

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

**Council Chambers
100 Civic Center Drive
Monday, April 5, 2021
Regular Meeting
5:00 p.m.**

I. CALL MEETING TO ORDER

Vice Chair Howard Herzog called the meeting to order at 5:00 p.m.

II. ROLL CALL

Civil Service Board Members:

Vacant, Chair
Howard Herzog, Vice Chair
Robyn Grant, Board Member
Mike Talbot, Board Member
Sharon Wood, Board Member

Staff Members:

Barbara J. Salvini, Human Resources Director/Secretary to the Board
Anita Lakhani, Deputy City Attorney
Traci Mackinen, Administrative Assistant to the HR Director

III. FLAG SALUTE – Led by Board Member Robyn Grant

IV. PUBLIC COMMENTS

Jim Mosher questioned the Civil Service Board as to why no meetings have been held although it is required every month per Civil Service Board Rules and Regulations. He recommended the Board begin utilizing an online meeting presence as other boards have to allow members of the public to view and comment during at meeting while attending from home.

Jim Mosher questioned a response given to a public comment made at the November 2, 2020 meeting regarding appeals the Civil Service Board oversees. He stated that per the City Charter, the Civil Service Board can hear from everybody who works for the City as civil servants, which is distinctly different than the Civil Service System. He explained that the Employee Policy Manual clearly states all employees have a right to appeal to the Civil Service Board so that these documents contradict each other.

Board Member Grant inquired on what the appropriate procedure is when a member of the public suggests irregularities in the processes of the Civil Service Board.

HR Director Barbara Salvini indicated she had a conversation with Deputy City Attorney Anita Lakhani regarding Mr. Mosher's comments about the November meeting and did not identify any inconsistencies or irregularities. HR Director Salvini stated she feels confident that there is clear direction on how the Civil Service Board operates.

V. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

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

Minutes were postponed during the November 2, 2020 Regular Meeting in order for Assistant Fire Chief Justin Carr to comment on Mr. Mosher's public comments. Waive reading of the subject Minutes, approve as amended and order filed.

Motion made by Board Member Wood, seconded by Board Member Talbot, to approve the Minutes for the October 5, 2020, regular meeting as amended. Motion carried 3-0-1-0.

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

B. APPROVAL OF MINUTES FOR THE NOVEMBER 2, 2020, REGULAR MEETING

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

Board Member Wood addressed two grammatical errors on page three and proposed incorporating Mr. Mosher's previously submitted revisions into the Minutes.

Motion made by Board Member Talbot, seconded by Board Member Wood, to approve the Minutes for the November 2, 2020, regular meeting as amended. Motion carried unanimously 4-0-0-0.

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

VI. CURRENT BUSINESS

2. ORAL REPORTS

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

Human Resources Director Barbara Salvini reported:

- Chair Della Grotta resigned from the Civil Service Board. She commends her on her service to the Civil Service Board and the City of Newport Beach.
- The Chair position will remain vacant until a new board member is confirmed at the June 8, 2021 City Council Meeting. The new member will take position with the Board at the July 7, 2021 Meeting.

- City Hall Closure Timeline Related to COVID-19
 - December 3, 2020 - City Hall remained open on a limited basis for in-person permit and cashiering services only.
 - December 24, 2020 through January 1, 2021 - City Hall remained closed for the holiday.
 - January 11, 2021 - City Hall closed to the public due to an increased number of internal positive COVID-19 cases.
 - February 8, 2021 - City Hall opened on a limited basis for in-person permit and cashiering services only with a few City employees returning to in-office duties with safety protocols in place such as face coverings and social distancing measures.
 - March 22, 2021 - all telecommuting employees were asked to return to in-person worksite locations. A majority of City Employees have returned to in-office duties at assigned work sites.
- COVID-19 statistics for City employees
 - 101 positive cases
 - Approximately 320 employees under quarantine, which include possible exposures, positive cases, and/or experiencing COVID-like symptoms.
 - During the first week of January 2021, 18 employees tested positive for COVID-19. The majority of employees who tested positive for COVID-19 contracted the virus outside of the workplace.
- Staffing Changes
 - Human Resources Manager Rebecca Redyk has departed from the City of Newport Beach and accepted a position as the Human Resources Director for the City of El Segundo.
 - Marissa Sur has been reclassified from Senior Human Resources Analyst to Human Resources Manager.
 - Caitlin Antos has been selected as Senior Human Resources Analyst.
 - Scott Catlett was appointed Finance Director on January 19, 2021.
 - Harbormaster Kurt Borsting retired on April 2, 2021. A new Harbormaster is currently undergoing background checks.
 - Angela Crespi left her position as Finance and Administrative Manager with Newport Beach for a position in Manhattan Beach.
- Recruiting
 - Open Full-Time positions: Accountant, Full-time and Part-time Senior Fiscal Clerk, Electrical and Instrumentation Specialist, Senior Civil Engineer, Plans Examiner, Facilities Maintenance Crew Chief, and Police Officers including Lateral, Recruits, Academy Graduates, and Academy Enrolled.
 - Open Part-Time positions: Police Cadets, Code Enforcement Officer Trainee, Student Aide for Finance Department, Utilities Intern, Public Works Technical Aide, Concrete Finisher, and Police Dispatcher.

Board Member Grant complimented Human Resources on developing amazing employees that can move on to successful roles in other cities.

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

Assistant Fire Chief Justin Carr reported:

- Chronological time of events since the last meeting
 - December 2020
 - Newport Beach Fire Department became involved with Point of Distribution (POD) vaccination sites and the program was a great success.
 - January 2021
 - With significant COVID-19 peaks, POD vaccination sites continued and developed into Super POD locations such as Disneyland and the Anaheim Convention Center.
 - The new Station 2 groundbreaking ceremony took place at the location site on Newport Boulevard and 28th Street.
 - February 2021
 - A new Pierce Fire Truck was approved through City Council.
 - NBFD responded to a unique rescue call where a horse had fallen into an underground vault.
 - RT-130 (Wildland Refresher Training Course) was completed by all firefighters.
 - March 2021
 - Four firefighters were promoted to paramedic positions.
 - Promoted one engineer to fire captain.
 - Three probationary firefighters completed their one-year probation term and were promoted to permanent employees.
 - The most recent fire located on Dover Drive included an impressive rescue through a window on a second-story balcony.
 - NBFD partnered with Hoag Hospital Foundation to do a vaccination clinic at OASIS Senior Center with 312 people vaccinated.
 - NBFD will continue to provide medic teams, POD directors, and deputy directors at Super POD sites with the newest location at the fairgrounds.
- 1,800 students passed the Junior Lifeguard Swim Test, which is approximately 500 students above the average number who participate.
- Lifeguard Department finished its seasonal hiring and began academy training to prepare for summer.
- Beach visitor numbers have remained high throughout the COVID-19 pandemic.

Vice Chair Herzog complimented Assistant Fire Chief Carr on his excellent report. He praised Hoag Hospital Foundation for working with the NBFD.

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

Deputy Director Jonathan Stafford reported:

- Newport Beach Police Department's locker room and restroom renovation began on March 29, 2021. Temporary locker rooms have been set up elsewhere in the building.
- Promotions
 - Deputy Chief Steve Rasmussen
 - Deputy Chief Joe Cartwright
 - Lieutenant John Thulin
 - Lieutenant Pete Carpentieri
 - Sergeant Paul Sarris
 - Sergeant Adam Dudash
 - Civilian Records and Evidence Manager Connie Frink
 - Civilian Supervisor Megan Schilf
 - Civilian Supervisor Mathew Fear
- Hiring/Training Update
 - Academy Recruits/Laterals
 - Six recruits are currently in the Academy.
 - Two Recruit candidates' background checks are near completion.
 - Two Lateral candidates are in the final stages of background checks.
 - Six Recruits/Laterals passed the preliminary testing and will be invited for the background check process.
 - Field Training Officer (FTO) Program
 - Two laterals and four academy graduates are in various stages of field training.
- Calls for Service
 - March 2021 - 7,559 Computer Automated Dispatch (CAD) events, compared to 6,338 CAD events in March 2020.
- Part 1 Crime
 - Violent Crime is up 2 crimes
 - Property Crime is down 25 crimes
 - Driver YTD: theft larceny down 68 crimes
 - Total Part 1 Crime is down 23 crimes

Vice Chair Herzog commended NBPD for their work last year.

In response to Vice Chair Herzog's inquiry, Deputy Director Jonathan Stafford stated very few laterals come from out of state due to California's Peace Officer Standards Training (POST) test rules that would require additional training.

Board Member Talbot complimented the NBPD on their successful enforcement of regulating speeding vehicles and loud exhaust systems.

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 shared that Speak Up Newport will host a free program via Zoom on Wednesday, April 14, 2021, teaching ways to apply for and be appointed to boards, commissions, and committees.

VIII. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:39 p.m.

The agenda for the Regular Meeting was posted on Thursday, April 1, 2021 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:

Howard Herzog, Vice Chair
Civil Service Board 2020/2021