

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

Council Chambers
100 Civic Center Drive
Monday, July 1, 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
Mike Talbot, Board Member
Sharon Wood, Board Member (excused absence)

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 – Board Member Talbot

Chair Grant introduced returning Board Member Maiqual (Mike) Talbot.

IV. CHAIR/VICE CHAIR ELECTIONS FOR 2019/2020

Board Member Herzog nominated Board Member Della Grotta for the office of Chair.

Motion made by Board Member Grant, seconded by Board Member Herzog, to close nominations. Motion carried 4-0-0-1.

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

Board Member Della Grotta was unanimously elected Chair of the Civil Service Board.

Board Member Della Grotta nominated Board Member Herzog for the office of Vice Chair.

Motion made by Chair Della Grotta, seconded by Board Member Grant, to close nominations. Motion carried 4-0-0-1.

AYES: Grant, Della Grotta, Herzog, Talbot
NOES: None
ABSTAIN: None

ABSENT: Wood

Board Member Herzog was unanimously elected Vice Chair of the Civil Service Board.

The Civil Service Board recessed at 5:07 p.m. and reconvened at 5:09 p.m.

V. PUBLIC COMMENTS

Jim Mosher stated the City Charter requires the Civil Service Board to supply the City Council with a list of three nominees. He was unsure whether a lack of applicants relieved the Civil Service Board of supplying three names to the City Council. He hoped staff would provide an update regarding recruitment of a Fire Chief. He stated that the Civil Service Board may be interested in learning who is leaving the City's employment to then know if staff is recruiting new employees.

In response to Chair Della Grotta's request for a letter of advisement regarding a list of three nominees, HR Director Salvini informed the Board Members that City Attorney Aaron Harp addressed this matter at a recent City Council meeting and that all Council Members were satisfied with the one CSB nomination. Thus, Chair Della Grotta considered this matter closed.

VI. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE JUNE 3, 2019, REGULAR MEETING

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

Chair Della Grotta announced Approval of the Minutes is continued due to the lack of a quorum for a vote.

VII. CURRENT BUSINESS

2. ORAL REPORTS

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

HR Director Salvini reported:

- The City has adopted new labor agreements with the Fire Management Association and the Part Time Employees Association of Newport Beach.
- A training entitled "The Art of Writing the Performance Evaluation" will be held on July 25.
- Recruitments are open for the full-time positions of Facilities Maintenance Technician, Assistant City Engineer, Police Officer including Academy enrolled, Academy graduate and Lateral, Police Officer Recruit, Utilities SCADA Coordinator, and Public Works Inspector.

- Recruitments are open for the full-time and part-time position of Police Community Services Officer.
- Recruitments are open for the part-time positions of Life Safety Specialist III, Fiscal Specialist, and Student Aide.
- HR Director Salvini wrapped up by thanking the Board Members for attending the Employee Service Awards and to Board Members Della Grotta and Grant for assisting with the Fire Chief assessment.

B. FIRE DEPARTMENT MATTERS – Brian McDonough, Fire Battalion Chief

Fire Battalion Chief McDonough reported:

- Fire Prevention attended an annual fireworks training.
- Three Captains and one Paramedic attended a school for wildland-urban interface firefighting.
- The Fire Department completed countywide updates to the Multi-Casualty Incident (MCI) Plan.
- Staffing will increase by one paramedic unit for the July 4 holiday.
- A grand opening for the Corona del Mar Library and Fire Station #5 is planned for July 20.
- On July 18, a celebration of Fire Chief Duncan's retirement will be held.
- Fire Captain Glenn White has retired after 36 years of service.
- Registration for fall Community Emergency Response Team (CERT) classes is open.
- The annual Disaster Preparedness Expo is scheduled for September 7 and will continue through September 11.
- Re-certification of active CERT members has been completed. Currently, the CERT program has 402 active members. The Newport Beach CERT program is the largest in Orange County.
- During June, Emergency Medical Services (EMS) received 1,068 calls, 798 of which were for medical aid. Medic transports to the hospital totaled 624.
- Full staffing of Lifeguards began June 22.
- The Junior Lifeguard program began June 25 with 1,400 participants.

- July 6 is Ben Carlson Day.
- Board Members are invited to the Junior Lifeguard Hot Dog Dinner on July 11.
- Junior Lifeguards will participate in the Monster Mile on August 1 with graduation scheduled for August 8.

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

Deputy Director Jonathan Stafford reported:

- Over the summer months, Police Officer Randy Lawton will retire after 29.5 years of service, Dispatch Supervisor Laurie Syvock after 32 years of service, and Custody Officer Dave Sperling after 28 years of service.
- Preparations for the July 4 holiday are complete with all Police Department employees scheduled to work and with the Orange County Sheriff's Department, California Highway Patrol, and the Irvine Police Department providing assistance. Officers will patrol via foot, bike, horseback, all-terrain vehicle (ATV), car, and truck.
- Two Recruits are attending the academy and both are doing well.
- Eleven Police Officers are participating in the Field Training Officer (FTO) program.
- In June 2019, there were 9,056 Computer Automated Dispatch (CAD) events, which is an increase over 8,886 CAD events in June 2018.
- Since January 1, 2019, the Police Department's Priority 1 response time is 3 minutes 49 seconds. The Priority 2 response time is 5 minutes 30 seconds.
- Year to date, Part 1 crime has decreased by 35 crimes. For June 2019, Part 1 decreased by 44 crimes. Violent crime is down five crimes, and property crime is down 44 crimes.

In response to Vice Chair Herzog's inquiries, Deputy Director Stafford advised that CityNet, a contracted non-profit professional team who work to end street-level homelessness, began work with the homeless in Newport Beach in April and liaises with Homeless Liaison Officer Tony Yim. CityNet employees wear an identifiable uniform, but it is not a police uniform.

VIII. CIVIL SERVICE BOARD ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

None

IX. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:31 p.m.

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

Jane Della Grotta, Chair
Civil Service Board 2019/2020

Draft