

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

**Council Chambers
100 Civic Center Drive
Monday, June 3, 2019
Regular Meeting
5:00 p.m.**

I. CALL MEETING TO ORDER

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

II. ROLL CALL

Civil Service Board Members:

Robyn Grant, Chair
Jane Della Grotta, Vice Chair
Howard Herzog, Board Member (excused absence)
Sharon Wood, Board Member
Vacant, Board Member

Staff Members:

Barbara J. Salvini, Secretary to the Board/HR Director
Anita Lakhani, Deputy City Attorney
Traci Mackinen, Administrative Assistant to the HR Director

- III. FLAG SALUTE** – Vice Chair Della Grotta. Vice Chair Della Grotta then requested a moment of silence be observed for the victims of the Virginia Beach mass shooting that took place earlier that day.

IV. PUBLIC COMMENTS

Jim Mosher expressed disappointment that the City received only one application for the vacant position on the Civil Service Board. He hoped to hear an update regarding recruitment for Fire Chief.

V. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE MAY 6, 2019, REGULAR MEETING

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

Motion made by Vice Chair Della Grotta, seconded by Board Member Wood, to approve the minutes for the May 6, 2019 regular meeting as amended by Mr. Mosher's revisions. Motion carried 3-0-0-1.

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

VI. CURRENT BUSINESS

2. RECOMMENDATION TO THE CITY COUNCIL REGARDING CIVIL SERVICE BOARD VACANCY

A. MAKE RECOMMENDATION TO THE CITY COUNCIL FROM THE CANDIDATE(S) LISTED BELOW TO SERVE ON THE CIVIL SERVICE BOARD FOR THE TERM OF JUNE 26, 2019 THROUGH JUNE 30, 2023.

Advise the Board Secretary to submit the nomination to the City Clerk on the Board's behalf.

1. Maiqual Talbot

In response to questions from the Board, Mr. Talbot advised that he previously served eight years on the Civil Service Board. He is aware of the duties and responsibilities of a Board Member.

Board Members expressed pleasure at the prospect of having Mr. Talbot serve on the Civil Service Board.

Mr. Talbot remarked that he too is disappointed with the lack of applicants.

Motion made by Board Member Wood, seconded by Vice Chair Della Grotta, to recommend Maiqual Talbot serve on the Civil Service Board for the term of June 26, 2019 through June 30, 2023. Motion carried 3-0-0-1.

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

Chair Grant directed the Secretary to submit Mr. Talbot's name to the City Clerk on behalf of the Civil Service Board.

3. ORAL REPORTS

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

HR Director Salvini reported:

- Caroline Morgan has been hired as a part-time student aide in the HR Department.
- The City has reached tentative agreements with the Part Time Employees Association of Newport Beach and the Fire Management Association. The agreements will be presented to the City Council for review on June 11 and adoption on June 25.
- The Annual Employee Service Awards and Luncheon is scheduled for Thursday, June 6. Board Members are invited to attend.

- Harassment Prevention Trainings are scheduled for June 4, 12, and 13. This training is valid for two years.
- On June 19, training regarding the various paid and unpaid leaves will be offered in the morning to supervisors and managers. The afternoon session is designed to provide instruction on how to maximize performance through evaluation, documentation, and corrective action.
- The City is recruiting for the full-time positions of Principal Planner, Assistant City Engineer, Park Maintenance Supervisor, Police Officer including academy-enrolled, academy graduate, and lateral, Police Officer Recruit, and Utilities SCADA Coordinator. Full-time and part-time position recruitments include Police Custody Officer and Senior Services Shuttle Driver. Recruitments are underway for the part-time positions of Building Inspector II, Harbor Services Worker, Life Safety Specialist III, Police Cadet, Recreation Leader, and Student Aide in Community Development.

B. FIRE DEPARTMENT MATTERS – Jeff Boyles, Assistant Fire Chief

Assistant Fire Chief Boyles reported:

- A celebration of Chief Duncan's retirement is planned for July 18 at City Hall.
- Emergency Medical Technicians recently participated in a night drill training and an auto extrication training.
- Registration for the fall Community Emergency Response Team (CERT) training classes is open.
- The CERT program for City employees will hold its graduation on June 5.
- May dispatches totaled 985, and 745 of those involved medical aid. Patients were transported to the hospital in 562 of the 745 dispatches.
- Lifeguard Operations has promoted four Lifeguard I employees to Lifeguard II positions.
- Trainees in the Basic Lifeguard Academy have completed their 110-hour training and spent three days shadowing experienced lifeguards.
- The Junior Lifeguard program begins its 35th season on June 25.
- Two Firefighters have been promoted to Firefighter/Paramedic.
- Fire Department leadership attended the California Fire EMS and Disaster (CFED) conference and expo. Chief Thompson was a keynote speaker and teacher during the conference.

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

Deputy Director Jonathan Stafford reported:

- Custody Officer Tim Stewart was promoted to Custody Supervisor, and Jennifer La was sworn in as a part-time Custody Officer on May 28.
- The Citizens' Police Academy held its graduation on May 29.
- The Police Department's Open House on May 19 was well attended.
- Six Recruits graduated from the Academy on May 3. One Recruit is progressing well through the Academy. One Recruit will begin the Academy on June 19. One Recruit candidate is in the final hiring process. Additional Recruit candidates will be scheduled for interviews with the Police Chief.
- Eleven Police Officers are in training, and three Laterals and two Recruits have completed training.
- In May 2019, there were 8,966 Computer Automated Dispatch (CAD) events, which is an increase over 8,748 CAD events in May 2018.
- Year to date, Part 1 crime has increased 1.5 percent or 12 crimes. At one point, Part 1 crime had increased 19 percent. In a May 2019 comparison to May 2018, Part 1 crime decreased by 59 crimes. Residential and auto burglary each decreased by 21 crimes, and theft/larceny decreased by 18 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)

Board Member Wood advised that she would not be available for the July 1 meeting of the Civil Service Board.

VIII. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:24 p.m.

The agenda for the Regular Meeting was posted on May 30, 2019, 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

Draft