

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

Council Chambers
100 Civic Center Drive
Monday, December 2, 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. and welcomed new Board Member Michael Denner

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
Sarah Rodriguez, Human Resources Manager
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 OCTOBER 7, 2024, REGULAR MEETING

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

Motion made by Board Member Herzog and seconded by Vice Chair Moore to approve the Minutes for the October 7, 2024, regular meeting. Motion carried 3-0-2-0.

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

B. APPROVAL OF MINUTES FOR THE NOVEMBER 4, 2024, REGULAR MEETING

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

Motion made by Board Member Herzog and seconded by Chair Meyer to approve the Minutes for the November 4, 2024, regular meeting as amended. Motion carried 3-0-2-0.

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

- Retirements
 - Police Chief Cartwright will be retiring on December 13, 2024, with 22 years of service
 - Fire Captain Michael Mullen will be retiring on December 16, 2024, with 29 years of service
 - Fire Captain Edward Wick will be retiring on December 5, 2024, with 39 years of service
- Open Recruitment
 - Full Time: Finance Manager, Fiscal Specialist, Permit Technician I/II, Police Chief, Police Officer - Lateral, Police Officer Recruit & Academy Graduate/Academy Enrolled
 - Part Time: Assistant Recreation Coordinator, Intern, Library Assistant, Library Page, Park Patrol Officer, Senior Recreation Leader

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

Assistant Fire Chief Justin Carr reported:

- Assistant Fire Chief Carr shared the Newport Beach Fire Department's 2024 End-of-Year Presentation that highlighted events throughout the year including the Medic 67 addition, Class 1 designation, new personnel hired, training accomplishments, Fire Ops 101, the grand opening of the Junior Lifeguard Building, wildland responses, Community Emergency Response Team (CERT), Fire Safety Day, the Ben Carlson 10th Anniversary, and the Fire Santa Program

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

Deputy Director of Police Services Jonathan Stafford reported:

- The Citizen's Academy Graduation was held on November 13, 2024
- Records and Support Staff Appreciation Week was held the second week of November with staff being treated to lunch and many notes of thanks for their contributions to the Police Department
- Hiring/Training Update
 - Three laterals and several recruits are in the hiring process
 - Six recruits are in the Orange County Sherriff's Academy
 - Two additional recruits have been hired and are awaiting the academy in January 2025
 - Eight officers are in training and one lateral is working solo in the Field Training Officer (FTO) Program
- In November 2024, Computer Aided Dispatch (CAD) events totaled 7,122, a significant decrease from 7,873 CAD events in November 2023.
- Crime Statistics will be updated in January 2025

In response to Board Member Wood's inquiry, Deputy Director of Police Services Jonathan Stafford stated that recruits awaiting the academy are already employees and are prepping with recent graduates and academy instructors.

VII. CIVIL SERVICE BOARD ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

The City of Newport Beach Civil Service Board would like to officially recognize and thank retiring Chief Cartwright for his service.

VIII. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:29 p.m.

The agenda for the Regular Meeting was posted on Wednesday, November 27, 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