

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

**Council Chambers  
100 Civic Center Drive  
Monday, September 10, 2018  
Regular Meeting  
5:00 p.m.**

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

Vice Chair Della Grotta called the meeting to order at 5:01 p.m.

## **II. ROLL CALL**

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

Robyn Grant, Chair (absent)  
Jane Della Grotta, Vice Chair  
Roberta Fesler, Board Member (absent)  
Howard Herzog, Board Member  
Sharon Wood, Board Member

### **Staff Members:**

Barbara J. Salvini, Secretary to the Board/HR Director  
Traci Mackinen, Administrative Assistant to the HR Director

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

## **IV. PUBLIC COMMENTS**

Jim Mosher hoped the presentation would clarify whether Memorandums of Understanding (MOU) are approved by and at the discretion of the City Council; and whether employees' salaries as stated in the budget are absolute amounts, a range, or something else.

## **V. CONSENT CALENDAR**

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

#### **1. APPROVE MINUTES FOR THE AUGUST 6, 2018, REGULAR MEETING.**

**Motion** made by Board Member Herzog, seconded by Board Member Wood, to approve the Minutes for the August 6, 2018, meeting as written. Motion carried 3-0-0-2.

AYES: Della Grotta, Herzog, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: Grant, Fesler

## **VI. CURRENT BUSINESS**

### **A. ORAL REPORTS**

#### **1. CITY-WIDE AND HUMAN RESOURCES MATTERS – Barbara J. Salvini, Human Resources (HR) Director**

HR Director Salvini reported:

- Tosha Sanchez has been promoted to an HR Specialist position and will focus on personnel action forms and the software system as it relates to employees.
- Open enrollment for all City employees began today and extends through October 5, 2018. Employees can enroll electronically. HR staff will provide assistance at various offsite locations.
- The Annual Employee Health Fair is scheduled for September 26 from 10:00 a.m. to 1:00 p.m. at City Hall. Board Members are invited to attend. Flu shots and lunch will be available.
- Interviews for the next Cal State Fullerton Leadership Development Program will be held September 18. September 11 is the deadline to submit applications. Four applicants will be chosen for the program.
- The City is negotiating with several associations including the Police Management Association, Firefighters Association, City Employees Association, Professional and Technical Employees Association, and Newport Beach Employees League.
- Recruitments are currently open for part-time Building Inspector II, full-time and part-time Department Assistant, Civilian Fire Marshal, Harbormaster, IT Analyst for Applications, Police Cadet, Police Mechanic, Police Officer, part-time Public Works Technical Aide, part-time Senior Fiscal Clerk, and part-time Student Aide.
- Recruitments will open later this week for part-time Life Safety Specialist III, part-time Library Page, Revenue Auditor, Custody Officer, and Equipment Operator I.

In response to questions, HR Director Salvini advised that Board Members are eligible to receive flu shots. Lunch usually arrives around 11:30 a.m.

#### **a. Presentation**

HR Director Salvini provided a presentation with a brief overview of the new labor agreements between the City and the Newport Beach Fire Management Association and the Newport Beach Police Association. The key changes to each agreement were noted.

In reply to questions, HR Director Salvini indicated the Fire Management Association wanted a one-year agreement. Typically, negotiations with the Fire Management Association take place after the City negotiates and reaches an agreement with the Fire Association. This year, the Fire Management Association contract expired before the Fire Association. The Fire Management Association expressed a desire for a one-year agreement to provide time for the Fire Association contract negotiations to conclude. With

regard to the agreement with the Police Association, HR Director Salvini confirmed that covered employees would now receive an employer-paid contribution into their deferred compensation plan accounts. This employer-paid benefit is not provided to any other employee groups. The non-accruing leave bank negotiated by the Police Association provides leave that is in addition to their flex leave benefit.

Board Member Wood remarked that most changes concern compensation, which is not within the Civil Service Board's jurisdiction, but terms of the agreements could become issues in an appeal hearing.

Board Members concurred with HR Director Salvini's suggestion to provide updates as MOU negotiations are completed.

## **2. FIRE DEPARTMENT MATTERS – Justin Carr, Fire Battalion Chief**

Fire Battalion Chief Carr reported:

- Fire personnel were deployed to the Mendocino Complex fire for approximately a month.
- Three Battalion Chiefs attended a three-day Command and Control Training in Texas the prior week.
- The Annual Fire and Lifeguard Appreciation Dinner is scheduled for September 20. Board Members are invited to attend.
- Fire Service Day is planned for October 7 at Fire Station 7.
- Community Emergency Response Team (CERT) classes begin in late September with weekday classes on Tuesday and Thursday and a weekend class on Saturday.
- Fire personnel participated in the 10th Annual Disaster Preparedness Expo on September 8. Attendance was the highest ever.
- In August, the Fire Department's Emergency Medical Services (EMS) received 886 dispatches and made 580 total transports to hospitals.
- On August 25, Fire Engine 62 and Fire Medic 62 responded to a medical aid call for a premature delivery. Both patients were discharged from the hospital as healthy.
- August Fire Department statistics for Lido Bridge include 42 preventatives and 721 public assists.
- Over the Labor Day weekend, Marine Operations Fire personnel responded to 1,556 calls for preventatives and 64 calls for rescues.

- August statistics for Marine Operations include 503 medical aids, 25,410 preventatives, 1,087 rescues, 37,925 total calls, and an estimated beach population of 1.1 million.
- At the Newport Beach Lifeguards Annual Awards Breakfast on August 15, Lifeguards recognized a dozen outstanding Ocean Lifeguards. Over \$5,000 in scholarships were awarded to five Lifeguards. Captain Mark Herman was named Lifeguard Supervisor of the Year, and Trent Cozza was named Seasonal Lifeguard of the Year.
- On August 10, the Newport Beach Junior Lifeguard Program held its graduation. Instructors presented awards to high point participants and an instructor's award to each group.
- Several Junior Lifeguards and family members competed in the Gray Lunde Ironman Memorial Event on August 11.

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

Deputy Director Stafford reported:

- National Night Out was held August 7 and was well attended.
- The seventh installment of the Police Department's Distinguished Leaders Series was held on August 9. The speaker was Retired Green Beret Sergeant Greg Stube, who spoke about meeting life's challenges.
- The Police Department has offered jobs to five recruits, and most will begin their employment in September. With these five recruits, there is a total of eight that will attend the Orange County Sheriff's Academy in October.
- One recruit will graduate from Golden West Academy on Friday. Six recruits are currently progressing well at the Orange County Sheriff's Academy.
- Six Community Services Officers (CSO) are in the final hiring process. Two have start dates; one has received a job offer; and three are awaiting Chief's interviews.
- Two lateral Police Officers will begin their employment the following Monday. One Police Cadet began his employment the previous Monday.
- Multiple testing processes will occur over the next two months.
- In August 2018, the Police Department had 9,236 Computer Automated Dispatch (CAD) events, an increase over 8,854 CAD events in August 2017 and a decrease from 10,438 CAD events in July 2018.
- Year to date crime statistics through September 6: Part I crime has decreased by 86 crimes. Violent crime has decreased 9.1 percent, and property crime has

decreased 5.3 percent. The decrease is driven by reductions in auto burglary and theft/larceny. Notably, bike theft has decreased by 31 crimes.

**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 5:33 p.m.

The agenda for the Regular Meeting was posted on September 6, 2018, 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:

---

Traci Mackinen, Administrative Assistant to the HR Director  
City of Newport Beach

Approved by:

---

Robyn Grant, Chair  
Civil Service Board 2018/2019