

# **CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES**

**Council Chambers  
100 Civic Center Drive  
Monday, May 5, 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:**

Barbara J. Salvini, Human Resources Director  
Sarah Rodriguez, Human Resources Manager  
Natalie Asato, Senior Human Resources Analyst  
Christopher Sorich, Deputy City Attorney  
Tawny DeAnda, Administrative Assistant to the Human Resources Director

## **III. FLAG SALUTE – Board Member Wood**

## **IV. PUBLIC COMMENTS**

None.

## **V. CONSENT CALENDAR**

### **1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES**

#### **A. APPROVAL OF MINUTES FOR THE APRIL 7, 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 April 7, 2025, special meeting. Motion carried 5-0-0-0.

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

## **VI. CURRENT BUSINESS**

## 2. ORAL REPORTS

### A. CITY-WIDE AND HUMAN RESOURCES MATTERS – Natalie Asato, Senior Human Resources Analyst

Senior Human Resources Analyst Asato reported:

- Human Resources currently has an open promotional recruitment for the Human Resources Specialist position
- During the month of April, a total of 180 City employees participated in the Step-Up Challenge presented by the City's HEAL Committee; this was a walking challenge where employees competed on teams for the highest number of steps each week
- Water Conservation Coordinator Shane Burckle retired on May 2 with 25 years of service
- Employee Training Opportunities:
  - Unlocking All 34 Strengths/Clifton Strengths 2.0 will be held on May 8
  - Senior Human Resources Analyst Maritza Leon-Mis will be attending the Tyler Munis Connect Conference from May 11 through May 14
- Open Recruitments
  - Full Time: Civil Engineer – Plan Check, Fiscal Clerk, Maintenance Worker I/II, Management Fellow, Police Community Services Officer FT/PT, Police Officer – Lateral, Police Officer – Recruit & Academy Graduate/Academy Enrolled
  - Part Time: Assistant Recreation Coordinator, Intern, Maintenance Aide, Police Cadet, Senior Recreation Leader

### B. FIRE DEPARTMENT MATTERS – Chad Spiker, Fire Staff Captain

Fire Staff Captain Spiker reported:

- Lifeguards
  - Statistics
    - Public Contacts: 1,847
    - Public Assists: 55
    - Animal Warning: 78
    - Code Enforcements: 39
    - Boat Assists: 1
    - Preventative Actions: 1,407
    - Rescues: 45
    - Medical Aid: 4
    - Stingray Wounds: 38
  - 27 cadets successfully graduated basic lifeguard academy and have progressed to tower training

- One of the lifeguard boats is in the initial planning phase for refurbishment
- Season lifeguard recertification classes are ongoing
- Fire Operations
  - Statistics
    - Total Incidents: 1,034
    - Fires: 18
    - Medical: 795
    - HazMat: 3
    - Service Calls: 77
    - Other Emergencies: 141
  - 12 candidates for the firefighter and firefighter paramedic recruitment have been selected to move forward to the background phase
  - The Newport Beach Fire Department (NBFD) participated in the annual city-wide Emergency Operations Center (EOC) drill
  - The Newport Beach International Boat Show took place this past weekend and our fire prevention division worked with event organizers to ensure emergency responders had clear access; there was one small fire on a boat show vessel and fire personnel were able to quickly extinguish the fire
  - The Orange County Marathon took place on May 4; the NBFD upstaffed two additional paramedic ambulances, 10 fire cadets and the duty battalion chief was part of the event command staff
  - Department-wide training was recently completed on a new process for communicating during structure fires; now two frequencies are utilized on all structure fires which will improve radio traffic and allow the incident commander to have clear contact with dispatch and supervisors during fires
  - NBFD has started the annual wildland fire training and is preparing for the upcoming fire season

Vice Chair Moore inquired about the intention behind the county-wide frequency change; Captain Spiker clarified that it was not for improving response times, but rather to enhance on-scene communications by allowing incident commanders to communicate more effectively with dispatchers and supervisors.

Board Member Wood commended the Newport Beach Fire Department on their wildland wildfire mitigation video series; when asked about the scenario for the EOC drill, Captain Spiker revealed that it was based on a 7.8 magnitude earthquake on the San Andreas fault.

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

Deputy Director of Police Services Stafford reported:

- A promotion and swearing-in ceremony was held on April 28, Police Chief Miner and Jennifer Manzella were promoted and one lateral, two dispatchers and two community services officers (CSO) were sworn in
- The Police Appreciation Luncheon was held on April 11 at the Pendry Hotel

- The Newport Beach Police Department (NBPB) received their first BRINC responder drone last week and are preparing to commence operational flights; NBPB also has a loaner Lemur 2 tactical drone
- Hiring/Training Update
  - One lateral police officer has begun employment
  - One part-time dispatcher has begun employment
  - Four recruits graduated from the sheriff's academy and are in the Field Training Officer (FTO) program
  - Three recruits are in the Orange County Sheriff's Academy (OCSA)
  - Two recruits have begun employment and are waiting to start the academy
  - Eight officers, including recruits, are training in the FTO program
- In April 2025, Computer Automated Dispatch (CAD) events totaled 7,525, a decrease from 8,411 CAD events in April 2024.
- Year to Date Crime Statistics through April 30, 2025
  - Person Crimes are down 51 percent
  - Property Crimes are down 26 percent
  - Society Crimes are up 3.8 percent
  - Total Crimes are down 21.8 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. 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**

The Board reconvened and reported on the closed session. In the matter of public employee discipline/dismissal/release the Board considered an appeal of discipline. After conducting the appeal hearing on February 19, 2025, and deliberating on the matter, the following reportable action was issued:

- By a vote of 5-0-0-0, the Civil Service Board decided to uphold the disciplinary action.

**X. ADJOURNMENT**

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:37 p.m.

The agenda for the Regular Meeting was posted on Thursday, May 1, 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:

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

Approved by:

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Paul Meyer, Chair  
Civil Service Board 2024/2025

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