



**CITY OF NOVATO  
CALIFORNIA**

**POLICE ADVISORY AND REVIEW BOARD**

**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.