

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

**Council Chambers  
100 Civic Center Drive  
Monday, December 2, 2019  
Regular Meeting  
5 p.m.**

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

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

## **II. ROLL CALL**

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

Jane Della Grotta, Chair  
Howard Herzog, Vice Chair  
Robyn Grant, Board Member  
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 Wood**

## **IV. PUBLIC COMMENTS**

Jim Mosher suggested the Board, during its September meeting, could not vote on the June 3 meeting minutes because of a lack of votes rather than a lack of a quorum. According to his understanding, no rule requires a Board Member to abstain from voting on minutes for a meeting at which the Board Member was not present. A Board Member who is absent from a meeting could in fact read the minutes in order to vote on them.

Deputy City Attorney Anita Lakhani indicated to Board Members that she would investigate the possibility of a formal rule.

Chair Della Grotta expressed pride in the Fire Department's participation in the Tick Fire. Vice Chair Herzog and she attended the Citizens Academy graduation. Chair Della Grotta also attended Newport First, which was a nice community 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.

**Motion** made by Chair Della Grotta, seconded by Board Member Grant, to approve the Minutes for the June 3, 2019, regular meeting as presented. Motion carried 3-0-2-0.

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

**B. APPROVAL OF MINUTES FOR THE SEPTEMBER 9, 2019, REGULAR MEETING**

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

**Motion** made by Board Member Wood, seconded by Board Member Talbot, to approve the Minutes for the September 9, 2019, regular meeting as presented. Motion carried 4-0-1-0.

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

Board Member Wood agreed with Mr. Mosher in that Board Members have a duty to read meeting minutes, whether present or absent. However, she could not state that minutes accurately reflect a meeting from which she was absent without reviewing the meeting recording.

**VI. CURRENT BUSINESS**

**2. DISCUSS AND POSSIBLY TAKE ACTION ON THE 2020 REGULAR CIVIL SERVICE BOARD MEETING DATES CALENDAR**

**Summary:** During the 2020 calendar year, one regular meeting date falls on a City holiday; Monday, September 7, 2020. Absent a formal vote by the Board to the contrary, the new date for this meeting is Wednesday, September 9, 2020. In the past, the Board has moved the date of the September meeting to the Monday one week after the holiday, instead of the Wednesday two days after the holiday.

**Recommended Action:** Approve the 2020 Civil Service Board regular meeting calendar as presented, including the September 2020 regular CSB meeting date scheduled for the second Monday of the month to Monday, September 14, 2020, due to the City holiday, with the meeting occurring at 5 p.m. in the City Hall Council Chambers.

HR Director Barbara Salvini reported the Civil Service System Rules and Regulations require Board meetings to be held on the first Monday of each month at 5 p.m. If the Monday falls on a City holiday, the meeting is to be held on the next succeeding Wednesday. Historically, the Board has voted to move the meeting from the next succeeding Wednesday to the next succeeding Monday. The Board's September 2020 meeting falls on Labor Day and, absent a formal Board vote, the meeting would be scheduled for September 9. Staff recommends the September 2020 meeting be scheduled for Monday, September 14 so that staff can post the appropriate notices and prepare for the meeting.

**Motion** made by Vice Chair Herzog, seconded by Board Member Wood, to approve the 2020 Civil Service Board regular meeting calendar as presented, including the September 2020 regular meeting date of September 14, 2020. Motion carried 5-0-0-0.

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

### 3. ORAL REPORTS

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

HR Director Salvini reported:

- The City Council adopted a Memorandum of Understanding (MOU) with the Lifeguard Management Association (LMA) on September 24, 2019. The Board's packet includes a memo outlining salient provisions of the MOU.
- Approximately 450 employees attended the Annual Employee Health Fair with 53 vendors. During the Fair, 93 flu shots were administered.
- The Heal Committee held lunch and learn events entitled *Maintain, Don't Gain* and *Self Care* on October 16 and November 20.
- The City offered Word trainings on October 9 and 29, a writing workshop on October 23, and a CPR/AED training on November 5.
- The Centre for Organizational Effectiveness will present an employee workshop entitled *How to Live Your Best Life at Work* in December.
- The annual Retirement Seminar was held on October 24, and 60 employees attended.
- HR staff attended job fairs at Cal State Fullerton on September 26 and UC Irvine STEM on October 17 and a meet-and-greet event at the UC Irvine Field Study Program on October 8.
- Lisa Hong has joined the HR Department as an HR Specialist I with duties pertaining to risk management and information systems.
- Recruitments are underway for a full-time Senior Utilities Specialist, a part-time Utilities Maintenance Aide, and a part-time Recreation Leader.
- City Hall and most City facilities will be closed from December 24 through January 1.

In reply to questions from the Board, HR Director Salvini explained that staff hosts a table at the job fairs and talks with attendees about careers with the City. The \$1,500 one-time payment contained in the LMA MOU likely replaces a retroactive component of the agreement and will confirm this information. The Library does not follow the City's holiday closure, and the hours of operation for Library branches over the holidays should be posted to the internet.

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

Battalion Chief Carr reported:

- The Fire Department participated in "Stash-tober" and "Mo-vember."
- The Department is participating in Operation Christmas, and unwrapped toys, sports equipment, DVDs, and gift cards may be dropped off at City facilities.
- Operations has completed Nozzle and Office of Emergency Services (OES) engine trainings.
- Almost a quarter of Fire personnel are scheduled to take the Fire Captain's examination on December 3.
- The 12th Annual Community Emergency Response Team (CERT) Banquet will be held on January 29, 2020. Registration for spring 2020 CERT classes is underway.
- On November 12, Fire Chief Jeff Boyles and Fire Marshal Kevin Bass presented a Wildland Management Program at the OASIS Senior Center. A follow-up community outreach meeting is scheduled for December 12.
- Fuel modification landscape inspections for Newport Coast have been completed. Annual high-rise building inspections are underway and should be completed by mid-December.
- Applications for fireworks shows planned for December 18 and 22 as part of the Christmas Boat Parade have been submitted and approved.
- In September, 1,043 dispatches occurred, 768 of which were medical aid calls. Transports to the hospital totaled 738 for September.
- Three individuals will attend paramedic school, two in January and one in August.
- From October 1 through November 26, Lifeguards performed more than 3,000 public assists, 284 Code enforcements, 1,033 preventatives, 24 rescues and responded to 87 boat calls and 289 first aid/medical calls. The total of all calls was 5,136. The beach population was estimated at 623,300.

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

Deputy Director Stafford reported:

- Sergeant Josh Comte left the Newport Beach Police Department in November and was sworn in as Chief Marshal in Telluride, Colorado.
- The Citizens Academy graduation was held on November 20.
- A Promotion and Swearing In ceremony was held on October 7. Brandy Banks was promoted to Senior Dispatcher. Phyllis Annunziata and Francesca Agrusa were sworn in as Community Service Officers (CSO). Brian Park was sworn in as a Police Officer.
- The new outdoor warning system consisting of programmable loudspeakers is expected to be operational by late January.
- Dr. Daniel Amen has led two of six sessions as part of the Distinguished Leaders Series. Dr. Amen has tailored his brain health program for the Police Department.
- One Recruit is attending the Academy; one Recruit will begin the Academy in January; and one Recruit graduated from the Academy on November 21.
- A Lateral Police Officer is in the final stages of background investigation and could start work in January.
- Four Police Officers have completed the Field Training Officer (FTO) program, and four additional Police Officers should begin the FTO program in the next two weeks.
- In October 2019, Computer Automated Dispatch (CAD) events totaled 8,478. CAD events in October 2018 totaled 8,493.
- In November 2019, CAD events totaled 7,617, a decrease from 7,841 CAD events in November 2018.
- From January 1 through November 12, 2019, Part 1 crime has decreased by 367 crimes. Violent crime has decreased by five crimes, and property crime has decreased by 362 crimes. Significantly, residential burglary has decreased by 102 crimes and theft/larceny by 131 crimes.

In answer to Vice Chair Herzog's query, Deputy Director Stafford advised that EMS Division Chief Kristin Thompson was invited to attend Dr. Amen's sessions to determine if the Fire Department is interested in hosting Dr. Amen.

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

Vice Chair Herzog advised that he will not be present for the February 3, 2020, meeting.

**VIII. ADJOURNMENT**

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:29 p.m.

The agenda for the Regular Meeting was posted on November 26, 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:

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

Approved by:

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Jane Della Grotta, Chair  
Civil Service Board 2019/2020