



CITY OF NOVATO
CALIFORNIA

POLICE ADVISORY AND REVIEW BOARD MEETING

Agenda

Thursday, February 2, 2023 – 5:30 PM

City 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 November 17, 2022

E. UNFINISHED AND OTHER BUSINESS

F. GENERAL BUSINESS

F.1. First Responders Employee Wellness

F.2. Canine Program Update

F.3. Review of Activity in the School Resource Program

F.4. Review of Department Activity and All Citizen Complaints Filed Since Last Meeting

G. BOARD AND LIASION REPORTS

G.1. Board Member Reports

G.2. Future Agenda Items

▪ **Current list:**

- **Review & Discussion of Possible Updates to PARB Policies and Bylaws**
- **Review of SB2 Requirements, Hiring & Selection & Decertification of Peace Officers**
- **Community Outreach**
- **Review of RIPA Reporting**
- **Review of AB481 Military Equipment**

G.3. 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 30, 2023, 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 17, 2022
5:30 PM**

Council Chambers, 901 Sherman Ave.

A. CALL TO ORDER

The meeting was called to order at 5:33 p.m. by Board Member Ky Medigovich.

ROLL CALL: Present: Bruce Bartel, Board Member
Alice Dow, Board Member
Frank Drouillard, Board Member
Ky Medigovich, Board Member
Bruce Ritter, Board Member

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

Absent: Jeremy Portje, Board Chair
Meg Brizzolara, Board Vice Chair

B. APPROVAL OF FINAL AGENDA

Due to absences on the Board, Management Analyst Greg Canfield requested to general business item F.2. be removed from the agenda so that it could be presented at the next meeting where there would hopefully be full attendance from the Board Members.

Board Action: Upon motion by Board Member Ritter and seconded by Board Member Drouillard, the Board voted 5-0 to approve the final agenda including removal of Item F.2.

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

C. PUBLIC COMMENT

None

D. CONSENT CALENDAR

D.1. Approve the meeting minutes from August 4, 2022

Board Action: Upon motion by Board Member Bartel and seconded by Board Member Drouillard, the Board voted 4-0-1 to approve the meeting minutes from August 4, 2022.

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

E. UNFINISHED AND OTHER BUSINESS

There was no unfinished or other business.

F. GENERAL BUSINESS

F.1. Introduction of New PARB Member Alice Dow

Management Analyst Greg Canfield thanked and passed on condolences to former PARB Member, Ken Tashian, and his family. He then welcomed newly appointed Board Member, Alice Dow. Board Member Dow thanked the Board and is looking forward to being a part of the group and helping Novato.

The Board welcomed Board Member Dow.

PUBLIC COMMENT:

None.

F.2. Committee, Commission, and Board Training Refresher

This item was removed from the agenda with plans to revisit the item at the next meeting with hopefully a full Board present.

F.3. Canine Program Update

Due to technical difficulties, it was requested that this item be moved to a future agenda.

F.4. Review of Activity in the School Resource Program

Lieutenant Chris Jacob presented on the status of the School Resource Program including sharing statistics of what NPD is called to respond to and an overview of the officer currently assigned to the role's

accomplishments and responses. The annual School Resource Officer report is up and available on the City of Novato website here, <https://www.novato.org/government/police-department/divisions/school-resource-officer-program>.

Lastly, he spoke about what is coming up for the SRO program, including the assignment of the second SRO position within the Novato Police Department.

Board Members Bartel, Dow, Drouillard, Medigovich, and Ritter, provided Lieutenant Jacob with questions and comments. Lieutenant Jacob, along with Captain D'Amico and Chief Johnson, responded to all questions.

PUBLIC COMMENT: None

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

Chief Johnson relayed that there were 4 citizen complaints since the last meeting in August. The complaints were based in bias, discourtesy, neglect of duty, and standards of conduct. 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 noted that NPD had participated in several community events such as National Night Out, Sparkle Backpack Stuffing Event, Relay for Life, the San Marin and Novato High Homecoming Parades, National Coffee with a Cop Day, National Faith & Blue Weekend, Nostalgia Days, Leadership Novato, Red Ribbon Week at Rancho Elementary, and the Good Shepherd Fun Run Event.

Lastly, Chief Johnson reported on the status of several Novato PD employees and their statuses within their specialty assignments.

Board Members Bartel, Dow, Drouillard, Medigovich, and Ritter 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 Ritter requested that the PARB meeting return to its original location of the Police Training Room or a City conference room.

Board Member Ritter referred to not being able to see or hear everyone comfortably in the Council Chambers.

Board Member Drouillard had no report.

Board Member Medigovich relayed that she was able to participate in the Corporal recruitment as a panel member on the community panel. She expressed that it was a rewarding experience and that everyone should participate when given the opportunity.

Board Member Dow had no report.

Board Member Bartel reported that he attended a meeting with the School Law Enforcement Partnership (SLEP), where they discussed the stabbing at Lynwood Elementary.

G.2. Staff Liaison Report

None.

H. ADJOURNMENT

Board Member Ritter motioned to adjourn. Board Member Drouillard seconded the motion. Meeting adjourned at 6.36 p.m.