



CITY OF NOVATO
CALIFORNIA

POLICE ADVISORY AND REVIEW BOARD MEETING

Amended Agenda

Thursday, August 5, 2021 – 5:30 PM

Teleconference Only

Board Chair

Ky Medigovich

Vice Chair

Jeremy Portje

Board Members

Bruce Bartel

Leslie Biagini

Megan Brizzolara

Catherine Dacre

Bruce Ritter

The Police Advisory & Review Board welcomes you to attend its meetings which are regularly scheduled four times per year. Your interest is encouraged and appreciated.

Pursuant to the provisions of the California Governor's Executive Order N-29-20, issued on March 17, 2020, this meeting will be held by teleconference only.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Human Resources at (415) 899-8914. Notification at least 48 hours prior to the meeting will enable the City to make reasonable accommodation to help ensure accessibility to this meeting.

Public Participation/Comment Instructions

Members of the public may participate and provide comments to the Police Advisory & Review Board as follows:

- **Written public comments** may be submitted by email to hr@novato.org. Written public comments received more than 3 hours prior to the start of the meeting will be distributed to the Police Advisory & Review Board. Written public comment received after the 3 hour deadline, including those received during and after the meeting, will be collected and placed in the public record. Written public comments will not be read during the meeting.

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- **Spoken public comments** will be accepted through the Zoom meeting platform and via telephone. To address the Police Advisory & Review Board, please read the following instructions.

Join via direct link: <https://bit.ly/3jeHCII>

Or

Select the [ZOOM Meeting link](#)

Meeting ID: 874 1292 8856

Password: 1960

Should the links above not work, please go to www.novato.org/agendas to find updated link information.

- a. You will be asked to enter an email address and name. We request that you identify yourself by names as this will be visible online and will be used to notify you when it is your turn to speak.
- b. When the Chair calls for public comment on the item for which you want to speak, please use the “Raise Hand” feature by clicking on the hand icon at the bottom of your screen to notify the Host that you would like to speak.
- c. The Host will unmute speakers in turn. Speakers will be notified when it is their turn to speak.
- d. When called upon, please limit your remarks to the time limit allotted by the Chair or as specified on the agenda. Speakers will be muted when their time is up.

1. Join the meeting via telephone by calling **(669) 900-6833**

Meeting ID: 874 1292 8856 (Phone Meeting ID number updated to be accurate)

Password: 1960

- a. When the Chair calls for public comment on the item for which you want to speak, **press *9** to activate the “Raise Hand” feature to notify the Host that you would like to speak.
- b. The Host will unmute speakers in turn. Speakers will be notified when it is their turn to speak.
- c. When called upon, please limit your remarks to the time limit allotted by the Chair or as specified on the agenda. Speakers will be muted when their time is up.

A. CALL TO ORDER AND ROLL CALL

B. APPROVAL OF FINAL AGENDA

C. PUBLIC COMMENT

There is a three-minute time limit to speak, although the Chair may shorten the time based on the number of speakers or other factors. A speaker may not yield their time to another speaker.

For issues raised during Public Comment that are not on the published agenda, except as otherwise proved under the Ralph M. Brown Act, no action can legally be taken. The PARB may direct that the item be referred to Human Resources for action or may schedule the item on a subsequent agenda.

D. CONSENT CALENDAR

All matters listed on the Consent Calendar are considered to be routine and will be enacted by a single vote of the PARB. There will be no separate discussion unless specific items are removed from the Consent Calendar for separate discussion and action. Any PARB member may remove an item from the Consent Calendar and place it under General Business for discussion.

D.1. Approve the meeting minutes of June 3, 2021

E. UNFINISHED AND OTHER BUSINESS

F. GENERAL BUSINESS

F.1. Introduction of Captain Sasha D'Amico (Chief McCaffrey)

F.2. Discussion of Peace Officer Job Description Adjustments to Comply with AB846 (Greg Canfield)

F.3. National Night Out Recap (Chief McCaffrey)

F.4. Review of Department Activity and Citizen Complaints Filed Since Last Meeting (Chief McCaffrey)

G. COMMITTEE AND LIASION REPORTS

G.1. Board Member Reports

G.2. Staff Liaison Report

H. ADJOURNMENT

If urgent matters arise after the publication of the regular agenda, there will be an addendum. It will be posted at the referenced locations mentioned in the Affidavit of Posting before the meeting begins.

Materials, that are submitted to members of the PARB after the distribution of the agenda packet, are available for public inspection in the City Clerk's Office, located at 922 Machin Avenue during normal business hours. Such materials shall also be made available on the City of Novato website at novato.org when practical and provided that City staff is able to post those documents prior to the meeting. Also, when non-confidential written materials are distributed to members of the PARB during a public meeting by staff or a member of the PARB, copies shall be made available to members of the public following that meeting.

AFFIDAVIT OF POSTING

I, Greg Canfield, certify that on Monday, August 2, 2021 the agenda was posted on the City Community Service Board at 922 Machin Avenue and on the City's website at novato.org.

/Greg Canfield/

Greg Canfield, Management Analyst I



**CITY OF NOVATO
CALIFORNIA
POLICE ADVISORY AND REVIEW BOARD**

DRAFT MEETING MINUTES

**Thursday, June 3, 2021
5:30 PM**

Teleconference via ZOOM

A. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Chair Bruce Bartel.

ROLL CALL: Present: Bruce Bartel, Board Chair
Ky Medigovich, Vice Chair
Leslie Biagini, Board Member
Bruce Ritter, Board Member
(Arrived late via phone) Catherine Dacre, Board Member
Jeremy Portje, Board Member
Meg Brizzolara, Board Member

Staff Present: Jessica Deakyne, Asst. City Manager
Matthew McCaffrey, Chief of Police
Greg Canfield, Management Analyst
Jessica Collins, HR Manager
Laura McDowall, City Clerk

Absent: None

B. APPROVAL OF FINAL AGENDA

Board Action: Upon motion by Board Member Ritter and seconded by Board Member Biagini, the Board voted 4-0-1 to approve the final agenda.

AYES: Bartel, Medigovich, Biagini, Ritter

NOES: None

ABSENT: Dacre

C. PUBLIC COMMENT

Jeff Arnold relayed to the Board that there is an article in the current issue of the Novato Advance speaking about the two new members of the Board.

D. CONSENT CALENDAR

D.1. Approve the meeting minutes from February 4, 2021

Board Action: Upon motion by Board Member Ritter and seconded by Board Member Biagini, the Board voted 4-0-1 to approve meeting minutes.

AYES: Bartel, Medigovich, Biagini, Ritter
NOES: None
ABSENT: Dacre

E. UNFINISHED AND OTHER BUSINESS

There was no unfinished or other business.

F. GENERAL BUSINESS

F.1. Introductions of Board Members

The Board, one member at a time, introduced themselves to the group stating their previous service to the Board, if any, and what they do/did for a living.

PUBLIC COMMENT: None

F.2. Elections of Chair and Vice Chair

Board Action: Upon motion by Board Member Ritter and seconded by Board Member Biagini, the Board nominated Vice Chair Medigovich as Chair. The Board voted 7-0-0 to approve the nomination.

AYES: Bartel, Medigovich, Biagini, Ritter, Dacre, Portje, Brizzolara
NOES: None
ABSENT: None

Board Action: Upon motion by Board Member Biagini and seconded by Board Member Ritter, the Board nominated Board Member Portje as Vice Chair. The Board voted 7-0-0 to approve the nomination.

AYES: Bartel, Medigovich, Biagini, Ritter, Dacre, Portje, Brizzolara
NOES: None
ABSENT: None

PUBLIC COMMENT: None

F.3. Commission Training Refresher, Laura McDowall

City Clerk, Laura McDowall, presented to the Board on the topic of the Ralph M. Brown Act and how the Board serves the Council and, ultimately, the citizens of Novato. City Clerk McDowall detailed the rules that the Board needs to follow, including the need for transparency and for meetings to only be held in a public setting. Questions were asked and answered regarding adding items to the PARB agenda.

PUBLIC COMMENT: None

F.4. Discuss PARB's Annual Report Presentation to Council on July 27, 2021

It was discussed by the Board that they would present their Annual Report on PARB to the City Council on Tuesday, July 27, 2021. It was relayed to the Board that Community Outreach Liaison, Lauren Grant, from the Police Department was busy creating the presentation for the Council meeting. Grant will be updating the presentation to include activities that PARB was involved in during 2020, along with updated 2020 statistics from the Police Department. There was general consensus to have Chair Medigovich present the report to Council and she will work with Assistant City Manger Deakyne and former Chair Bartel in advance of the meeting to prepare.

F.5. Review of Department Activity and Citizen Complaints Filed Since Last Meeting (Chief McCaffrey)

- One complaint filed in the first quarter of 2021
 - Involving one employee and an accusation of inappropriate behavior
 - Disposition was unfounded based on body cam video evidence from the officer and a witness officer
- One Use of Force in the first quarter of 2021
 - Uncontrolled takedown
- Four current vacancies at the police officer level and one vacancy at the sergeant level
- Four currently in the Police Academy and three in the Field Training Program
- Newly promoted Captain Sasha D'Amico will be introduced at the next in-person meeting
- Board Member Ritter requested an updated organizational chart

PUBLIC COMMENT: None

G. COMMITTEE AND LIAISON REPORTS

G. 1. Board Member Reports

Board Member Bartel attended the School and Law Enforcement Partnership Meeting on June 2, 2021. Discussions were based around gun safety collaborative, school services updates, and the school site vaccinations. Board Member Bartel also participated on the Community Oral Board panel for the Novato Police Captain promotion.

Future Agenda Topics: The Board collectively agreed that the following items were of interest to discuss at future meetings:

- Body Camera Demonstrations, Policy Discussions, Redaction Techniques
- Swearing in of the Board Members
- Presentation by Chief McCaffrey about any “Hot Topics” within the Department regarding different areas of the community, anything other than the day-to-day policing
- Further discussion of what PARB is tasked with as a Board

G.2. Staff Liaison Report

Assistant City Manager Deakyne introduced the new Human Resources Manager, Jessica Collins, who will be taking over as the new staff liaison to the PARB. ACM Deakyne also introduced Management Analyst, Greg Canfield, who will be in charge of taking minutes and publishing agendas for the PARB. Both Collins and Canfield introduced themselves to the Board. ACM Deakyne made the Board aware that the City is still waiting to make a decision on whether the next PARB meeting will be in person. The Board and community will be noticed as soon as a decision is made.

Future Agenda Topic: HR Manager Collins brought up the future topic of updating police job descriptions to be in line with newly passed Assembly Bill 846.

H. ADJOURNMENT

Board Member Ritter motioned to adjourn. Board Member Biagini seconded the motion. Meeting adjourned at 6:40 p.m.