

**POLICE ADVISORY AND REVIEW BOARD MEETING DRAFT MINUTES  
CITY OF NOVATO – POLICE TRAINING ROOM  
THURSDAY, MAY 9, 2019**

**CALL TO ORDER:**

The meeting was called to order at 5:36 p.m. by Leslie Salazar

**ROLL CALL:** Present: Leslie Salazar, Board Chair  
Catherine Dacre, Vice Chair  
Bruce Bartel, Board Member  
Ky Medigovich, Board Member  
Bruce Ritter, Board Member

Staff Present: Chief Adam McGill  
Michael Antwine, Assistant City Manager

**CLOSED SESSION ANNOUNCEMENT:**

There was no closed session.

**ANNOUNCEMENTS:**

There were no announcements.

**APPROVAL OF FINAL AGENDA:**

It was moved by Ritter and seconded by Dacre, to approve the final agenda as presented.  
The motion passed unanimously.

**PUBLIC COMMENT:**

There were no public comments.

**APPROVAL OF MINUTES:**

Dacre motioned to approve all pending minutes: February 7, 2018; April 5, 2018; July 5, 2018; October 25, 2018; November 1, 2018; February 1, 2019. Bartel seconded. The motion passed unanimously. Medigovich and Bartel abstained from approving minutes for February 1, 2018; April 5, 2018 and July 5, 2018 meetings, as they were not yet PARB members.

**NEW BUSINESS:**

**I. AGENDA ITEMS**

- a. Swearing in of new PARB members Medigovich and Bartel will be rescheduled to the August 8, 2019 meeting.
- b. Chief McGill gave an update on Police Department activities.
  - i. The Department had three departures. One for medical reasons, one was disciplinary and one wanted career change. Three new hires, one in dispatcher, has brought NPD back to fully staffed.
  - ii. If approved in July, the budget will allow PD to hire a new officer and a grant will fund a new tobacco education program.
  - iii. Labor negotiations begin late May. Assistant City Manager, Antwine and a negotiating expert will look at PD policies and work to keep officers happy while working within the City's budget. Labor increases will be incorporated into the budget before its approval.
  - iv. Text to 911 has gone live and is going well. Novato, Ross, San Rafael and Fairfax rolled out their programs at the same time without problems. Emergency texts show up on a dispatcher screen. Information can be typed and sent back to the texter.
  - v. SB1421 Bill: There are no cases to report. Per law, the findings after investigation must be sustained. The statewide Clerk's Association model regarding SB1421 is followed by NPD. Also, NPD has a Transparency Tab on their website showing statistics, reports, and the policy manual – any items related to SB1421 would be there, too.
  - vi. Some statistical items read from Chief McGill's report included:
    - 1. Novato's community is 66.8% white. NPD's staff is 74.8% white. 19.1% are Hispanic.
    - 2. NPD has 61 officers, 9 of whom are women. Of those 9 women, 2 are Sergeants and 2 are Lieutenants.
    - 3. The average age of staff at NPD is 46. The average number of years on the job is 4.
    - 4. 31 of the 61 officers live 30 miles or more outside of Novato.
    - 5. 38 of the 61 have attained at least a Bachelors and four have a Masters.
    - 6. Crime in the first quarter of 2019 was up 4%. Violent crime up 46%; Auto burglary up 42%. Robberies and murder were both down by 1%.
  - vii. The Carotid Maneuver has long been used by PD. It is not a choke hold, which involves restricting air. The Carotid Maneuver involves using the crook of the arm placed around the neck of a perpetrator, thus cutting off blood supply to make them lose consciousness. The maneuver is controversial, but the Court of Appeals currently supports it as a normal procedure. Novato PD has used it three times in last six months. Use of force experts teach a 12 hour training course on the maneuver with a 4 hour yearly refresher. NPD's policy is to prohibit the Carotid Maneuver except in deadly force situations when absolutely necessary because there are many other tools that can be used, including: Taser, rubber bullets and bean bags.

- viii.** The one complaint received since the last PARB meeting was for misconduct and determined to be unfounded.
- c.** Past members, George Coley and Larry Harrison will be recognized for their service on the PARB via proclamation at August 27, 2019 Council Meeting. Chief McGill will extend invitation to both and current PARB members will attend to show support.

**BOARD AND STAFF COMMENTS:**

- i.** Board Member Medigovich asked for information about the Community Service Officers in Novato and San Marin High schools. Chief McGill reported that the officer presence and involvement at the high school level allows the Department to strengthen connection and relationship with the youth community. Officers see and help deal with mental health and parental issues, often referring families to nonprofit and other helpful organizations.
- ii.** Board Member Ritter asked about accessing drone reports through the Sherriff's office. Chief McGill responded that as Chief, he has access to the information and shared with PARB members that in order for drones to be used by police, they must go through an expensive training and certification program. Two recent drone reports included:
  - a.** A drone was used to look into the vehicle of a man with a gun.
  - b.** A drone helped reveal that a shooter located in a fenced back yard had committed suicide.

Next Meeting Date – Thursday, August 8, 2019.

**ADJOURNMENT:**

It was moved by Salazar and seconded by Dacre, to adjourn. The motion passed unanimously. Meeting adjourned at 6:48 p.m.