



CITY OF NOVATO
CALIFORNIA

POLICE ADVISORY AND REVIEW BOARD MEETING

Agenda

Thursday, November 4, 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.

Because the Governor's March 4, 2020, Proclamation of an Emergency due to the COVID-19 pandemic remains in effect and because Marin County local officials have imposed or recommended measures to promote social distancing, pursuant to Cal. Gov't Code sec. 54953(e)(1)(A) the Police Advisory and Review Board intends to conduct this meeting remotely and without complying with Cal. Gov't Code sec. 54953(b)(3), through the use of the Zoom technology and will do so for the 30 day period following the meeting that is noticed by this agenda.

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.

- **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/3oMeCWD>

Or

Select the [ZOOM Meeting link](#)

Meeting ID: 856 7143 0272

Password: PARB2021!

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: 856 7143 0272
Password: PARB2021!
 - 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 or 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 August 5, 2021

E. UNFINISHED AND OTHER BUSINESS

F. GENERAL BUSINESS

F.1. School Resource Officer Presentation (Lieutenant Winter)

F.2. Discussion of Novato Police Department Activity, Trends, and Statistics (Chief McCaffrey)

F.3. 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, November 1, 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, August 5, 2021
5:30 PM**

Teleconference via ZOOM

A. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Chair Ky Medigovich.

ROLL CALL: Present: Ky Medigovich, Board Chair
Jeremy Portje, Vice Chair
Bruce Bartel, Board Member
Leslie Biagini, Board Member
Meg Brizzolara, Board Member
Catherine Dacre, Board Member
Bruce Ritter, Board Member

Staff Present: Jessica Deakyne, Asst. City Manager
Matthew McCaffrey, Chief of Police
Greg Canfield, Management Analyst

Absent: None

B. APPROVAL OF FINAL AGENDA

Board Action: Upon motion by Board Member Ritter and seconded by Board Member Biagini, the Board voted 7-0-0 to approve the final agenda.

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

C. PUBLIC COMMENT

None.

D. CONSENT CALENDAR

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

Board Action: Upon motion by Board Member Ritter and seconded by Vice Chair Portje, the Board voted 7-0-0 to approve meeting minutes.

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

E. UNFINISHED AND OTHER BUSINESS

There was no unfinished or other business.

F. GENERAL BUSINESS

F.1. Introduction of Captain Sasha D'Amico

Chief Matt McCaffrey introduced newly promoted Captain Sasha D'Amico.

PUBLIC COMMENT: None

F.2. Discussion of Peace Officer Job Description Adjustments to Comply with AB846

City of Novato Management Analyst, Greg Canfield, presented on Assembly Bill 846 (AB846) passed by Governor Newsom on September 30, 2020. AB846 directed local municipalities to review their peace officer job descriptions to deemphasize paramilitary aspects of the job and to emphasize community policing. Management Analyst Canfield relayed that all sworn police officer job descriptions for the City of Novato had been amended to coincide with AB846. PARB Board Members reviewed the proposed amendments to the job descriptions. Job descriptions are scheduled to be presented to Novato City Council at their regular meeting on Tuesday, September 14, 2021 for their approval.

PUBLIC COMMENT: None

F.3. National Night Out Recap

Chief Matt McCaffrey reported on the National Night Out event held annually by the Novato Police Department. The event was held on Tuesday, August 3, 2021. The event was held on Machin Ave. outside of the police station. Approximately 150 community members attended. Local community businesses and the Novato Fire District participated in the event, as well.

PUBLIC COMMENT: None

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

- One complaint filed since the previous meeting
 - Involving one employee and an accusation of bias and misconduct
 - Disposition was unfounded based on body cam video evidence from the officer
- Four officers recently graduated from the Police Academy and have transitioned to the Field Training Program
- Four police officer trainees are currently attending the Police Academy
- Three officers are currently out due to injury

Board Members asked about/commented on the following topics and Chief McCaffrey responded to all:

- School Resource Officer program in Novato
- Is it necessary for officers to run all lights during standard traffic stops
- Clarification of the organization chart and location of the Community Services Officers
- Clarification of National Night Out and what the community members were interested in talking about
- Training possibilities based on the citizen complaint discussed earlier by Chief McCaffrey
- Explanation of the department being more proactive vs. reactive
- How body cam footage is utilized
- Discussion of police department data and how it is collected and disseminated
- Requested the SROs present to PARB when available
- Requested body cam and car cam presentation when available

PUBLIC COMMENT: None

G. COMMITTEE AND LIAISON REPORTS

G. 1. Board Member Reports

Vice Chair Portje asked the clarifying question regarding when in the process it is acceptable to speak on a topic or, more appropriately, agendize a topic for a future meeting. Assistant City Manager Deakyne answered stating that it is necessary to follow the Brown Act and make a motion to place something on a future agenda with a second from another Board member.

Vice Chair Portje made a motion to agendize at a future meeting a further discussion of department activity, department trends, and statistics. Board Member Biagini seconded the motion. All Board Members voted in favor.

Board Member Bartel made a motion to agendaize at a future meeting to have a presentation made by the School Resource Officer(s). Vice Chair Portje seconded the motion. All Board Members voted in favor.

G.2. Staff Liaison Report

None.

H. ADJOURNMENT

Board Member Brizzolara motioned to adjourn. Vice Chair Portje seconded the motion. Meeting adjourned at 6:57 p.m.

DRAFT