

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

**Council Chambers
100 Civic Center Drive
Monday, September 9, 2019
Regular Meeting
5:00 p.m.**

I. CALL MEETING TO ORDER

Chair Della Grotta called the meeting to order at 5:11 p.m.

II. ROLL CALL

Civil Service Board Members:

Jane Della Grotta, Chair
Howard Herzog, Vice Chair
Robyn Grant, Board Member (absent)
Mike Talbot, Board Member
Sharon Wood, 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 – Board Member Talbot

IV. PUBLIC COMMENTS

None.

Chair Della Grotta announced Item VI, Oral Reports, will be heard prior to Item V, Approval of Civil Service Board Meeting Minutes, in order to provide time for Board Member Grant to arrive. Police Chief Jon Lewis participated in the Motorhome Madness demolition derby at the Orange County Fair where more than \$30,000 was raised to benefit the National Fallen Firefighters Foundation and the Susan G. Komen Breast Foundation. The celebration for the new fire station and library in Corona del Mar was a fabulous success. Newport Beach Night Out was a fun family event.

V. 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 continued approval of the Minutes because a quorum of Board Members was not present.

B. APPROVAL OF MINUTES FOR THE JULY 1, 2019, REGULAR MEETING

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

Motion made by Vice Chair Herzog, seconded by Board Member Talbot, to approve the Minutes for the July 1, 2019, regular meeting as presented. Motion carried 3-0-1-1.

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

VI. CURRENT BUSINESS

2. ORAL REPORTS

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

HR Director Salvini reported:

- The City and the Lifeguard Management Association have reached a tentative agreement that will be presented to the Council on September 10. The agreement is scheduled for adoption during the September 24 Council meeting.
- Open enrollment for employee health insurance benefits began today and will end October 4. HR representatives will visit City departments to assist employees with enrollment.
- The Annual Employee Health Fair is scheduled for Wednesday, September 25 from 10 a.m. to 1 p.m. Board Members are invited to attend.
- Interviews for the Cal State Fullerton Leadership Development Program will be held this week, and classes begin October 3. The City sponsors four employees.
- The Healthy Eating Active Living (HEAL) Committee completed the City's first 10K-a-Day Walking Challenge. Kaiser sponsored the challenge, and 152 employees participated in the six-week challenge. Approximately 80 percent of participants met their goals. The Challenge will likely return in 2020.
- The law firm of Liebert Cassidy Whitmore will host *The Art of Writing the Performance Evaluation* and *Difficult Conversations* trainings for managers and supervisors in Tustin on September 19.
- Recruitments will open this week for full-time positions of Assistant City Clerk, Public Information Officer, and Utilities Specialist; and part-time positions of Library Clerk and Senior Recreation Leader.

- The City has open recruitments for full-time positions of Human Resources Specialist, Senior HR Analyst, Police Officer - Academy enrolled, Academy graduate, and lateral, and Police Officer Recruit; and part-time positions of Department Assistant and Intern in the Community Development Department, Maintenance Aide in Utilities, and Senior Fiscal Clerk, Recreation Leader, and Senior Pool Lifeguard in the Recreation Department.

Presentation: Summary of New Labor Contracts for Part Time Employees Association of Newport Beach and Fire Management Association

HR Director Salvini advised that the Part Time Employees Association of Newport Beach consists of 74 unit members who need to satisfy certain eligibility requirements before becoming an Association member. Approximately 208 additional unrepresented part-time employees benefit from any Cost of Living Adjustment (COLA) negotiated by the represented members. The term of the new agreement is three years, January 1, 2019 through December 31, 2021. COLAs will be applied each year on July 1. The Cafeteria Plan was revised to clarify eligibility criteria and to increase medical care coverage by \$100 per month for eligible employees. The agreement clarifies night-shift differential pay for library staff, confirms employee eligibility to participate in the deferred compensation program, and complies with IRS regulations regarding leave cash out. The Newport Beach Fire Management Association is composed of four Battalion Chiefs. The term of the new agreement is three years, July 1, 2019 through June 30, 2022. COLAs of 2 percent will be applied each year in July. Employee retirement contributions to CalPERS will increase 0.5 percent each year in July. The City's contribution towards individual deferred compensation accounts will be specific dollar amounts, which will increase each year on July 1. New employees will not receive any cash back if they elect a healthcare plan that is less than the amount provided by the cafeteria plan.

In reply to Board Member Wood's queries, HR Director Salvini explained that employer paid deferred compensation is a new benefit for the Fire Management Association. The unit elected to have the employer contribute to individual deferred compensation plans. The employer contribution in the third year represents 1 percent of base salary.

B. FIRE DEPARTMENT MATTERS – Justin Carr, Fire Battalion Chief

Fire Battalion Chief Carr reported:

- Recruitment for entry-level Firefighter/Paramedic closed on September 3.
- The 22nd Annual Firefighter and Lifeguard Appreciation Dinner is scheduled for September 19.
- Mary Locey began work with the Fire Department as Administrative Manager on September 3.

- The Fire Department picked up a California Governor's Office of Emergency Services (Cal OES) engine in August. The Fire Department will staff the apparatus.
- Fire Ops 101 will be held September 14.
- Fire staff will handle medical emergencies at the 2019 Komen More Than Pink Walk on September 22.
- The 11th Annual Disaster Preparedness Expo and Green on Green Expo were held September 7.
- Community Emergency Response Team (CERT) classes will begin the following week.
- Jeff Boyles was named Fire Chief on July 23, and his badge pinning ceremony was held at the end of August.
- Dispatches of all types during July totaled 1,165. Medical aid dispatches totaled 846. Medic transports to hospital totaled 617.
- Dispatches of all types during August totaled 1,092. Medical aid dispatches totaled 797. Medic transports to hospital totaled 616.
- For the period June 1 to September 2, Lifeguards performed 2,170 ocean rescues, 58,895 preventative actions, 1,720 medical calls and first aid assists, 11,010 code and surfing enforcements, 225 boat warnings and assists, and 25,394 public assists and contacts. Lifeguards responded to 101,701 total calls for service. Estimated beach attendance was 4,348,000.
- Thirteen applicants will sit for promotional testing for Lifeguard Captain on September 18 and 19.
- The Fire Department sent two peer support team members to a neighboring city to assist in the aftermath of a critical incident.
- Lifeguards assisted Encinitas following a cliff collapse.
- A Significant Other Survival (SOS) class was held in July, and another will be held in October.
- The Fire Department will hold compassion fatigue/burnout awareness classes.
- Information is available for Suicide Awareness and Prevention month in September.
- Division Chief Kristin Thompson attended an International Firefighter Cancer Symposium in Florida.
- In Newport Beach, 63 percent of bystanders perform CPR during cardiac events to which the Fire Department responds. The national average is 40 percent.

- The Fire Department, Lifeguards, and CERT volunteers trained approximately 300 City employees in CPR during 2018.
- The Fire Department's average for Return of Spontaneous Circulation (ROSC) leads is the highest in Orange County and is better than the state and national average for the third consecutive year.
- Two Firefighters are taking a paramedic preparatory course in anticipation of attending paramedic school in January.

Vice Chair Herzog noted the Civil Service Board has a table at the Appreciation Dinner. He further stated that cancer is especially prevalent in Firefighters who handle foam.

In response to questions from the Board, Fire Battalion Chief Carr remarked that Firefighters are exposed to many carcinogens during their professional careers. Fire Ops 101 will be held at Station 7 and begin at 8 a.m.

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

Deputy Director Stafford reported:

- In August, fugitive murder suspect Peter Chadwick was arrested in Mexico and deported to the U.S.
- National Night Out on August 6 was well attended.
- Over the July 4th holiday, the number of arrests decreased by 23 and the number of citations decreased by 138 from 2018 figures. The Police Department made 57 arrests between 6 p.m. on July 3 through 6 a.m. on July 5.
- Two Recruits are attending the Academy, and one Recruit will begin in October.
- Three Police Officers have completed training, and nine are in training.
- In August 2019, Computer Automated Dispatch (CAD) events totaled 9,347, an increase over 9,236 events in August 2018.
- Through September 5, Part 1 crime has decreased by 172 crimes. Violent crime has decreased 1 crime, and property crime has decreased 171 crimes. This is an astounding decrease in crime.

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 will not be present for the October Civil Service Board meeting.

VIII. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting adjourned at 5:45 p.m.

The agenda for the Regular Meeting was posted on September 5, 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