

# CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

Council Chambers  
100 Civic Center Drive  
Monday, December 1, 2025  
Regular Meeting  
5:00 p.m.

## I. CALL MEETING TO ORDER

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

## II. ROLL CALL

### 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:

Maritza Leon-Mis, Senior Human Resources Analyst  
Tawny DeAnda, Administrative Assistant  
Joseph Meeks, Deputy City Attorney

## 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 NOVEMBER 3, 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 Meyer to approve the Minutes for the November 3, 2025, regular meeting. Motion carried 4-0-1-0.

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

## VI. CURRENT BUSINESS

### 2. ORAL REPORTS

**A. CITY-WIDE AND HUMAN RESOURCES MATTERS – Maritza Leon-Mis, Senior Human Resources Analyst**

Senior Human Resources Analyst Maritza Leon-Mis reported:

- There are nine upcoming retirements for the month of December
  - Public Information Manager John Pope is retiring with five years of service
  - City Manager Grace Leung is retiring with seven years of service
  - Rangemaster-Armorer Vincent Kyzer is retiring with seven years of service
  - Police Sergeant Sam Sa is retiring with 19 years of service
  - Electronics Specialist Brian Dakin is retiring with 19 years of service
  - Senior Civil Engineer John Kappeler is retiring with 22 years of service
  - Recreation Supervisor Susie Digiiovanna is retiring with 22 years of service
  - Assistant City Engineer Robert Stein is retiring with 26 years of service
  - Library Assistant Janice Nikula is retiring with 30 years of service
- Employee Training Opportunities:
  - There is no training scheduled for the month of December
- Open Recruitments
  - Full Time: Buyer, Electrical & Instrumentation Specialist, Police Mechanic I/II, Police Officer – Lateral, Police Officer – Recruit & Academy Graduate/Academy Enrolled, Public Works Crew Chief
  - Part Time: Intern (Courier), Intern, Lifeguard Trainee, Maintenance Worker, Public Works Technical Aide, Senior Recreation Leader

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

Assistant Fire Chief Justin Carr reported:

- The Newport Beach Fire Department (NBFD) hired eight personnel in 2025, including six firefighter paramedics and two firefighters
- In 2025, there were four promotions which included two captains, one engineer, and one lifeguard officer
- NBFD maintains an open, continuous recruitment for firefighter paramedics, which has helped the Department remain fully staffed
- The “library” project is underway, which includes replacing the current Fire Station 1 and library which will improve fire engine access when entering and departing from the fire station
- There were several training updates in 2025
  - NBFD implemented a two-channel radio operations system
  - There is new software for incident management, including transitioning from laptops to iPads
  - A nuclear reactor drill took place at University of California, Irvine
  - There were multiple active shooter drills with the Newport Beach Police Department (NBPD) and the Orange County Sheriff's Department (OCSD)
  - Response training was conducted for electric vehicle fires
- The NBFD had many accomplishments in 2025
  - NBFD launched the Tactical Paramedics Program in partnership with NBPD

- There were over five million visitors at city beaches and no drownings reported in Newport Beach in 2025
- NBFD received 99% approval rating from the public through survey cards
- The Junior Lifeguard Program concluded with a record 1,450 participants
- The Community Emergency Response Team (CERT) Program included the largest teen class in Orange County history and CERT volunteers logged over 6,000 volunteer hours
- NBFD responded to multiple wildfires during the summer, which included sending a battalion chief with a strike team to the Palisades Fire and an engine to the Eaton Fire where many homes were saved

Assistant Fire Chief Carr was asked about the percentage of homes lost to wildfires, Chief Carr explained that most structural damage occurs when embers enter attic vents and emphasized the importance of installing fine mesh vent covers.

Board Member Wood inquired about the Tactical Paramedics Team structure and Chief Carr explained that five members were selected who underwent intensive training.

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

Deputy Director of Police Services Jonathan Stafford reported:

- The Citizen's Academy graduation included 32 attendees on November 12, 2025, at the Oasis Senior Center; both Civil Service Board members and City staff attended this event
- Technology Updates
  - FLOCK
    - Two new automated license plate readers (ALPR) were installed in November in Upper Newport Coast
    - A dual camera ALPR unit will be installed at the entrance to Corona del Mar Main State Beach
- Hiring/Training Updates
  - Two lateral police officers began employment in November
  - Three laterals are in the employment background process
  - Six recruits are in the Sheriff's Academy and doing well
  - Field Training Officer (FTO) Program:
    - Eight officers are in training
  - A Community Service Officer (CSO) has received a conditional job offer as a dispatcher
  - Two CSOs have received conditional job offers and are awaiting start dates
- In November 2025, Computer Automated Dispatch (CAD) events totaled 6,876, a decrease from 7,122 CAD events in November 2024.
- Year to Date Crime Statistics
  - Statistics are not available since the previous month just ended, but crime continues to trend downward
  - December tends to be a busy month for crime

**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 5:29 p.m.

The agenda for the Regular Meeting was posted on Tuesday, November 20, 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  
City of Newport Beach

Approved by:

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Brian Moore, Chair  
Civil Service Board 2025/2026

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