



**CITY OF NOVATO**  
CALIFORNIA

**POLICE ADVISORY AND REVIEW BOARD MEETING**

**Agenda**

**Thursday, August 4, 2022 – 5:30 PM**

**Council Chambers, 901 Sherman Ave.**

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**Board Chair**

Ky Medigovich

**Vice Chair**

Jeremy Portje

**Board Members**

Bruce Bartel

Megan Brizzolara

Francis Drouillard

Bruce Ritter

Kenneth Tashian

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](mailto: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 May 5, 2022**

**E. UNFINISHED AND OTHER BUSINESS**

**F. GENERAL BUSINESS**

**F.1. Introduction of New Chief of Police, Beth Johnson (Jessica Collins)**

**F.2. Introduction of New PARB Member, Ken Tashian (Greg Canfield)**

**F.3. Selection of PARB Member for the City of Novato Corporal Recruitment Oral Board (Greg Canfield)**

**F.4. Elections of Chair and Vice Chair for PARB (Greg Canfield)**

**F.5. Review of Activity in the School Resource Program (Captain D'Amico)**

**F.6. 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](http://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, August 1, 2022 the agenda was posted on the City Community Service Board at 922 Machin Avenue and on the City's website at [novato.org](http://novato.org).

/Greg Canfield/

Greg Canfield, Management Analyst I



**CITY OF NOVATO  
CALIFORNIA**

**POLICE ADVISORY AND REVIEW BOARD**

**DRAFT MEETING MINUTES**

**Thursday, May 5, 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  
Bruce Bartel, Board Member  
Meg Brizzolara, Board Member  
Frank Drouillard, Board Member  
Bruce Ritter, Board Member

Staff Present: Sasha D'Amico, Police Captain  
Jessica Collins, HR Manager  
Mike Howard, Police Lieutenant  
Chris Jacob, Police Lieutenant  
Greg Canfield, Management Analyst

Absent: Jeremy Portje, Vice Chair  
Ken Tashian, Board Member

**B. APPROVAL OF FINAL AGENDA**

Board Action: Upon motion by Board Member Ritter and seconded by Board Member Bartel, the Board voted 5-0 to approve the final agenda.

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

**C. PUBLIC COMMENT**

None

**D. CONSENT CALENDAR**

**D.1. Approve the meeting minutes from February 3, 2022**

Board Action: Upon motion by Board Member Bartel and seconded by Board Member Drouillard, the Board voted 5-0 to approve the meeting minutes from February 3, 2022.

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

## **E. UNFINISHED AND OTHER BUSINESS**

There was no unfinished or other business.

## **F. GENERAL BUSINESS**

### **F.1. Introduction of New PARB Members**

Management Analyst Greg Canfield thanked both outgoing PARB Board Members, Leslie Biagini and Catherine Dacre, for their service on the Board and to the community. He then welcomed the two new PARB Board Members, Frank Drouillard and Ken Tashian. Board Member Drouillard introduced himself to the Board. Board Member Tashian was absent and will have an opportunity to introduce himself at the next meeting.

There were no comments or questions from the Board Members.

PUBLIC COMMENT:

None.

### **F.2. Selection of PARB Member for the City of Novato Sergeant Recruitment Oral Board**

Management Analyst Greg Canfield announced that the City is currently recruiting to fill two vacant Sergeant positions within the Police Department. Oral Boards will be conducted for four internal candidates on Tuesday, May 17, 2022. The City has requested that a member from PARB participate on the Community Panel. Chair Medigovich has served on an oral board previously and volunteered to participate. Board Member Ritter suggested that someone who has not had the opportunity to participate on an oral board should do so. New Board Member suggested that he is available and would be willing to serve.

Board Action: Chair Medigovich made a motion to have Board Member Drouillard participate on the oral board for the Sergeant recruitment on May 17, 2022. Board Member Brizzolara seconded the motion. The Board voted 5-0 to approve the motion.

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

There were no comments or questions from the Board Members.

PUBLIC COMMENT:

None.

**F.3. Presentation on AB481 – Military Equipment**

Lieutenant Mike Howard presented on AB841 regarding military equipment and its use within the Novato Police Department. This is to increase transparency and oversight regarding use of military equipment within police departments. Of the 15 categories that the government requested be reported on, the City of Novato Police Department utilizes items in 5 of those categories. All information regarding the Novato Police Department's use of military equipment can be found on the department website. This information will also be presented to City Council at their next meeting on Tuesday, May 24, 2022.

Board Members Ritter, Brizzolara, Drouillard, and Bartel provided Lieutenant Howard with questions and comments. Lieutenant Howard and Captain Sasha D'Amico responded to all questions.

PUBLIC COMMENT:

1. Judy Lindow
2. Ed Schulze

**F.4. Presentation on Axon Body Cameras**

Lieutenant Chris Jacob presented on the Axon body worn cameras utilized by the Novato Police Department. First deployed in 2014, but more readily used as of late 2019, these body cameras are worn by all officers. All video is stored in an unlimited cloud data storage. Lieutenant Jacob reviewed how the cameras operate and how each officer utilizes their video. He relayed those videos are reviewed by the officer and their supervisor. Video is utilized in the training process. Body camera footage has gone a long way to reduce the number of credible complaints that the Department receives.

Board Members Ritter, Brizzolara, Drouillard, Bartel, and Chair Medigovich provided Lieutenant Jacob with questions and comments. Lieutenant Jacob responded to all questions.

PUBLIC COMMENT:

1. Judy Lindow

2. Ed Schulze

**F.5. Review of Department Activity and Citizen Complaints Filed Since Last Meeting**

Captain Sasha D’Amico, sitting in for Interim Chief Schreeder, relayed that there were 4 citizen complaints since the last meeting in February. The complaints were based in inaccurate reporting and biased policing. In each instance the disposition was the Department and its employees operated in a lawful and appropriate manner. Captain D’Amico also provided a department update stating that Corporal Wes Carroll received the Departments honor of sworn Employee of the Year and that Sue Dabanian received professional Employee of the Year. She also let the Board know that the Novato Police Department has been participating in several community functions. Lastly, Captain D’Amico reported that the Department would be conducting a DUI checkpoint on Friday, May 6, 2022, and invited any of the Board Members to come for a tour.

Board Members Ritter, Brizzolara, and Bartel provided Captain D’Amico with questions and comments. Captain D’Amico responded to all questions.

**PUBLIC COMMENT:**

None.

**G. COMMITTEE AND LIAISON REPORTS**

**G. 1. Board Member Reports**

Board Member Ritter had no report.

Board Member Brizzolara was interested in having a report presented at each meeting on the School Resource Officer program. Board Member Brizzolara also had concerns about an incident at Lee Gerner Park on March 20, 2022. She has questions regarding her public records request and discrepancies with this incident.

Board Action: Board Member Brizzolara made a motion to have an update on incidents and activities about the School Resource Officer program be presented at each PARB meeting moving forward. Board Member Ritter seconded the motion. The Board voted 4-0-1 to approve the motion.

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

Board Action: Board Member Brizzolara made a motion to have a report made regarding the issue at Lee Gerner Park on the night of March 20, 2022. Board Member Ritter, with support from Staff Liaison HR Manager Jessica Collins, that a complaint made directly to a Board Member is not an appropriate item to be placed on the agenda for discussion. No second was provided. There was no vote

Board Member Drouillard had no report.

Board Member Bartel reported that he attended a meeting with the School Law Enforcement Partnership (SLEP), as well as the SRO Committee meeting with Novato Unified School District.

Chair Medigovich relayed that she was impressed with the use of Nixle by the Novato Police Department, as well as the article in the recent Marin Independent Journal regarding the School Resource Officer program.

## **G.2. Staff Liaison Report**

Management Analyst Canfield reminded the Board that this was the year mark for the Chair and Vice Chair and that there would be a need to nominate and vote a new Chair and Vice Chair in at the next meeting. This will appear on the next agenda.

## **H. ADJOURNMENT**

Board Member Ritter motioned to adjourn. Board Member Bartel seconded the motion. Meeting adjourned at 7:07 p.m.