

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

Council Chambers
100 Civic Center Drive
Monday, June 1, 2026
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:

Sarah Rodriguez, Deputy Director of Human Resources
Tawny DeAnda, Administrative Assistant
Joseph Meeks, Deputy City Attorney

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 MARCH 2, 2026, REGULAR MEETING

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

Motion made by Board Member Wood and seconded by Vice Chair Denner to approve the Minutes for the March 2, 2026, regular meeting. Motion carried 4-0-1-0.

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

VI. CURRENT BUSINESS

2. ORAL REPORTS

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

Deputy Director Sarah Rodriguez reported:

- The Annual Employee Service Awards Luncheon will be held on Thursday, June 11
- In April, Human Resources welcomed a part-time human resources specialist, Sam Chakka
- The Annual Retirement Seminar was held on April 29 and had about 50 attendees
 - This event included presentations from CalPERS, Mission Square, Benefit Financial Services Group, and Social Security Administration
- Retirement
 - Police Officer Robert Hufford will be retiring on June 30 with 10 years of service
- Training
 - Excel Part II is scheduled for June 10
 - Team Dynamics is scheduled for June 25
 - There is a Customer Service training taking place for all City employees
- Recruitment
 - We currently have 11 full-time and four part-time recruitments

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

Assistant Fire Chief Justin Carr reported:

- Lifeguards
 - Statistics
 - Rescues: 104
 - Medical Aids: 15
 - Blackball Warnings: 188
 - Preventative Actions: 3,470
 - Personnel Updates
 - 37 trainees have been hired, 23 as lifeguards and 14 as cadets
 - Nine seasonal lifeguards were promoted to lifeguard II
 - All lifeguards that will be stationed at The Wedge received training on how to rescue an unconscious person
 - Lifeguard personnel participated in the Orange County Regional Training that was held at Laguna Beach, which included eight other agencies and involved completing missing swimmer drills with boat landing scenarios
 - Full-time lifeguard staff trained with Huntington Beach Air Support on helicopter deployment operations and offshore rescues
 - This training focused on safely exiting an aircraft over open water when responding to victims in situations where rapid aerial deployment is needed
- Fire Department
 - Statistics
 - Fires: 30

- Medical Aids: 889
- Service Calls: 103
- Haz-Mats: 8
- Other: 134
- Personnel Updates
 - Fire Marshal Gillespie and Assistant Fire Chief Carr presented at the annual Corona Del Mar Residents Association held at Sherman Gardens
 - All fire personnel completed their annual RT-120 wildland firefighting training
 - Chief Boyles, Chief Novak, Chief McDonough, and multiple crews took part in a Memorial Day celebration at Castaways Park; this event was held to honor our military for their service
 - The 9th Fire Ops 101 course was held on May 30; participants included: Human Resources Administrative Assistant Tawny DeAnda, Community Development Director Jaime Murillo, Deputy Recreation and Senior Services Director Justin Schmillen, Library Branch Manager Annika Helmuth, and Public Information Manager Georgia Rios.
 - The Newport Beach Fire Department (NBFD) participated in the Balboa Island Fourth of July parade on May 31
 - The NBFD thanked Sharon Wood for her dedicated service on the Civil Service Board

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

Deputy Director of Police Services Jonathan Stafford reported:

- The Citizens' Academy graduation was held on May 13 and included 35 attendees
- A Promotional and Swearing-in Ceremony will be held in the Community Room on June 22
- Technology Updates:
 - FLOCK
 - Two of the three Bayview Heights FLOCK units are installed and reporting
 - FUSUS
 - There are 133 camera feeds from private and city cameras, which include traffic cameras
 - The Newport Beach Police Department (NBPD) is expanding data feeds for access from both the Crime Information Center and the field
 - BRINC
 - The responder drone and base station at the City Yard is fully operational
 - Building permits have been approved for one final drone station at Mariner's Branch Library and will move forward this month
- Hiring/Training:
 - A new deputy chief, a rangemaster/armorer and two part-time community service officers (CSO) began employment on June 1
 - One part-time CSO and a cadet will begin employment in June
 - Three recruits are in the Sheriff's Academy and are progressing well
 - Field Training Officer (FTO) Program

- Six officers are in training
- Crime Statistics through May 21:
 - Crimes against persons were down 11.7%
 - Crimes against property were down 27.1%
 - Crimes against society were down 18.9%
 - Overall, reported crime is down 22.7% or 342 crimes
- In March 2026, Computer Automated Dispatch (CAD) events totaled 7,767, a decrease from 8,111 CAD events in March 2025
- In April 2026, Computer Automated Dispatch (CAD) events totaled 6,692, a decrease from 7,525 CAD events in April 2025
- In May 2026, Computer Automated Dispatch (CAD) events totaled 7,178, a decrease from 8,663 CAD events in May 2025

3. RECOGNITION OF BOARD MEMBER SHARON WOOD FOR HER SERVICE TO THE CIVIL SERVICE BOARD

Chair Moore opened the recognition of Board Member Wood, acknowledging her 10 years of service on the Civil Service Board and 15 years as Assistant City Manager of the City of Newport Beach. Chair Moore remarked that it has been an honor serving alongside her, particularly noting her thoughtfulness and guidance.

Board Member Meyer expressed appreciation for Board Member Wood's mentorship and the wisdom she imparted to her fellow board members. Vice Chair Denner thanked Board Member Wood for the learnings and community service she exemplified. Fire Chief Boyles, who noted a long professional relationship with Board Member Wood dating back to the old city hall, described her as consistently professional, friendly, approachable, and witty, and expressed his personal appreciation for their friendship.

On behalf of the Newport Beach Police Department, Deputy Director Stafford introduced Lieutenant Eric Little, who presented Board Member Wood with a commemorative gift on behalf of the Chief of Police and all department personnel in recognition of her 10 years of service on the Civil Service Board.

In response, Board Member Wood reflected on her tenure, noting that during her 10 years there were only two appeal hearings, a fact she cited as a testament to the responsible and effective work of all city departments represented before the board, and one that ultimately serves the interest of Newport Beach taxpayers. She commended her fellow board members for their professionalism and collegial working relationships during those proceedings and expressed hope that the City Council would appoint a worthy successor to her seat.

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 – IN MEMORY OF DEBRA ALLEN

Chair Moore adjourned the meeting in memory of Debra Allen, a beloved and respected member of the Newport Beach community who devoted herself to a wide range of public service. He noted her eight years of service on the Civil Service Board from 2008 to 2016, and her involvement with Speak Up Newport. Board Member Wood and Board Member Herzog added that Debra Allen

also served on the Planning Commission, the Parks, Beaches and Recreation Commission, and the Board of Directors of a community organization, describing her as a dedicated and active public servant who will be deeply missed.

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:22 p.m.

The agenda for the Regular Meeting was posted on Wednesday, May 27, 2026, before 5:00 p.m., on the City's website, public counter in the Human Resources Department (Bay 2B) 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
City of Newport Beach

Approved by:

Brian Moore, Chair
Civil Service Board 2025/2026

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