

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

Council Chambers
100 Civic Center Drive
Monday, March 3, 2025
Regular Meeting
5:00 p.m.

I. CALL MEETING TO ORDER

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

II. ROLL CALL

Civil Service Board Members:

Paul Meyer, Chair - Excused
Brian Moore, Vice Chair
Michael Denner, Board Member
Howard Herzog, Board Member
Sharon Wood, Board Member

Staff Members:

Sarah Rodriguez, Human Resources Manager
Joseph Meeks, Deputy City Attorney
Tawny DeAnda, Administrative Assistant to the Human Resources Director

III. FLAG SALUTE – Board Member Michael Denner

IV. PUBLIC COMMENTS

None.

V. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE FEBRUARY 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 Herzog to approve the Minutes for the February 3, 2025, regular meeting. Motion carried 4-0-0-1.

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

VI. CURRENT BUSINESS

2. ORAL REPORTS

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

Senior Human Resources Analyst Natalie Asato reported:

- The Kaiser Permanente Health Mobile came to City Hall on February 27, 2025, where employees were able to sign up for free biometric screenings that included blood pressure, glucose, and cholesterol information
- 42 new lifeguard trainees will begin employment on March 12, 2025
- John Kappeler, Senior Civil Engineer, is retiring on March 22, 2025, with 21 years of service
- Employee Training Opportunities:
 - Microsoft Word Training Part 1 will be offered on March 12, 2025
 - Customer Service with Emotional Intelligence training will be offered on March 26, 2025
- Open Recruitments
 - Full Time: Electrical & Instrumentation Specialist, Firefighter Paramedic, Harbor Services Worker/Lead Harbor Services Worker FT/PT, Maintenance Worker I/II, Management Analyst (Environmental Services), Police Community Services Officer – FT/PT, Police Officer Lateral, Police Officer – Recruit & Academy Graduate/Academy Enrolled, Senior Fiscal Clerk
 - Part Time: Assistant Recreation Coordinator, Intern, Maintenance Aide, Pool Swim Instructor Trainee/Pool Swim Instructor/Senior Pool Lifeguard, Senior Recreation Leader

B. FIRE DEPARTMENT MATTERS – Philip Puhek, Fire Battalion Chief

Fire Battalion Chief Philip Puhek reported:

- Lifeguards
 - Statistics
 - Public Contacts: 934
 - Public Assists: 35
 - Animal Warning: 247
 - Code Enforcements: 19
 - Boat Assist: 3
 - Preventative Actions: 108
 - Rescues: 2
 - First Aid: 19
 - Medical Aid: 4
 - Stingray Wounds: 25
 - Recruitment activities continue with 41 completed background checks
 - Basic Lifeguard Academy will begin on March 12, 2025

- The Newport Beach Fire Department (Nbfd) was involved in Harbor View Elementary's jog-a-thon and surf classes
- Hands only cardiopulmonary resuscitation (CPR) was taught at the Sunday farmer's market
- Recert classes are continuing for experienced seasonal lifeguards
- Fire Operations
 - Statistics
 - Total Incidents: 1,100
 - Fires: 10
 - Medical: 736
 - HazMat: 7
 - Service Calls: 114
 - Other Emergencies: 233
 - The firefighter recruitment continues with the written exam this week, followed by the ocean swim test; interviews are anticipated to start by the end of the summer
 - Captain promotional exams began last week and will continue through March 6, 2025
 - Nbfd has continued to do presentations to the public regarding wildfire mitigation
 - A demonstration was attended of the Brinc Drones with our partners at Newport Beach Police Department
 - Command Staff attended the National Character and Leadership Symposium at the Airforce Academy
 - Community Emergency Response Team (CERT) classes are beginning this month

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

Deputy Director of Police Services Jonathan Stafford reported:

- Spring Citizens' Academy is underway, and the Fall Citizen's Academy is already full with a waitlist
- City Council considered/approved expanding the Safety Enhancement Zone to Memorial Day and Labor Day Weekends and to include Corona Del Mar.
- Technology Updates
 - City Council approved the drone program on February 25, 2025, with the first drones arriving in early April 2025
 - Fusus implementation is underway, and the department should be reaching out to private closed-circuit television (CCTV) owners within two months
- Hiring/Training Update
 - Two dispatchers and one community services officer (CSO) began employment
 - Four laterals and several recruits are in the hiring process

- Seven recruits are in the Orange County Sheriff's Academy
- Six total officers are in training, including recruits in the Field Training Officer (FTO) Program
- In February 2025, computer automated dispatch (CAD) events totaled 6,591, a decrease from 7,680 CAD events in February 2024.
- Year to Date Crime Statistics through February 27, 2025
 - Person Crimes are down 16.5 percent
 - Property Crimes are down 5.1 percent
 - Society Crimes are down 7 percent
 - Total Crimes are down 7.3 percent

Vice Chair Moore and the Civil Service Board congratulate Dave Miner on his promotion to Police Chief.

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

Nothing to report.

X. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:19 p.m.

The agenda for the Regular Meeting was posted on Thursday, February 27, 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:

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

Approved by:

Paul Meyer, Chair
Civil Service Board 2024/2025