

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

**Council Chambers
100 Civic Center Drive
Monday, February 3, 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:

Sarah Rodriguez, Human Resources Manager
Joseph Meeks, Deputy City Attorney
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 JANUARY 6, 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 January 6, 2025, 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 – Sarah Rodriguez, Human Resources Manager

Human Resources Manager Sarah Rodriguez reported:

- Employee Training Opportunities
 - Writing Training: Today's Business Language will be held on February 12, 2025
 - Preparing for a Promotion will be held on February 24, 2025
- Senior Human Resources Analysts Maritza Leon-Mis and Tosha Arellano attended the Liebert Cassidy Whitmore Public Sector Employment Law Annual Conference that was held on January 30 and January 31, 2025
- Human Resources Analyst Caroline Hua and Human Resources Specialist Rachel Weigand will be attending the annual Public Agency Risk Management Association Conference that will be held February 24 through February 26, 2025
- Open Recruitment
 - Full Time: Electrical & Instrumentation Specialist, Firefighter Paramedic, Harbor Services Worker and Lead Harbor Services Worker – FT/PT, Police Civilian Custody Supervisor, Police Community Services Officer – FT/PT, Police Officer Lateral, Police Officer – Recruit and Academy Graduate/Academy Enrolled
 - Part Time: Assistant Recreation Coordinator, Library Page, Maintenance Aide, Pool Swim Instructor Trainee/Pool Swim Instructor/Senior Pool Lifeguard, Senior Recreation Leader

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

Fire Battalion Chief Adam Novak reported:

- Lifeguards
 - Statistics
 - Public Contacts: 500
 - Public Assists: 9
 - Animal Warnings: 119
 - Code Enforcements: 18
 - Boat Assist: 1
 - First Aids: 10
 - Medical Aids: 4
 - Preventative Actions: 27
 - Rescue: 1
 - Stingray Wounds: 9
 - Lifeguard Tryouts
 - Tryouts were held on January 25, 2025
 - There were 98 applications, 60 candidates, and 49 completing both events
 - 48 people passed the interview portion, and 47 candidates will proceed with the next steps

- Councilmembers Erik Weigand, Sara Weber, and Michelle Barto attended the tryout with Erik Weigand participating
 - Interviews will be held the week of February 3, 2025
 - Basic Lifeguard Academy will begin in March
 - Junior lifeguard registration is now open
 - Captain Natalie May and Lifeguard Officer Robert Marienthal completed 20 hours of Emergency Operations Center (EOC) training and disaster simulation with multiple other agencies in Seal Beach
 - Orange County Regional training was conducted in San Clemente with 25 lifeguards from across the county.
 - Lifeguard Officer Foster Hoose has completed six training dives in the last six weeks, including one night dive, and he will be available for Night Standby (NSB) duty moving forward
 - Six classes of EMT/CPR training lifeguard staff taught in collaboration with Firefighters.
- Fire Operations
 - Statistics
 - Total Incidents: 1,207
 - Fires: 32
 - Hazmat: 13
 - Emergency Medical Services: 876
 - Service Calls: 141
 - Other Emergencies: 141
 - Hiring of Firefighter and Firefighter Paramedics
 - Firefighter closed with 585 applicants with one position available
 - Firefighter paramedic is still open
 - Fire captain promotional exam will take place at end of February 2025
 - Strike Teams and Wildland Fires
 - 15 personnel and four apparatus to the Eden and Palisades fire with Fire Battalion Chief Adam Novak at Palisades Fire for 14 days
 - Wellness
 - Rotation to leave at seven days
 - Mental Health Counseling Team International debrief post-strike teams and pier incident
 - Medical evaluation at Hoag
 - This month the Newport Beach Fire Department (NBFD) will be speaking with many outlets including Wake Up Newport, Good Morning Corona Del Mar, Speak Up Newport, and Balboa Island discussing topics of wildland fire home hardening techniques, fuel modification, and insurance
 - The 2025/2026 fiscal year budget will be focused on vehicle and facility sustainability
 - Values book written in partnership with labor leaders and management members
 - The NBFD is partnering with the Newport Beach Police Department on the new drone program
 - David Gibson is heading the Community Emergency Response Team (CERT) Program and the NBFD encouraging residents to enroll considering the recent Los Angeles fires

In response to Board Member Denner's question, Fire Battalion Chief Adam Novak shared no Nbfd personnel were affected by the loss of a home with the fires in Los Angeles.

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

Deputy Director of Police Services Jonathan Stafford reported:

- Citizen's Academy begins February 26, 2025, at the Newport Beach Police Department with one councilmember and five city employees participating
- A Promotion and Swearing-In Ceremony was held on January 27, 2025, with three sergeants, one civilian investigator, one custody officer promoted and three lateral police officers, and one Community Service Officer (CSO) sworn in.
- Technology Updates
 - The Drone Program will go before the City Council on February 25, 2025
 - Fusus implantation has started and is expected to be available in about 45 days
 - The Flock Automatic License Plate Reader (ALPR) system has been installed and is in use
- Hiring/Training Update
 - One lateral has started work
 - Three laterals and several recruits are in the hiring process
 - Seven recruits are in the Orange County Sheriff's Academy
 - The Field Training Officer (FTO) Program has six officers in training and two laterals have begun working solo
- In January 2025, Computer Automated Dispatch (CAD) events totaled 7,694, a decrease from 7,926 CAD events in January 2024
- Annual Department Statistics for 2024
 - Total phone calls handled in dispatch: 163,030 (including outgoing calls)
 - Total CAD events entered: 99,093
 - Number of 911 calls answered: 37,596
 - Calls answered in 15 seconds: 99.84 percent
 - Calls answered in 10 seconds: 99.63 percent
 - Number of days with 100 percent of calls answered within 10 seconds: 277 (15 seconds is the state-wide standard)
 - Average response time for Priority 1 Call: 2:56 (a decrease/improvement from 3:00 in 2023)
 - Average response time for Priority 2 Call: 5:53 (a decrease/improvement from 6:04 in 2023)
 - Total arrests: 3,220 (Average of 8.8 per day)
 - Investigative clearance rate was 54.5 percent

In reply to Board Member Wood's inquiry, Deputy Director Stafford stated there was only a four-second differential in response time, on average, with no statistical significance or explanation for the improvement.

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

Nothing to report.

X. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:48 p.m.

The agenda for the Regular Meeting was posted on Thursday, January 30, 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