

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

**Council Chambers
100 Civic Center Drive
Monday, October 2, 2023
Regular Meeting
5:00 p.m.**

I. CALL MEETING TO ORDER

Chair Sharon Wood called the meeting to order at 5:01 p.m.

II. ROLL CALL

Civil Service Board Members:

Sharon Wood, Chair
Howard Herzog, Vice Chair
Laura Cowie, Board Member
Paul Meyer, Board Member
Brian Moore, Board Member

Staff Members:

Barbara J. Salvini, Human Resources Director
Aaron Harp, City Attorney
Tawny DeAnda, Administrative Assistant to the Human Resources Director

III. FLAG SALUTE – Board Member Paul Meyer

IV. PUBLIC COMMENTS

None.

V. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE SEPTEMBER 6, 2023, REGULAR MEETING

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

Motion made by Vice Chair Herzog and seconded by Board Member Moore to approve the Minutes for the September 6, 2023, regular meeting. Motion carried 4-0-1-0.

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

VI. CURRENT BUSINESS

2. ORAL REPORTS

**A. CITY-WIDE AND HUMAN RESOURCES MATTERS –Human Resources Director
Barbara J. Salvini**

Human Resources Director Barbara J. Salvini reported:

- The Annual Health Fair was held on Wednesday, September 27, 2023, with around 350 employees in attendance
- Retirement
 - Police Officer Antonio De La Torre will be retiring on October 6, 2023, with 17 years of service
 - Revenue Manager Evelyn Tseng is retiring with 19 years of service
 - Facilities Maintenance Technician Patrick Newett is retiring with 25 years of service
- Employee Training Opportunities
 - Microsoft Teams training is scheduled for Thursday, October 5, 2023
 - Team Dynamics training is scheduled for Wednesday, October 18, 2023
- Open Recruitment
 - Full Time: Electrical & Instrumentation Specialist, Engineer Plan Check – Associate/Civil/Senior, Equipment Mechanic I/II, Firefighter Paramedic, Human Resources Specialist I, Maintenance Worker I/II, Planning Technician/Assistant Planner/Associate Planner, Police Lateral, Police Recruit & Academy Graduate/Academy Enrolled, Principal Civil Engineer (Deputy Building Official), Recreation Supervisor, Junior Engineer/Associate Civil Engineer (FT/PT), Police Dispatcher (FT/PT), Utilities Specialist
 - Part Time: Department Assistant, Fire Support Services Aide, Library Assistant, Library Clerk I, Police Cadet, Recreation Leader/Senior Recreation Leader, Senior Fiscal Clerk

B. FIRE DEPARTMENT MATTERS – Assistant Fire Chief Justin Carr

Assistant Fire Chief Justin Carr reported:

- Lifeguards
 - Statistics
 - Public Contacts: 327
 - Reunited Families: 2
 - Boat Assists: 8
 - Preventative Actions: 710
 - First Aids: 74
 - Stingray Wounds: 74
 - Public Assists: 60
 - Code Enforcement: 29
 - Rescues: 224

- Medical Aids: 15
 - Animal Warnings: 27
 - Lifeguard staffing has dropped to winter levels with many seasonals returning to school
 - Beach crowds have reduced
 - Grant funding options are being explored to assist with the Junior Lifeguard Scholarship Program
- Fire Operations
 - Statistics
 - Fires: 16
 - Hazardous Conditions: 17
 - Emergency Medical Services (EMS)/Rescues: 764
 - Service Calls: 205
 - Four firefighter paramedics completed the Academy and started on the floor on October 2, 2023
 - Additional recruitment is in progress with hopes of hiring another five to nine firefighter paramedics
 - With a recent captain resignation, a new captain will be promoted in November 2023
 - There has been a decrease in wildfires due to the abnormal rain and overcast weather, more may be expected in the coming months due to the anticipated winds
 - Newport Beach Fire Department was very pleased with the updated design concepts for Fire Station 1/Library

In reply to Vice Chair Herzog's inquiry regarding the Huntington Beach Air Show, Assistant Fire Chief Justin Carr stated that certain areas of the City do experience noise from the low-flying planes more than others but the Newport Beach Fire Department (NBFD) does not experience any problems from the planes aside from the occasional noise complaint.

In response to Chair Wood's question, Assistant Fire Chief Justin Carr shared that there is a fee for the Junior Lifeguard Program and the scholarship funding will help kids participate who cannot afford the fee.

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

Deputy Director of Police Services Jonathan Stafford reported:

- Newport Beach Police Department held its Mobile Café on September 23, 2023, which was hosted by Peet's Coffee and Sprinkles at the Corona Del Mar Plaza
- A significant traffic collision on September 30, 2023, occurred at MacArthur and Bowsprit, leaving one party deceased and a second hospitalized
- Hiring/Training Update
 - One veteran police officer retiring in the next few weeks
 - One veteran police officer will move out of state
 - One lateral began work last week, with six other laterals in the background process

- Two recruits are on the books awaiting the start of the Academy, two more recruits will start in the next two weeks
 - A police cadet, who is a former explorer, received a job offer and is in the final stages of the hiring process
 - Several part-time community services officers have received full-time positions over the last three months due to resignations and promotions
 - A crime scene investigator is in the final stages of hiring and should start within a month
- Six recruits are in Academy training
 - One field training officer Academy graduate and one lateral are in training and progressing well
 - For September 2023, there were 8,926 Computer Automated Dispatch (CAD) events, compared to 8,522 CAD events in September 2022

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. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:18 p.m.

The agenda for the Regular Meeting was posted on Thursday, November 2, 2023, 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:

Sharon Wood, Chair
Civil Service Board 2023/2024