

# **CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES**

**Council Chambers  
100 Civic Center Drive  
Monday, November 7, 2022  
Regular Meeting  
5:00 p.m.**

## **I. CALL MEETING TO ORDER**

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

## **II. ROLL CALL**

### **Civil Service Board Members:**

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

### **Staff Members:**

Barbara J. Salvini, Human Resources Director  
Jeremy Jung, Deputy City Attorney  
Angela Madsen, Administrative Assistant to the Human Resources Director

## **III. FLAG SALUTE – Board Member Moore**

## **IV. PUBLIC COMMENTS**

None.

## **V. CONSENT CALENDAR**

### **1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES**

#### **A. APPROVAL OF MINUTES FOR THE OCTOBER 3, 2022, REGULAR MEETING**

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

**Motion** made by Vice Chair Wood seconded by Board Member Moore to approve the Minutes for the October 3, 2022, regular meeting as amended. Motion carried 4-0-0-1.

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

## **VI. CURRENT BUSINESS**

### **2. ORAL REPORTS**

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

Human Resources Director Barbara J. Salvini reported:

- The Employee Policy Manual was updated at the City Council Meeting on October 25, 2022
- A Request For Proposal for Property and Casualty Broker of Record and/or Joint Powers Authority was also brought to the City Council meeting on October 25, 2022, and was approved
- Retirements
  - OASIS Senior Services Driver Bill Breslin retired on October 12, after 14 years of service
  - Utilities Specialist Dennis Davidow will be retiring at the end of November after 34 years of service
  - Permit Counter Supervisor Susan McCourt will be retiring in December after more than 29 years of service
- A candidate for the Finance Director position is currently in the background process with an expected start date at the end of November
- Open Recruitments
  - Full Time: Assistant Planner, Engineer Plan Check-Associate/Civil/Senior, Firefighter Paramedic, Maintenance Worker I/II, Police Officer – Lateral, Police Officer Recruit & Academy Graduate/Academy Enrolled, Principal Civil Engineer – Building (Deputy Building Official), Senior Fiscal Clerk
  - Part Time: Code Enforcement Officer I, Intern – Utilities and Community Development, Lifeguard Trainee, Library Page, Police Cadet, Pool Swim Instructor Trainee, Public Works Technical Aide, Recreation Leader, Senior Fiscal Clerk (Business Licensing)
  - Upcoming Positions: Senior Services Shuttle Driver, Police Civilian Supervisor, Part-Time IT Tech, Fire Services Coordinator, Fiscal Clerk

Vice Chair Wood stated she would be interested in receiving a presentation on recruitment and retention.

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

Assistant Fire Chief Justin Carr reported:

- Lifeguards
  - October 2022 Statistics
    - 4,320 Preventative Actions
    - 304 Rescues
    - 49 First Aids
    - 28 Medical Aids
  - The Balboa and A street parking lot demolitions began in preparation for construction of the new Junior Guards Headquarters
  - October 2022 was the busiest October for Newport Beach Lifeguards on record, including 130 rescues the weekend of October 8 and 9. Fifty of those rescues were pulled aboard the rescue boat

- Lifeguard Captains were invited to help teach and provide first-hand experience in Emergency Medical Response class at Newport Harbor High School
- On October 29, 2022, Lifeguards participated in the City of Newport Beach Spooktacular Halloween event at Mariners Park with a decorated lifeguard patrol truck and plenty of candy to go around
- On October 30, 2022, - Lifeguards taught hands only CPR to marketgoers of the Newport Pier Farmer's Market
- Administration
  - Open Positions: Firefighter Paramedic, Senior Fiscal Clerk, Two (2) Fire Services Coordinators
- Operations
  - Fire Management is rolling out its Strategic Plan to their respective Captains beginning November 7, 2022
  - Fire Marshal Kevin Bass is presenting on "How to Protect Against Wildfires and the Rising Costs of Insurance" on Wednesday, November 9, 2022 at 6:00 p.m. in the Community Room

In answer to Vice Chair Wood's comment, Assistant Fire Chief Carr stated he will explore options for bringing CPR training to the Corona Del Mar Farmer's Market

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

Deputy Director Jonathan Stafford reported:

- City Council approved a contract to secure body-worn cameras and tasers. The cameras are expected to arrive and become operational in January or February and the tasers are expected before the end of this year
- Hiring/Training Update
  - One police officer will leave the Newport Beach Police Department (NBPD) in December
  - Academy Recruits/Laterals
    - Two recruits are in the Academy and progressing well
    - Several recruits and laterals are in the final stages of the hiring process
  - Field Training Officer (FTO) Program
    - Three academy graduates have recently completed training and are working on their own in patrol
  - One dispatcher is taking a position at another Orange County agency and a part-time dispatcher will take the full-time position
  - Two dispatchers are in training and progressing well
  - A Community Services Officer (CSO) candidate has been hired and assigned to parking control
- Calls For Service
  - In October 2022, there were 9,217 Computer Automated Dispatch (CAD) events, compared to 7,533 CAD events in October 2021, a significant increase

- Part 1 Crimes for 2022
  - Reported crime is up through November 2nd compared to 2021, which was a year of historically low reported crime
  - Property Crime is up 93 crimes: a small improvement over the October crime statistics
    - Continues to be driven by a large increase in theft/larceny is up (100 crimes) and residential burglaries (22 crimes)
  - Violent Crime is up 12 crimes year-to-date
    - Driven largely by robbery, increased by 22 crimes
    - The three other categories are down (10 crimes)
  - Total Part 1 Crime is up 105 crimes
    - Through May 1, 2022, crime is up 73 crimes

In response to Chair Herzog's inquiry, Deputy Director of Police Services Jonathan Stafford stated the NBPd currently has four body-worn cameras and find them to be very effective. Other agencies have stated the body-worn cameras are highly effective in providing an officer's view of situations that occur, help resolve complaints quickly and accurately, and are worth the price for the accountability and accuracy they bring.

**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 5:17 p.m.

The agenda for the Regular Meeting was posted on Thursday, October 27, 2022, 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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Angie Madsen, Administrative Assistant to the Human Resources Director  
City of Newport Beach

Approved by:

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Howard Herzog, Chair  
Civil Service Board 2022/2023