

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

**Council Chambers  
100 Civic Center Drive  
Monday, November 3, 2025  
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 – Excused  
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 to the Human Resources Director

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

## **IV. PUBLIC COMMENTS**

None.

## **V. CONSENT CALENDAR**

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

#### **A. APPROVAL OF MINUTES FOR THE OCTOBER 6, 2025, REGULAR MEETING**

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

**Motion** made by Board Member Meyer and seconded by Board Member Herzog to approve the Minutes for the October 6, 2025, regular meeting. Motion carried 4-0-0-1.

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

## **VI. CURRENT BUSINESS**

### **2. DISCUSS AND POSSIBLY TAKE ACTION ON THE 2026 REGULAR CIVIL SERVICE BOARD MEETING DATES CALENDAR**

**Motion** made by Board Member Herzog and seconded by Board Member Meyer to approve the 2026 Regular Civil Service Board Meeting Dates Calendar as presented, including canceling the January 2026 meeting and moving the September 2026 meeting to be the second Monday of the month on September 14, 2026. Motion carried 4-0-0-1.

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

### **3. ORAL REPORTS**

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

Deputy Director of Human Resources Sarah Rodriguez reported:

- Open enrollment ended on October 10; this year IT assisted with the new process of open enrollment forms being submitted electronically
- There are no upcoming retirements in the month of November
- Employee Training Opportunities:
  - Communicating with Impact will take place on November 18
  - The annual CalPERS Educational Forum conference took place in October; Maritza Leon-Mis and Natalie Asato attended to learn about CalPERS benefits, services and administrative requirements
- Open Recruitments
  - Full Time: Buyer, Electrical & Instrumentation Specialist, Facilities Maintenance Worker II, Paralegal, Police Animal Control Officer, Police Dispatcher FT/PT, Police Officer – Lateral, Police Officer – Recruit & Academy Graduate/Academy Enrolled, Public Information Manager, Public Works Crew Chief, Recreation Supervisor, Transportation Manager/City Traffic Engineer
  - Part Time: Fire Support Services Aide, Intern – Courier, Lifeguard Trainee, Maintenance Worker, Senior Recreation Leader

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

Assistant Fire Chief Justin Carr reported:

- Lifeguards
  - Statistics
    - Public Contacts: 1,775
    - Public Assists: 41
    - Code Enforcements: 52
    - Boat Assists: 1
    - Reunited Families: 1
    - Preventative Actions: 1,665
    - Rescues: 61

- First Aid: 44
  - Stingray Wounds: 120
  - One of three Seawatch boats is beginning a refurbishment that is expected to be completed in May of 2026
  - Seawatch assisted Huntington Beach lifeguards with the Pacific Air Show
  - Lifeguard trainee applications are being accepted now through January 13, 2026
  - Captain Gary Conwell graduated from the Distinguished Citizens Program
  - Lifeguards provided surfing awareness training for Corona del Mar High School's surf team, as well as training for beach safety to 5<sup>th</sup> grade students, and handled the most recent Community Emergency Response Team (CERT) training
  - Corona del Mar and Seawatch crews trained with Station 5 firefighters on how to handle a missing swimmer and how to extricate a patient from Pirate's Cove or Lookout Point
- Fire Department
  - Statistics
    - Fires: 28
    - Medical: 912
    - Service Calls: 93
    - Other Emergencies: 173
    - Total Incidents: 1,206
  - Fire Service Day took place the first week of October at Fire Station 7 with about 500 people in attendance
  - The fall CERT program concluded with graduation on October 18
  - Fire and lifeguard leadership attended two conferences in October, the Los Angeles Area Fire Chiefs and the Cal Chiefs
  - During the Cal Chiefs conference Fire Chief Jeff Boyles was honored as Fire Chief of the Year for the State of California and Fire Marshal James Gillespie was honored with a service excellence award
  - The City Council approved the purchase of three new ambulances which will take about two years before they are ready due to procurement issues and high demand following COVID
  - Two probationary firefighters began their shifts working at the fire stations and six probationary firefighter paramedics began their observation shifts where they will be evaluated for the first month

Board Member Meyer asked if a lifeguard station would be established for the newly approved wave park. Chief Carr responded that he didn't know for certain, but his assumption was that since it's a private entity, they would provide their own lifeguards rather than using City lifeguard services. He mentioned there have been discussions about possibly using the facility for lifeguard training.

Vice Chair Denner extended the Board's congratulations to Chief Boyles and the entire agency for representing Newport Beach so well.

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

Deputy Director of Police Services Jonathan Stafford reported:

- The Citizens' Academy Graduation will take place on November 12 at Oasis Senior Center
- Technology Updates
  - FLOCK
    - Two new automated license plate recognition (ALPR) units will be installed this week in Upper Newport Coast
  - FUSUS
    - A meeting was held with business owners to introduce them to FUSUS and encourage them to share their business video feeds; reactions were very positive and at least six businesses are in the sign-up process
    - Live drone footage will be viewable through FUSUS
- Hiring/Training Updates
  - Two recruits have begun the pre-academy
  - Two lateral police officers will begin employment on November 5
  - Two lateral police officers are in the pre-employment background process
  - Six recruits are in the Sheriff's Academy and are progressing well
  - Field Training Officer (FTO) Program
    - Eight officers are in training
  - One community service officer began employment on October 6
  - Two community service officers have received conditional offers and will begin employment soon
  - A community service officer candidate will have a Chief's interview this week
- In October 2025, Computer Automated Dispatch (CAD) events totaled 7,791, a slight increase from 7,778 CAD events in October 2024.
- Year to Date Crime Statistics
  - Person Crimes are down 13.9% percent or 83 reported crimes
  - Property Crimes are down 12.6% percent or 261 reported crimes
  - Society Crimes are down 16.2% percent or 178 crimes
  - Total Crimes are down 13.9% percent or 522 crimes

**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 5:15 p.m.

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

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

Approved by:

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Brian Moore, Chair  
Civil Service Board 2025/2026

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