



**CITY OF NOVATO  
CALIFORNIA**

**POLICE ADVISORY AND REVIEW BOARD**

**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.