

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

**Council Chambers
100 Civic Center Drive
Monday, April 4, 2022
Regular Meeting
5:00 p.m.**

I. CALL MEETING TO ORDER

Chair Howard Herzog called the meeting to order at 4:59 p.m.

II. ROLL CALL

Civil Service Board Members:

Howard Herzog, Vice Chair
Sharon Wood, Vice Chair - Excused
Paul Meyer, Board Member
Brian Moore, Board Member
Mike Talbot, Board Member

Staff Members:

Barbara J. Salvini, Human Resources Director
Aaron Harp, City Attorney
Traci Mackinen, Human Resources Specialist I
Celene Favila, Administrative Assistant to the HR Director

III. FLAG SALUTE – Board Member Paul Meyer

IV. PUBLIC COMMENTS

Jim Mosher expressed his difficulty commenting on agenda items without the staff reports attached to the agenda. He also noted the name of the Civil Service Board (CSB) is confusing because the CSB plays an advisory role concerning all personnel administration matters. Mr. Mosher was curious about the status of the Library Services Director recruitment, noting that there is an open position for a Library Services Director but there is no listing for the position on the City website. He also inquired about the status of the Director for the Recreation and Senior Services role. Mr. Mosher indicated that the Huntington Beach Police Department grounded their entire helicopter fleet for assessment following the helicopter crash in March, and would like information on their assessment and how those grounded helicopters may have impacted helicopter support availability to the Newport Beach Police Department.

Chair Herzog thanked Mr. Mosher for his care and concerns for the community and is pleased to see him speak out at monthly meetings.

V. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE MARCH 7, 2022, REGULAR MEETING

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

Chair Herzog stated Human Resources Director Salvini agreed to Mr. Mosher's suggested amendment to item VII.2.A.1 to reflect the two percent annual city contribution to the 401(a) plan which provides a city contribution of two percent of annual base pay.

Motion made by Board Member Moore seconded by Board Member Talbot to approve the Minutes for the March 7, 2022, regular meeting as amended. Motion carried 3-0-1-1.

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

VI. CURRENT BUSINESS

2. ORAL REPORTS

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

HR Director Salvini reported:

- Employee Service Awards have been scheduled for October 13, 2022, in the City's community room
- Retirements
 - Laura Detweiler, Recreation & Senior Services Director's last day is May 6, 2022
 - Tim Hetherton, Library Services Director's last day is May 20, 2022
 - An outside executive recruiter has been hired to fill the Library Services Director role
- Recruitment
 - Full Time: Budget Analyst, Department Assistant in Human Resources, Police Officer Recruit & Academy Graduate/Academy Enrolled, Police Officer - Lateral, Management Fellowship, Senior Fiscal Clerk, Utilities Specialist, Permit Technician I/II - part time and full time
 - Part Time: Police Cadet, Maintenance Aide, Pool Swim Instructor Trainee, Recreation Leader, Lead Harbor Services Worker / Harbor Services Worker, Marine Naturalist Interpreter, Senior Recreation Leader
- Labor Negotiations
 - A tentative agreement with the Lifeguard Management Association was reached. More information will be brought to the City Council in April.
 - Negotiations with the Fire Management Association, Police Management Association, and the Part-Time Lifeguard unit are ongoing.

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

Training Fire Battalion Chief Puhek reported:

- Fire
 - Thanked Human Resources for their help with hiring and promotional exams
 - Captains Test Completed
 - An eligibility list of nine candidates, three of whom will be promoted and will be starting on April 9, 2022
 - Engineers Test
 - The test has been rescheduled to April 20, 2022
 - Three candidates taking the test with four vacancies available
 - Basic Fire Academy
 - Concluding next week with all eight candidates performing well and are expected to start on the floor April 14, 2022
 - Three paramedics will continue 4 weeks of additional training
 - Peninsula Fire Station #2 is continuing construction with an anticipated June 2022 move-in date.
 - High Profile Incidents
 - A boat crashed into other boats (later determined stolen)
 - A brushfire threatened Park Newport Apartments. The incident is still under investigation
- EMS
 - COVID-19 has slowed down in March, as compared to January and February with some community transports and a few firefighters testing positive recently
 - One firefighter that was off for an extended period is back to work on modified duty and hoping to return to full duty in the next few weeks.
 - Newport Beach Fire Department is continuing to offer vaccinations to the public and City employees
 - California Department of Public Health has made some guideline changes that are affecting firefighter quarantine and isolation that may safely allow a quicker return time to work
- Lifeguards
 - The Junior Lifeguard Building is nearing approval with the hope to break ground in September 2022
 - Junior Lifeguards had 1,638 kids pass the swim test this year
 - Basic Lifeguard Academy for new seasonal lifeguards is ending next week with 25 in the program
- Prevention
 - Newport Beach Fire Prevention Department has been working with some Homeowner Associations to implement additional fire safety programs to prevent the threat of embers during wildland fires
 - The Weed Abatement programs are starting

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

Deputy Director Stafford reported:

- Police Appreciation Breakfast was held on March 31, 2022
 - Special thanks to the Civil Service Board members for sponsoring a table and attending
 - Thanks to City officials and Newport Beach Fire Department partners who attended
 - Numerous Lifesaving Awards and Awards of Merit were presented
- Hiring/Training Update
 - Academy Recruits/Lateral
 - Two recruits are ready to graduate from the Academy and are doing very well, including one former Records Community Services Officer (CSO)
 - Their final rankings will be number one and number seven
 - Graduation will be on April 21, 2022
 - Three other Recruits are attending later classes in the Academy
 - Recruit and Lateral interviews were successful and we have moved several candidates forward
- FTO Program
 - Three academy graduates and one lateral are in various stages of field training
 - Two new laterals are progressing well in the Field Training Officer (FTO) program
- A lateral dispatcher has soloed on phones and is in radio training
- Five additional dispatcher candidates are in the background process
- We held three days of CSO interviews two weeks ago and are moving several candidates forward
- Calls for Service
 - For March 2022, there were 7,880 Computer Automated Dispatch (CAD) events, compared to 7,844 CAD events in March 2021
- Part 1 Crime for 2022 – Reported Crime is up:
 - We are comparing it with 2021, a year of historically low crime reported
 - Property Crime is up 61 crimes
 - Driven largely by a large increase in Theft/Larceny
 - Violent Crime is up 1 crime YTD
 - Total Part 1 Crime is up 62 crimes

In reply to Chair Herzog's inquiry, Deputy Director Stafford stated there is no further information available on the helicopter crash.

In response to Chair Herzog's question, Deputy Director Stafford stated that Huntington Beach helicopters are still grounded. Huntington Beach will be receiving three new helicopters this summer that will be stationed at the City Yard in Huntington Beach. Training on the new helicopters may keep them grounded a bit longer. NBPD has not been significantly impacted by the grounded helicopters, and can also rely on the Sheriff's Department for helicopter needs.

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 5:19 p.m.

The agenda for the Regular Meeting was posted on Thursday, March 31st, 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:

Celene Favila, Administrative Assistant
to the HR Director City of Newport Beach

Approved by:

Howard Herzog, Chair
Civil Service Board 2021/2022

DRAFT