

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

**Council Chambers
100 Civic Center Drive
Monday, January 6, 2020
Regular Meeting
5:00 p.m.**

I. CALL MEETING TO ORDER

Chair Della Grotta called the meeting to order at 5:02 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 – Vice Chair Herzog

IV. PUBLIC COMMENTS

Chair Della Grotta thanked the Fire and Police Departments for all their hard work during 2019.

V. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE DECEMBER 2, 2019, REGULAR MEETING

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

Chair Della Grotta corrected the Minutes in that she attended Newport Together rather than Newport First on October 26, 2019 and proposed incorporating Mr. Mosher's suggested revisions into the Minutes.

Motion made by Chair Della Grotta, seconded by Board Member Wood, to approve the Minutes for the December 2, 2019, regular meeting as amended. Motion carried 5-0-0.

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

At Chair Della Grotta's request, Deputy City Attorney Anita Lakhani recalled Mr. Mosher's comments from the December 2019 meeting regarding lack of a quorum versus insufficient votes to approve meeting Minutes. The correct terminology is insufficient votes. There is no formal rule that requires a Board Member to abstain from voting on the Minutes because he was not present for the meeting. When a Board Member has been absent from a meeting, he may either abstain from the vote on the Minutes for the meeting or listen to the recording of the meeting and vote on the Minutes.

VI. CURRENT BUSINESS

2. ORAL REPORTS

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

HR Director Salvini reported:

- The Centre for Organizational Effectiveness will host a Presentations Workshop on January 8 and a Mindfulness Workshop on January 29 for City staff.
- The City has hired John Pope as Public Information Manager.
- Recruitments are open for the part-time positions of Building Inspector II, Marine Naturalist Interpreter, and Public Works Technical Aide.
- Recruitments will open during the week for the positions of Administrative Assistant to the Fire Chief, Administrative Assistant to the Utilities Director, Associate Planner, and Police Sergeant.

In reply to Vice Chair Herzog's question, HR Director Salvini agreed to provide the name and experience of the speaker for the Mindfulness Workshop at a later time.

B. FIRE DEPARTMENT MATTERS – Jeff Boyles, Fire Chief

Fire Chief Boyles reported:

- The Fire Department has taken possession of the new Fire Station 5 in Corona del Mar. A conceptual design for Fire Station 2 has been selected, and floor plans are being developed. The Junior Lifeguard Foundation has raised \$1.2 million for a Junior Lifeguard building, and preparation of conceptual designs are underway. Because costs have risen, the Junior Lifeguard Foundation has agreed to raise an additional \$500,000.
- The position of Administrative Assistant to the Fire Chief opened today and will close the following week. Recruitment for an Assistant Fire Chief will open on January 13.

- Firefighter Paramedic Jacob Long, Engineer Thomas Herr, and Firefighter Paramedic Andy Janis will be promoted to Captain effective January 18. Seasonal Lifeguard Clay Rinker has been hired as a Lifeguard Captain.
- Two Firefighters will begin paramedic training at Saddleback College on January 7, and a third will begin in August.
- Twenty-one candidates were interviewed for nine Firefighter Paramedic positions. Fifteen of the candidates proceeded to background checks. The positions may be filled in late February or early March.
- The Fire Marshal is updating Fire Codes to address recent issues about wildland fires and insurance for residential properties.
- Lifeguards have implemented the Surfer Awareness Lifesaving Techniques (SALT) program. Hoag Hospital has awarded a \$15,000 grant to the City for the program, and City Council action regarding the grant is scheduled for January 14.
- Four Community Emergency Response Team (CERT) programs are scheduled for 2020. The State of CERT dinner will be held January 29. The Teen CERT program will be held at Ensign Middle School.
- All Fire personnel will attend all-hands meetings during the week.

In answer to Chair Della Grotta's question, Fire Chief Boyles advised that he is unaware of plans for the vacated Fire Station 2 once the Fire Department moves to the newly built station in 2022.

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

Deputy Director Stafford reported:

- Based on preliminary data, 2019 Part 1 crime decreased 326 crimes compared to 2018. Residential burglary decreased by 103 crimes, garage burglary by 33 crimes, theft/larceny by 105 crimes, auto burglary by 67 crimes, and auto theft by 22 crimes. Crime has decreased 16 percent based on the five-year average.
- Over the prior three months, Police Officers arrested eight different burglary crews before, during, and after committing burglaries. Five of the arrests resulted from officer-initiated activity and three from citizen information.
- The Distinguished Leaders Series hosted session three of Dr. Daniel Amen's workshop for Police Department employees on December 19.
- Lieutenant Rachel Johnson will be leaving the Police Department in February to take a Police Captain's position with the Laguna Beach Police Department.
- Two Recruits are attending the Academy. A Lateral Police Officer began work with the Department on January 2 while another candidate is undergoing the background investigation. Nine Recruits or Laterals are in the hiring process.

- Of the original 14 Recruits and Laterals, two Recruits remain in the Field Training Officer (FTO) program. A new Lateral Police Officer joined the FTO program the previous week.
- In December 2019, Computer Automated Dispatch (CAD) events totaled 8,060, an increase over 7,773 CAD events in December 2018.

Chair Della Grotta commended personnel at the animal shelter for the lovely celebration honoring volunteers, which Board Member Grant also attended along with five Council Members.

In answer to Vice Chair Herzog's query, Deputy Director Stafford indicated the number of authorized Sworn Officers is 148, and 142 of the positions are filled. The number of civilian employees, including part-time employees, is 260. The number of uniformed volunteers is 30, and the number of animal shelter volunteers is approximately 40.

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 5:29 p.m.

The agenda for the Regular Meeting was posted on January 2, 2020, 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