



CITY OF NOVATO
CALIFORNIA

POLICE ADVISORY AND REVIEW BOARD MEETING

Agenda

Thursday, November 17, 2022 – 5:30 PM

Council Chambers, 901 Sherman Ave.

Board Chair

Jeremy Portje

Vice Chair

Meg Brizzolara

Board Members

Bruce Bartel

Alice Dow

Francis Drouillard

Ky Medigovich

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.

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.

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 4, 2022

E. UNFINISHED AND OTHER BUSINESS

F. GENERAL BUSINESS

F.1. Introduction of New PARB Member, Alice Dow (Greg Canfield)

F.2. Committee, Commission, and Board Training Refresher (Laura McDowall)

F.3. Canine Program Update (Captain D'Amico)

F.4. Review of Activity in the School Resource Program (Captain D'Amico & Lieutenant Jacob)

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

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 14, 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, August 4, 2022
5:30 PM**

Council Chambers, 901 Sherman Ave.

A. CALL TO ORDER

The meeting was called to order at 5:31 p.m. by Chair Ky Medigovich.

ROLL CALL: Present: Ky Medigovich, Board Chair
Jeremy Portje, Vice Chair
Bruce Bartel, Board Member
Meg Brizzolara, Board Member
Frank Drouillard, Board Member
Bruce Ritter, Board Member

Staff Present: Beth Johnson, Police Chief
Sasha D'Amico, Police Captain
Jessica Collins, HR Manager
Greg Canfield, Management Analyst

Absent: Ken Tashian, Board Member

B. APPROVAL OF FINAL AGENDA

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

AYES: Medigovich, Portje, Bartel, Brizzolara, Drouillard, Ritter
NOES: None
ABSENT: Tashian

C. PUBLIC COMMENT

None

D. CONSENT CALENDAR

D.1. Approve the meeting minutes from May 5, 2022

Board Action: Upon motion by Board Member Bartel and seconded by Board Member Drouillard, the Board voted 5-0-1 to approve the meeting minutes from May 5, 2022.

AYES: Medigovich, Bartel, Brizzolara, Drouillard, Ritter
NOES: None
ABTAIN: Portje
ABSENT: Tashian

E. UNFINISHED AND OTHER BUSINESS

There was no unfinished or other business.

F. GENERAL BUSINESS

F.1. Introduction of New Police Chief, Beth Johnson

HR Manager Jessica Collins introduced new City of Novato Police Chief, Beth Johnson. Chief Johnson provided a brief introduction of her previous employment history before arriving in Novato.

The Board welcomed Chief Johnson.

PUBLIC COMMENT:

None.

F.2. Introduction of New PARB Member, Ken Tashian

Board Member Tashian was not present at the meeting.

Board Member Portje requested that staff reach out to Tashian again to try and gain his attendance at the next meeting. It was suggested that a letter be sent by certified mail.

PUBLIC COMMENT:

None.

F.3. Selection of PARB Member for the City of Novato Corporal Recruitment Oral Board

Management Analyst Greg Canfield announced that the City is currently recruiting to fill a vacant Corporal position within the Police Department. Oral Boards will be conducted for two internal candidates on Tuesday, August 30, 2022. The City has requested that a member from PARB participate on the Community Panel. Board Member Drouillard mentioned that he was recently able to assist with the Sergeant panel and reiterated

that it was a worthwhile endeavor. Chair Medigovich volunteered to be on the panel.

Board Action: Board Member Drouillard made a motion to have Chair Medigovich participate on the oral board for the Corporal recruitment on August 30, 2022. Board Member Portje seconded the motion. The Board voted 6-0 to approve the motion.

AYES: Medigovich, Portje, Bartel, Brizzolara, Drouillard, Ritter
NOES: None
ABSENT: Tashian

There were no comments or questions from the Board Members.

PUBLIC COMMENT:

None.

F.4. Elections of Chair and Vice Chair for PARB

Board Action: Upon motion by Board Member Ritter and seconded by Chair Medigovich, the Board nominated Vice Chair Portje as Chair. The Board voted 5-1 to approve the nomination.

AYES: Medigovich, Portje, Bartel, Brizzolara, Ritter
NOES: Drouillard
ABSENT: Tashian

Board Action: Upon motion by Board Member Ritter and seconded by Chair Portje, the Board nominated Board Member Brizzolara as Vice Chair. The Board voted 6-0 to approve the nomination.

AYES: Medigovich, Portje, Bartel, Brizzolara, Drouillard, Ritter
NOES: None
ABSENT: Tashian

PUBLIC COMMENT: None

F.5. Review of Activity in the School Resource Program

Captain Sasha D'Amico presented on the School Resource Program. Captain D'Amico discussed the NUSD Tiered Intervention Matrix. She relayed topics of school safety that has been worked on with the school district, including upcoming trainings for school personnel. She stated the status of the program staffing and that Lieutenant Chris Jacob had taken over command of the program. Captain D'Amico ended by relaying the intentions of the department, along with the school district, on how they can evolve partnerships to also include the community.

Chair Portje, Vice Chair Brizzolara, and Board Members Medigovich, Ritter, Drouillard, and Bartel provided Captain D'Amico with questions and comments. Captain D'Amico responded to all questions.

PUBLIC COMMENT:

None.

F.6. Review of Department Activity and Citizen Complaints Filed Since Last Meeting

Chief Johnson relayed that there were 5 citizen complaints since the last meeting in May. The complaints were based in discourtesy, unlawful detention, unlawful arrest, failure to perform duty and bias. In each instance the disposition was the Department and its employees operated in a lawful and appropriate manner, all complaints were exonerated. Chief Johnson also provided a department update stating that Novato PD had participated in several community events, such as, Kids vs. Cops soccer game with North Marin Community Services, the Art and Wine Festival, Rock the Block, the Special Olympics Torch Run, and the Fourth of July Parade on Grant Avenue. She also stated that Novato PD had just run a successful National Night Out event held on the Pocket Park at the Downtown Recreation Center. Lastly, Chief Johnson reported on the status of several Novato PD employees and their statuses within their specialty assignments.

Chair Portje, Vice Chair Brizzolara, and Board Members Medigovich, Ritter, Drouillard, and Bartel provided Chief Johnson with questions and comments. Chief Johnson responded to all questions.

PUBLIC COMMENT:

None.

G. COMMITTEE AND LIAISON REPORTS

G. 1. Board Member Reports

Board Member Drouillard reported on being a part of the Sergeant oral board.

Board Member Medigovich recommended that if/when the Novato PD brings back the Citizen's Academy that everyone should take the opportunity to attend.

Board Member Ritter had no report.

Board Member Brizzolara mentioned she was interested in having a report presented on RIPA data and crime statistics.

Board Member Bartel reported that he attended a meeting with the School Law Enforcement Partnership (SLEP), as well as attending Chief Johnson's swearing in ceremony, and the Novato PD National Night Out event.

Board Action: Board Member Bartel made a motion to have the next meeting moved due to an inability to make the next scheduled date. It was suggested to move the meeting to two weeks later on Thursday, November 17, 2022. Vice Chair Brizzolara seconded the motion. The Board voted 5-0-1 to approve the motion.

AYES: Portje, Brizzolara, Bartel, Drouillard, Ritter
ABSTAIN: Medigovich
NOES: None
ABSENT: Tashian

Chair Portje stated that he would like the Board to discuss the scope and role of PARB.

Board Action: Chair Portje made a motion to have a discussion regarding the scope and role of the PARB. Board Member Ritter amended, and seconded, the motion to include the presence of the city attorney when this agenda item was brought before the Board. The Board voted 5-1 to approve the motion.

AYES: Portje, Brizzolara, Bartel, Medigovich, Ritter
NOES: Drouillard
ABSENT: Tashian

G.2. Staff Liaison Report

None.

H. ADJOURNMENT

Board Member Ritter motioned to adjourn. Board Member Bartel seconded the motion. Meeting adjourned at 7:25 p.m.