

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

**Council Chambers  
100 Civic Center Drive  
Monday, November 2, 2020  
Regular Meeting  
5:00 p.m.**

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

Vice Chair Herzog called the meeting to order at 5:01 p.m.

## **II. ROLL CALL**

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

Jane Della Grotta, Chair – excused absence  
Howard Herzog, Vice Chair - attended via Zoom  
Robyn Grant, Board Member  
Mike Talbot, Board Member  
Sharon Wood, Board Member

### **Staff Members:**

Marissa Sur, Senior Human Resources Analyst  
Anita Lakhani, Deputy City Attorney - attended via Zoom  
Traci Mackinen, Administrative Assistant to the HR Director

## **III. FLAG SALUTE – Board Member Grant**

## **IV. PUBLIC COMMENTS**

Newport Beach resident Nancy Scarbrough stated she has been unsuccessful in reaching Finance Director Dan Matusiewicz. A notice regarding Carol Jacobs as the interim Finance Director has been given and she was hoping this subject would be discussed at tonight's Civil Service Board meeting.

In reply to Nancy Scarbrough's question, Vice Chair Herzog indicated there is not an item on tonight's agenda that will be addressing Finance Director Dan Matusiewicz's absence or Carol Jacobs being appointed in the interim.

Board Member Wood advised the topic of Finance Director is not in the purview of the Civil Service Board. The Civil Service Board holds hearings when employees in the public safety classifications are appealing disciplinary actions.

## **V. CONSENT CALENDAR**

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

#### **A. APPROVAL OF MINUTES FOR THE OCTOBER 5, 2020, REGULAR MEETING**

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

Vice Chair Herzog suggested approving the October 5, 2020 minutes with comments from Jim Mosher regarding a Fire Department item. Comments from Mr. Mosher were referred to Assistant Fire Chief Justin Carr who is not here this evening.

Board Member Wood stated Assistant Fire Chief Carr will need to respond and/or clarify his comments in response to Mr. Mosher's edits however she suggested approving the minutes as is.

Vice Chair Herzog shared he would like the minutes to reflect the comments made by Mr. Mosher. He moved to postpone approval of minutes until December 7, 2020 meeting.

Lifeguard Operations Assistant Chief Michael Halphide explained that Fire Marshal Kevin Bass responded to Mr. Mosher's question in an email and that he will submit that response to Assistant Chief Carr and he will return to report with the Civil Service Board at the next meeting.

**Motion** made by Board Member Wood, seconded by Board Member Talbot, to postpone the approval of minutes to December 7, 2020 meeting. Motion carried 4-0-0-1.

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

## **VI. CURRENT BUSINESS**

### **2. ORAL REPORTS**

#### **A. CITY-WIDE AND HUMAN RESOURCES MATTERS – Marissa Sur, Senior Human Resources Analyst**

Senior Human Resources Analyst Marissa Sur reported:

- Free flu shots were offered for all City employees on October 21 and 22, 2020, in the Community Room. 124 employees took advantage of the opportunity to receive a free flu shot.
- The "Coast to Coast" walking challenge was launched on October 28, 2020, through the City's Healthy Eating Active Living (HEAL) wellness program. It is a six-week wellness event for individuals and teams that will run through December 20, 2020. Currently 106 employees are signed up.
- Open Enrollment ended October 16, 2020, with 734 active employees and 320 retirees participating.
- Current Open Recruitments:
  - Police Deputy Chief
  - Police Community Services Officer
  - Police Officer - Academy Graduate/Academy Enrolled

- Police Officer - Lateral
- Police Officer - Recruit

**B. FIRE DEPARTMENT MATTERS – Michael Halphide, Assistant Chief, Lifeguard Operations and Philip Puhek, Fire Battalion Chief**

Fire Battalion Chief Philip Puhek reported:

- The Silverado Fire and Blue Ridge Fires began a week ago that have resulted in two Orange County Fire Fighter injuries who are struggling for their lives. Both fires are 93 percent contained with 18 structures damages so far. Newport Beach Fire Department sent three fire engines staffed with four personnel each, along with two Battalion Chief's assigned to the incident, a Line Safety Officers, and a Fire Line Paramedic to help safety of the fire crews. Appropriate coverage was maintained in the City of Newport Beach during the out-of-town assignments, and all personnel have returned at this time.
- Fire Fighting trainees are going through the second phase of training. The second phase involves paramedic skills and assessments will be conducted to ensure standards are met before having direct contact with the community.

Lifeguard Operations Assistant Chief Michael Halphide reported:

- The Community Emergency Response Team (CERT) completed Fall 2020 classes with a combination of individual learning and Zoom meetings. This method will be used for Spring 2021 as well. Hands on skill practice will resume when in-person training is permitted.
- Halloween typically marks the end of the summer beach attendance but not this year. Beach attendance year-to-date is over 7.8 million people. Year-to-date there have been 3,305 rescues, 59,172 public assists, as well as 98,346 preventive actions. In comparison to 2019, almost all categories have increased with the biggest increase being in enforcement action calls.

Vice Chair Herzog thanked Fire Battalion Chief Puhek and Lifeguard Operations Assistant Chief Halphide for their excellent care and concern for the wellbeing of the community.

Board Member Grant thanked Fire Battalion Chief Puhek and Lifeguard Operations Assistant Chief Halphide for providing PowerPoint visuals.

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

Deputy Director Jonathan Stafford reported:

- President Trump visited Newport Beach on October 18, 2020. Newport Beach Police Department (NBPD) assisted along with the California Highway Patrol (CHP), Irvine PD, Laguna Beach PD, and Orange County Sheriff's Department. No negative reports or arrests resulted from the visit.

- Police Awards Ceremony was held on October 22, 2020, with limited attendance.
  - Volunteer of the Year was awarded to Sue Fritts
  - Civilian Employee of the Year was awarded to Kjersti Martini
  - Civilian Supervisor of the Year was awarded to Heidi Moss
  - Officer of the Year was awarded to Detective Michael Fletcher
  - Sworn Supervisor of the Year was awarded to Sergeant Brad Miller
  - Seven Lifesaving awards were given
  - Nine employees received Awards of Merit for successful resolution of the Linda O'Keefe cold case murder from 1973
- Current and Upcoming Retirements
  - Records and Evidence Manager Terri Craft retired after 32 years of service
  - Community Services Officer (CSO) Mary Valle retired after 30 years of service
  - Part-time CSO Lynn Buettner retired after 35 years of service
  - Deputy Chief Dennis Birch is set to retire later this year after 31 years of service
  - Deputy Chief Jay Short is set to retire later this year after 28 years of service
  - Police Officer David Darling is set to retire later this year after 20 years of service
  - Dispatcher Anne Donnelly is set to retire later this year after 33 years of service
  - CSO Dianna McBride is set to retire later this year after 16 years of service
- Hiring Activity
  - Academy Recruits and Laterals
    - One recruit candidate has been cleared for hire
    - Two recruit candidate's background books are under review
    - Three recruits in the Academy had their midterm evaluations
    - Two Lateral candidates in final stages of background
    - Six recruits or laterals invited to the background process after successfully completing preliminary Physical Ability Test (PAT)
  - Full Time Officer (FTO) Program
    - One lateral and one academy graduate are currently in training
- Calls for Service for October 2020 were 8,510 Computer Automated Dispatch (CAD) events, compared to 8,478 CAD events in October 2019.
- Part 1 Crime through October 28, 2020
  - Violent Crime has increased by 14 crimes
  - Property Crime is down 7 crimes
    - Drivers include
      - Auto Burglary (down 68 crimes)
      - Residential Burglary (down 22 crimes)
      - Garage Burglary
      - Commercial Burglary
  - Total Part 1 Crime is up by 7 crimes

Board Member Talbot shared his appreciation for the Distracted Driving event coming up. He suggested having this event more frequently.

Board Member Grant commented on the impressive work by the NBPD in managing the visit from President Trump and rallies that have occurred over recent months.

**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 Grant announced that on November 11, 2020, Speak Up Newport will be highlighting the new Animal Shelter and the raising of \$2.5 million by Friends of Newport along with the build-out of the project on the new property purchased.

**VIII. ADJOURNMENT**

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:25 p.m.

The agenda for the Regular Meeting was posted on Thursday, October 29, 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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Howard Herzog, Vice Chair  
Civil Service Board 2020/2021