

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

**Council Chambers
100 Civic Center Drive
Monday, February 3, 2020
Regular Meeting
5:00 p.m.**

I. CALL MEETING TO ORDER

Chair Della Grotta called the meeting to order at 5:01 p.m.

II. ROLL CALL

Civil Service Board Members:

Jane Della Grotta, Chair
Howard Herzog, Vice Chair (excused absence)
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

Chair Della Grotta remarked on the helicopter crash that killed members of the community. The Community Emergency Response Team (CERT) dinner was held the prior week and it was lovely. The new red doors on the fire station look nice. The Police Department's Promotion and Swearing-In Ceremony was a very nice function.

V. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE JANUARY 6, 2020, REGULAR MEETING

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

Motion made by Board Member Wood, seconded by Chair Della Grotta, to approve the Minutes for the January 6, 2020, regular meeting as presented. Motion carried 4-0-0-1.

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

VI. CURRENT BUSINESS

2. ORAL REPORTS

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

HR Director Salvini reported:

- Nathaniel Dalerio, an intern from UC Irvine, is working on special projects in the HR Department.
- On January 30, Shannon Espinoza, Nic Lucas, Amanda Mahaffey, and Liz Westmoreland graduated from the Cal State Fullerton Leadership Development Program. Interviews for the next cohort are scheduled for February 11. The cost for the program is \$1,680 per pupil. Four employees usually attend the program.
- Thirty-five employees attended the Mindfulness workshop on January 29.
- Workshops for "The Art of Writing the Performance Evaluation" and "Maximizing Performance Through Evaluation, Documentation, and Corrective Action" are planned for February 20.
- Recruitments are underway for the full-time positions of Assistant City Clerk, Budget Manager, Police Officer, and Police Recruit and for the part-time positions of Building Inspector II, Lifeguard Trainee, Marine Naturalist Interpreter, Public Works Technical Aide, Recreation Leader, and Senior Recreation Leader. Recruitments will open during the month for the positions of Maintenance Worker I/II, Police Crime Scene Investigator, Police IT Coordinator, Planning Technician/Assistant Planner, Pool Swim Instructor, Harbor Services Worker, Student Aide, and Intern.

B. FIRE DEPARTMENT MATTERS – Jeff Boyles, Fire Chief

Fire Chief Boyles reported:

- Three Fire personnel were promoted to Fire Captain effective January 15.
- Interviews for administrative assistant were completed earlier in the day.
- Interviews for Assistant Fire Chief are scheduled for February 5.
- The State of Community Emergency Response Team (CERT) awards dinner was held January 29 with 225 guests in attendance. The Ensign Intermediate Teen CERT volunteers and Fire Explorers were honored during the ceremony.
- Fire Captain Ron Gutierrez began work as Training Captain on February 3.

- Emergency Medical Services (EMS) Captain Brad Smith has been assigned to the City's Homeless Rapid Response Team.
- The Fire Department conducted a Fire Captains Academy for the nine candidates who passed the Fire Captain promotional exam.
- Firefighters Thomas Thornbury and Nick Yaroma began paramedic school on January 7 and should return to work in July.
- Lifeguard Trainee tryouts are scheduled for February 9.
- Fire personnel conducted two countywide high-rise drills for 150 participants in January.

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

Deputy Director Stafford reported:

- A Promotion and Swearing-In Ceremony was held for Computer Systems Manager Tom Encheff, Senior Crime Scene Analyst Devon Fitzgerald, Lateral Police Officer Tyler Knox, part-time Dispatcher Rachel Lee, and part-time Community Services Officer (CSO) Courtney Buck.
- The Police Appreciation Breakfast will be held on March 20.
- Selection panels are meeting to review and recommend recipients of the Sworn Employee of the Year, Civilian Employee of the Year, Supervisor of the Year, and Merit Awards.
- Two Recruits are attending the Academy. One Lateral began work on January 2. Conditional job offers have been extended to one Recruit and one Lateral. Seven Recruits and Laterals are in the hiring process.
- Two Recruits and one Lateral remain in the Field Training Officer (FTO) program.
- A new part-time CSO began work in January. Another CSO will begin work at the Animal Shelter the following day. A job offer has been extended to a part-time CSO.
- Three Dispatchers are in background, and a Custody Officer's background book is under review.
- January 2020 calls for service totaled 5,821, an increase over 5,128 calls in January 2019.

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

In reply to Chair Della Grotta's query concerning the coronavirus, Fire Chief Boyles advised that when a caller complains of flu-like symptoms, dispatchers inquire about the caller's recent travels to determine whether the caller may be suffering from coronavirus. EMS personnel wear gowns and masks if coronavirus is suspected. Hoag Hospital notifies the Orange County Health Department when a patient is diagnosed with coronavirus, and the Health Department notifies the news media.

VIII. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:23 p.m.

The agenda for the Regular Meeting was posted on January 30, 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