

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

**Council Chambers
100 Civic Center Drive
Wednesday, July 7, 2021
Regular Meeting
5:00 p.m.**

I. CALL MEETING TO ORDER

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

II. ROLL CALL

Civil Service Board Members:

Howard Herzog, Vice Chair
Robyn Grant, Board Member
Paul Meyer, 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 – Board Member Paul Meyer

IV. CHAIR/VICE CHAIR ELECTIONS FOR 2021/2022

Board Member Talbot nominated Vice Chair Herzog for the seat of Chair.

Motion made by Board Member Wood, seconded by Board Member Grant, to close nominations. Motion carried 5-0-0-0.

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

Vice Chair Herzog was unanimously elected Chair of the Civil Service Board for the 2021-2022 fiscal year.

Board Member Talbot nominated Board Member Grant for the office of Vice Chair.

Motion made by Board Member Wood, seconded by Chair Herzog, to close nominations. Motion carried 5-0-0-0.

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

Board Member Grant was unanimously elected Vice Chair of the Civil Service Board.

V. PUBLIC COMMENTS

None.

VI. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE MAY 3, 2021 REGULAR MEETING

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

Motion made by Board Member Wood, seconded by Board Member Talbot, to approve the Minutes for the May 3, 2021, regular meeting as written. Motion carried 3-0-2-0.

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

B. APPROVAL OF MINUTES FOR THE JUNE 7, 2021 REGULAR MEETING

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

Board Member Talbot requested that the minutes include the amendments suggested through public comment by Mr. Mosher.

Motion made by Board Member Talbot, seconded by Board Member Grant, to approve the Minutes for the June 7, 2021, regular meeting as amended. Motion carried 3-0-2-0.

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

VII. CURRENT BUSINESS

2. ORAL REPORTS

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

HR Director Salvini reported:

- Welcome Board Member Paul Meyer
 - Paul received a bachelor's degree in Political Science and Psychology from UCLA.
 - Paul and his wife Michele have been in Newport Beach for seven-and-a-half years.

- He served as a senior homicide trial attorney with the Orange County District Attorney's Office and thereafter founded his own law office, Paul S. Meyer Law Offices, in 1981.
 - Paul developed and presented extensive seawall information to assist the City Council and the Tidelands Committee in reaching their decisions.
 - He served as an adjunct law professor, and chaired and served on many educational legal bar programs. He is currently the president of an affiliated bar association.
 - His practice includes extensive trial work as well as representing judicial officers in ethical matters before the Commission on Judicial Performance
 - He is a fellow and former Regent of the American College of Trial Lawyers, and a Fellow in both the International Society of Barristers and the International Academy of Trial Lawyers.
- Once negotiations are complete with the Police Association and the Association of Newport Beach Ocean Lifeguards, a PowerPoint presentation will be presented with all new agreement information.
- Data is being collected from the Fire Association, City Employees Association, and Professional and Technical Group to begin negotiations and will be presented at a later date once an agreement is reached.
- The City of Newport Beach launched a Retirement Planning Summer Webinar Series that provides information to all employees. It is hosted by Benefit Financial Services Group and will be held every Thursday for the next four weeks.
- Recruiting:
 - Open Full-Time positions: Civil Engineer/Senior Civil Engineer – Plan Check, Public Works Supervisor – Facilities Maintenance, Maintenance Worker I/II, Police Officer Recruit & Academy Graduate/Academy Enrolled, Police Officer Lateral, Purchasing & Contracts Administrator
 - Open Part-Time positions: Building Inspector II, Lead Harbor Services Worker/Harbor Services Worker, Police Cadet, GIS Technical Aide, Maintenance Aide (Public Works-MOD), Public Works Technical Aide, Marine Naturalist Interpreter, Recreation Leader, Senior Recreation Leader, Senior Services Shuttle Driver, Student Aide (Finance)
 - A Fire Services Coordinator (promotional) position was opened today.
 - Police Sergeant (promotional) position will be opening this week.

With Chief Boyles present at the meeting today, Board Member Grant wished to restate her appreciation for Matt Brisbois. He was a very valued member of the community and brought awareness to the CERT Program on an international level.

Board Member Grant suggested Barbara Salvini present a “Role of the Civil Service Board” presentation at a future meeting to help explain and illuminate the Board’s various duties.

B. FIRE DEPARTMENT MATTERS – Brian McDonough, Fire Battalion Chief

Fire Battalion Chief Brian McDonough reported:

- Jon Reid was hired as Life Safety Specialist II. He came from the Riverside County Fire Department. He has been a great asset to the department.
- Two probationary employees have successfully completed the Academy and are assigned to Station Two.
- The Newport Beach Newport Beach Fire Association members participated in the Marine 1/1 event cooking hamburgers and hotdogs while flags were placed at Castaways Park in May.
- COVID-19 Update
 - Vaccine SuperPODS in Orange County have closed.
 - 142,396 vaccines were administered during the ten-week program period
 - NBFD provided one paramedic unit, a Pod Director, and an Assistant Director to oversee operations approximately 25 times during the ten-week program.
 - Two vaccine clinics have been hosted by the NBFD, with two additional clinics scheduled for July 16 and July 23, 2021, at City Hall.
 - After several months of no COVID-19 related medical aids/transport, two COVID-19 related transports took place over the Fourth of July weekend.
- EMS Division Chief Kristin Thompson was requested to deploy the Orange County Peer Support resources to assist with the tragic shooting incident at Los Angeles County Fire Station 81. Three members of the NBFD have assisted.
- June Lifeguard Promotions
 - Ten Lifeguards were promoted to Lifeguard II
 - Eighteen Lifeguard Trainees were promoted to Lifeguard I
 - Six Trainee Lifeguards were promoted to Cadet to assist with the Junior Lifeguard Program
- Lifeguard units and towers were fully staffed beginning on June 12, 2021, which will continue through September 6, 2021.
- June 22, 2021 was the first day of the Junior Lifeguard Program, with a record 1,651 kids enrolled making it the largest Junior Lifeguard Program held in a single location in the state.
- Fourth of July Statistics
 - There were 68 total calls on July 4, 2021, making this the busiest year yet.
 - An additional paramedic unit was available in preparation for the Fourth of July holiday weekend.

- 90,000 beach attendees were present on the Fourth of July, with Lifeguards engaging in 3,597 preventative actions and 93 rescues.

In answer to Board Member Wood's question, Fire Battalion Chief Brian McDonough stated that the Fourth of July statistics relates only to July 4, 2021. NBFD received 197 calls for the entire holiday weekend.

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

Deputy Director Jonathan Stafford reported:

- Fourth of July Statistics
 - All Newport Beach Police Department employees worked the Fourth of July holiday.
 - Irvine, Orange, and Seal Beach Police Departments, California Highway Patrol, and Orange County Sheriff's Department assisted with staffing throughout the city, in the jail, with arrestee transportation, and at the mobile booking station.
 - Fireworks were a special concern and received additional attention with two dedicated fireworks vehicles out to address firework violations, collect fireworks, and write citations.
 - There were 35 arrests during the 24-hour Fourth of July holiday period.
- Hiring/Training Update
 - Academy Recruits/Laterals
 - Six Recruits in the Sheriff's Academy
 - Three Recruits began the pre-Academy yesterday
 - Three laterals in the Field Training Officer (FTO) Program
 - Eight Recruits or Laterals are in the background process
 - FTO Program
 - Five Laterals and Academy graduates are in various stages of field training
 - One Police Officer is expected to finish his training this week
 - Two part-time Community Service Officer's (CSO) began work on June 8, 2021, and a third will start on July 8, 2021. One of the two has already received a full-time CSO position due to a July 1, 2021 retirement.
 - Six additional CSO's are in the early stages of the hiring process.
 - Three Police Cadets have started and are having a positive impact, and two more will begin backgrounds this week.
 - Seven former cadets are now police officers.
- Calls for Service
 - June 2021 - 8,754 Computer Automated Dispatch events, a decrease from 8,862 CAD events in June 2020
- Part 1 Crime - through July 6, 2021
 - Property Crime is down 151 crimes
 - Driven largely by a strong reduction in thefts and auto burglaries
 - Theft/larceny is down 99 crimes
 - Auto burglary is down 72 crimes

- Violent Crime is down by one crime YTD
- Total Part 1 Crime is down 14.9 percent (152 fewer reported crimes)

Vice Chair Grant wished to recognize Dotty McDonald for her efforts as an accomplished volunteer for the Newport Beach Police Department and as a valued member of the community.

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

Vice Chair Grant stated only what she had previously requested as far as a presentation of the Civil Service Board's duties.

Chair Herzog thanked his fellow colleagues for electing him to Chair and further noted he is greatly honored to serve the City of Newport Beach.

IX. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:33 p.m.

The agenda for the Regular Meeting was posted on Thursday, July 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, Chair
Civil Service Board 2021/2022