93% of all 911 calls were answered within 15 seconds
- There were 344 “100% Days” where every 911 call was answered within 15 seconds
- Dispatch received 36,987 calls to 911
- Technology Updates:
 - FLOCK
 - Three new automated license plate reader (ALPR) units will be installed in the next two months in Bayview Heights as part of traffic mitigation measures requested by residents
 - The FLOCK units will be placed at the three entrance points to the neighborhood
 - BRINC
 - The NBPD is slated to receive a new Guardian drone in the next three months to replace an existing responder drone
 - The Guardian drone will have longer range and flight time as well as improved video and infrared and Starlink connectivity
- Hiring/Training:
 - Three laterals are in the employment background process
 - Several Community Service Officer (CSO) candidates have been interviewed and have begun the employment background process
 - Six recruits are in the Sheriff’s Academy and progressing well
 - Two recruits will graduate on February 5 and will be assigned to the Field Training Officer (FTO) program
 - Six officers are training in the FTO program
- Crime Statistics:
 - Reported crime was down significantly in 2025
 - Crimes against persons were down 8.7%
 - Crimes against property were down 13.3%
 - Crimes against society were down 14.7%
 - Overall crime was down 12.9%
- In December 2025, Computer Automated Dispatch (CAD) events totaled 7,270, an increase from 7,066 CAD events in December 2024
- In January 2026, Computer Automated Dispatch (CAD) events totaled 6,738, a decrease from 7,146 CAD events in January 2025
- Year to Date Crime Updates:
 - Crime in Newport Beach continues to trend downward
 - December was noted as a busy crime month

In response to Vice Chair Denner’s question, Deputy Director Stafford confirmed that the BRINC drones had been implemented and were actively responding to calls for service approximately 40 hours per week. Deputy Director Stafford noted a recent milestone where a field officer had successfully launched a drone from the field rather than from the pilot’s office. He also reported that the drone program has already contributed to three sets of arrests totaling eight people, including some caught in the act of burglarizing a house on Little Balboa Island.

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 5:19 p.m.

The agenda for the Regular Meeting was posted on Wednesday, January 28, 2026, 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
City of Newport Beach

Approved by:

Brian Moore, Chair
Civil Service Board 2025/2026

DRAFT