



CITY OF NOVATO
CALIFORNIA

POLICE ADVISORY AND REVIEW BOARD MEETING

Agenda

Thursday, February 3, 2022 – 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 AB 361, 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 the City Clerk at (415) 899-8986. Notification at least 48 hours prior to the meeting will enable the City to make reasonable accommodation to help ensure accessibility to this meeting. The Multicultural Advisory Commission may discuss and/or take action on any or all of the items listed on the agenda irrespective of how the agenda items are described.

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/3KMJ4sx>

Or

Select the [ZOOM Meeting link](#)

Meeting ID: 892 9859 8812

Password: PARB2022!

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: 892 9859 8812
Password: PARB2022!
 - 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 November 4, 2021

E. UNFINISHED AND OTHER BUSINESS

F. GENERAL BUSINESS

F.1. Introduction of Interim Police Chief Hank Schreeder (Assistant City Manager Deakyne)

F.2. Discussion of Police Chief Recruitment (Greg Nelson & Bryan Noblett, Mosaic Public Partners)

F.3. Update on School Resource Officer Program (Captain D'Amico)

F.4. Presentation on the Racial and Identity Profiling Act (RIPA) (Lieutenant Howard)

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

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, January 31, 2022 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, November 4, 2021
5:30 PM**

Teleconference via ZOOM

A. CALL TO ORDER

The meeting was called to order at 5:32 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
Bruce Ritter, Board Member

Staff Present:

Matthew McCaffrey, Chief of Police
Jessica Collins, HR Manager
Greg Canfield, Management Analyst

Absent:

Catherine Dacre, Board Member

B. APPROVAL OF FINAL AGENDA

Board Action: Upon motion by Board Member Ritter and seconded by Board Member Biagini, the Board voted 6-0-0 to approve the final agenda.

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

C. PUBLIC COMMENT

None.

D. CONSENT CALENDAR

D.1. Approve the meeting minutes from August 5, 2021

Board Action: Upon motion by Board Member Bartel and seconded by Board Member Brizzolara, the Board voted 6-0-0 to approve meeting minutes.

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

E. UNFINISHED AND OTHER BUSINESS

There was no unfinished or other business.

F. GENERAL BUSINESS

F.1. School Resource Officer Presentation

Lieutenant Sophia Winter shared a slideshow and presented on the functions and status of the School Resource Officer (SRO) program. Lieutenant Winter provided an overview of the SRO program, which was reinstated in 2018. The presentation introduced the officers working in the SRO program, duties of those officers, statistics obtained from the SRO program, and information on contacting the Novato Police Department personnel that are involved in the SRO program.

Comments were made and questions were asked by the Board Members, which were answered by Lieutenant Winter and Chief McCaffrey.

PUBLIC COMMENT:

1. Heidi
2. Lori Johnson
3. Julie
4. Ava
5. Kate

F.2. Discussion of Novato Police Department Activity, Trends, and Statistics

Chief McCaffrey presented the Crime Map shown on the City of Novato website. The Chief navigated through the website to show the crime statistics compiled over the previous 30 days. On the map it showed the crime that took place and a general location that the crime occurred. He also discussed the ability to filter the statistics by different factors, including date, day of the week, or type of crime.

Comments were made and questions were asked by the Board Members, which were answered by Chief McCaffrey.

PUBLIC COMMENT:

1. Ava

F.3. Review of Department Activity and Citizen Complaints Filed Since Last Meeting

- No complaints filed since the previous meeting
- Use of Force Update – Period of July through September 2021 there were 6 uses of force throughout the department
 - 5 uncontrolled takedowns
 - 1 use of 40mm extended baton

Board Member Biagini asked about when batons were placed into use by Novato Police and Chief McCaffrey responded.

PUBLIC COMMENT: None

G. COMMITTEE AND LIAISON REPORTS

G. 1. Board Member Reports

Board Member Bartel participated in the Novato Police Corporal recruitment interviews.

Board Member Brizzolara stated that she has made a public records request of the Novato Police Department and their arrest statistics. She is slowly gathering the information and interested in reporting to PARB at a future meeting.

Board Member Brizzolara motioned to agendize a continuation on the topic of transparency and arrest data, broken down by race, by the Novato Police Department. Board Member Ritter seconded the motion.

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

Chair Medigovich requested any update on the SRO program as it becomes available.

Vice Chair Portje motioned to agendize general police department statistics and transparency, including RIPA data. Board Member Brizzolara seconded the motion.

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

G.2. Staff Liaison Report

HR Manager Collins reported on the vaccination rates for the Novato Police Department personnel. She reported that the City staff as a whole is at a vaccination rate of 83%. HR Manager Collins also reported that we are currently following the county mandate that states all police personnel be vaccinated or submit to weekly testing.

H. ADJOURNMENT

Board Member Biagini motioned to adjourn. Vice Chair Portje seconded the motion. Meeting adjourned at 8:10 p.m.

DRAFT