

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

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

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

Chair Della Grotta called the meeting to order at 5:00 p.m.

## **II. ROLL CALL**

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

Jane Della Grotta, Chair  
Howard Herzog, Vice Chair (via Zoom)  
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 – Led by Board Member Mike Talbot**

Chair Della Grotta saluted the brave firefighters currently battling fires throughout California.

## **IV. PUBLIC COMMENTS**

None.

## **V. CONSENT CALENDAR**

### **1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES**

#### **A. APPROVAL OF MINUTES FOR THE SEPTEMBER 14, 2020 REGULAR MEETING**

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

Board Member Wood moved to approve the minutes from September 14, 2020, with the amendment suggested by Jim Mosher indicating Board Member Herzog attended the meeting via Zoom.

**Motion** made by Board Member Wood, seconded by Board Member Talbot, to approve the Minutes for the September 14, 2020, regular meeting as amended. Motion carried 4-0-0-1.

**AYES:** Della Grotta, Herzog, Talbot, Wood

NOES: None  
ABSTAIN: None  
ABSENT: Grant

## **VI. CURRENT BUSINESS**

### **2. ORAL REPORTS**

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

HR Director Barbara Salvini reported:

- City Hall officially reopened on the day of the meeting, October 5, 2020.
- The Virtual Employee Service Awards took place on September 16 and 17, 2020, with 165 employees celebrated for a milestone year of service from five to thirty-five years. Natalie Basmacyan was awarded Employee of the Year. The Teamwork Award went to all City Departments for their joint efforts and rapid response to the COVID-19 pandemic.
- The Employee Virtual Health Fair took place on September 29 and 30, 2020.
- Employee Open Enrollment will end Friday, October 16, 2020.
- New Hires:
  - City Attorney's Office: Jeremy Jung, Deputy City Attorney
  - Community Development Department: Mathew Schneider, Principal Planner; and Victoria Kim, Planning Technician
  - Finance Department: Shaun Tormey, Buyer.
  - Harbor Department will welcome three new part-time Code Enforcement Officer Trainees on October 6, 2020.
- Current Open Recruitments:
  - Library Marketing Specialist
  - Code Enforcement Officer I - Part-Time for Public Works and Harbor
  - Police Custody Officer - Full-Time and Part-Time
  - Police Officer - Academy Graduate/Academy Enrolled
  - Police Officer - Lateral
  - Police Officer - Recruit
  - Senior Services Manager – this position to be opened soon

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

Assistant Fire Chief Justin Carr reported:

- Lifeguard calls significantly increased over the weekend of October 2 through October 4, despite the COVID-19 pandemic, with 870 public assists, 3,816 prevents, and 126 rescues. The total lifeguard calls were 5,297 with an estimated 140,000 beach population, a 4x increase compared to the same weekend in October 2019. Compared to September 2019, public assists increased by 225 percent, prevents increased by 149 percent, rescues increased by 107 percent, with total lifeguard calls increasing by 168 percent. The estimated beach population was 926,000 for September 2020, beating the estimated beach population of 628,000 in September 2019.
- Firefighter Strike Teams have returned with three current positions still out:
  - One Radio Operator trainee - Slater Fire in Siskiyou County
  - One Line Medic - Slater Fire in Siskiyou County
  - One Field Observer trainee - Glass Fire in Napa
- Training
  - Eight probationary firefighters passed their six-month test. They will begin the second half of training focusing on paramedicine.
  - Two firefighters are finishing paramedic school and will seek accreditation from the county.
- EMS Division Chief Kristin Thompson has been included on a short list (of three) that will be submitted to the Governor's Office for appointment consideration to represent the California Fire Chiefs Association on the State of California Commission on Emergency Medical Services.
- Fire Prevention
  - Sixty-three violation notices were emailed out on October 1, 2020, for wildland inspections; 101 out of 276 with property violations.
  - Newport Coast area holds wildland inspections twice per year. The spring inspection was held in March 2020, and fall inspections began October 2, 2020.

In response to Board Member Wood's question, Assistant Fire Chief Justin Carr indicated there were no major condition changes that brought an increase in beach population other than high temperatures inland which may have drawn larger crowds to the cooler beach.

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

Deputy Director Jonathon Stafford reported:

- No positive COVID-19 cases in the department since early July.
- Fleet audit completed successfully with 121 vehicles currently in the Police Department.
- Property and Evidence audit has been completed successfully.

- Hiring Activity
  - Academy Recruit/Laterals
    - One Recruit graduated and is assigned to field training
    - Two Recruit candidates have a Chief's interview this week
    - Three Recruits in the Academy
    - Five Recruits or Laterals are in the background phase of the hiring process
  - Field Training Officer (FTO) Program has one lateral and one academy graduate currently in training.
- September 2020 had 8,926 Computer Automated Dispatch (CAD) events, compared to 8,510 CAD events in September 2019
- Part 1 Crime for September 2020
  - Violent crime increased by 15 crimes
  - Property crime increased by 3 crimes
    - Auto burglary decreased by 49 crimes
    - Garage burglary increased by 43 crimes
    - Commercial Burglary increased by 24 crimes
    - Theft/Larceny increased by 24 crimes
  - Total Part 1 Crime is higher by 1.3 percent for the year 2020 compared to 2019.
  - The five-year average has decreased by 11.9 percent.

In reply to Board Member Herzog's question, Deputy Director Jonathon Stafford indicated he is not familiar with the term PPTT.

Board Member Herzog shared PPTT stands for People, Places, Things they do, Times they do it. His former colleagues in New York shared with him that PPTT has been the most effective training for preventing mistakes. PPTT was developed in place of stop-and-frisk. Following the PPTT training, New York Police Department (NYPD) was able to be alert for situations that may become crimes. He explained NYPD fills out a form called a stop ticket for every stop that an officer makes that includes the reason for the stop, the time, and contact information. The stop ticket can be reviewed and compared against crimes committed later in that area.

Deputy Director Jonathon Stafford noted that PPTT is similar to Newport Beach Police Department's practice of area policing. Officers that are assigned to a regular beat become familiar with the people and business owners of that community. He indicated most police departments do something similar to a stop ticket. Newport Beach Police Department allows for a master name search to look up records of any individual with whom the department encounters.

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

Chair Della Grotta urged people to vote in this important election. She confirmed with staff that City Hall is one of the locations accepting drop-off ballots. There is a ballot box located at the side of the Library near the parking structure.

**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 Thursday, October 10, 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:

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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 2020/2021