



**CITY OF NOVATO**  
CALIFORNIA

**POLICE ADVISORY AND REVIEW BOARD MEETING**

**Agenda**

**Thursday, May 4, 2023 – 5:30 PM**

**City Council Chambers, 901 Sherman Ave.**

---

**Board Chair**

VACANT

**Vice Chair**

VACANT

**Board Members**

Bruce Bartel  
Alice Dow  
Frank Drouillard  
Anne Glasscock  
Ky Medigovich  
William Palmini  
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](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 February 2, 2023**

**E. UNFINISHED AND OTHER BUSINESS**

**F. GENERAL BUSINESS**

**F.1. Introduction of new PARB Members**

**F.2. Election of Chair and Vice Chair**

**F.3. Receive a Presentation on AB481 (Military Equipment Policy)**

**F.4. Receive and Discuss a Presentation on the Police Department Complaint Process**

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

**F.6. 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**
- **Types of Crimes w/Solve Rates**

### **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](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, May 1, 2023, 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 II



**CITY OF NOVATO  
CALIFORNIA**

**POLICE ADVISORY AND REVIEW BOARD**

**DRAFT MEETING MINUTES**

**Thursday, February 2, 2023  
5:30 PM**

**Council Chambers, 901 Sherman Ave.**

**A. CALL TO ORDER**

The meeting was called to order at 5:30 p.m. by Board Chair Jeremy Portje.

**ROLL CALL:** Present: Jeremy Portje, Board Chair  
Meg Brizzolara, Board Vice Chair  
Bruce Bartel, Board Member  
(Left meeting at 7:26 p.m.) Alice Dow, Board Member  
Frank Drouillard, Board Member  
Ky Medigovich, Board Member  
Bruce Ritter, Board Member

Staff Present: Jessica Deakyne, Asst. City Manager  
Beth Johnson, Police Chief  
Sophia Winter, Police Lieutenant  
Chris Jacob, Police Lieutenant  
Jessica Collins, HR Manager  
Greg Canfield, Management Analyst II

Absent: None

**B. APPROVAL OF FINAL AGENDA**

Due to Lieutenant Chris Jacob having to leave early, Board Chair Portje requested that general business item F.3. be moved to first general business item.

Board Action: Upon motion by Board Member Ritter and seconded by Board Member Medigovich, the Board voted 6-1 to approve the final agenda including the repositioning of general business item F.3.

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

## C. PUBLIC COMMENT

Public comments were provided by the following community members:

1. Jared R.
2. Heidi M.
3. Sophia O.
4. Angela H.
5. Hillsman H.

## D. CONSENT CALENDAR

### D.1. Approve the meeting minutes from November 17, 2022

Board Action: Upon motion by Board Member Drouillard and seconded by Board Member Ritter, the Board voted 7-0 to approve the meeting minutes from November 17, 2022.

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

## E. UNFINISHED AND OTHER BUSINESS

There was no unfinished or other business.

## F. GENERAL BUSINESS

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

Lieutenant Chris Jacob presented on the School Resource Program, updating the Board on activities occurring since the previous meeting. Lieutenant Jacob reported on statistics up to January 2023. He relayed the Department is looking to fill a vacant spot that exists in School Resource Office positioning. He stated that outreach continues with the Novato Unified School District and its partners, working within the memorandum of understanding. It was discussed that a member of the PARB could be invited to sit on the selection panel when the Police Department interviews for the vacant SRP position.

Board Members Bartel, Drouillard, Medigovich, and Chair Portje provided Lieutenant Jacob with questions and comments. Lieutenant Jacob, along with Chief Johnson, responded to all questions.

PUBLIC COMMENT:

1. Mark D.
2. Heidi M.

3. Hillsman H.

### **F.1. First Responders Employee Wellness**

Lieutenant Sophia Winter presented on Novato Police Department and measures they are taking to address employee wellness, particularly dealing with stress. She expressed the need to “change the culture” around asking for help. Lieutenant Winter relayed information with regard to the Department’s policy on wellness, City of Novato Policy 1059. She also discussed several methods the Department is currently working with to help with employee wellness, including safety equipment, employee assistance programs, peer support, trainings, wellness apps, and healthy snacks.

Board Members Bartel, Drouillard, Ritter, Vice Chair Brizzolara, and Chair Portje provided Lieutenant Winter with questions and comments.

Lieutenant Winter, along with Chief Johnson, responded to all questions.

#### **PUBLIC COMMENT:**

1. Angela H.
2. Mark D.
3. Hillsman H.

### **F.2. Canine Program Update**

Lieutenant Sophia Winter presented an update on the Canine Program in the Novato Police Department. She reported that the Department currently has one canine on duty, Rookie, handled by Novato Police Officer, Angel Macias. She stated statistics with regard to the program, which is currently over 25 years old. She relayed statistics with regard to training the dogs and officers go through and what types of uses they handled when out on duty. She concluded by stating goals of the program and the desire to continue its use within the Department.

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

#### **PUBLIC COMMENT:**

1. Mark D.
2. Hillsman H.

**F.4. 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 November. The complaints were based in bias, discourtesy, neglect of duty, discrimination, unlawful arrest, excessive force 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 either exonerated, not sustained, or unfounded.

Chief Johnson also noted that NPD had participated in several community events such as the Good Shepherd Fun Run, Annual Novato Tree Lighting Ceremony, Academy Graduation, Heroes and Helpers, and the Sparkle Holiday Gift Drive. Chief Johnson also mentioned that the Novato Police Department Awards and Promotion Ceremony would be happening on February 9<sup>th</sup>.

Board Members Bartel and Ritter provided Chief Johnson with questions and comments. Chief Johnson responded to all questions.

Board Action: Vice Chair Brizzolara made a motion to review the Novato Police Department complaint process. Board Member Ritter seconded the motion. The Board voted 6-1 to approve the motion.

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

**PUBLIC COMMENT:**

1. Angela H.
2. Heidi M.

**G. COMMITTEE AND LIAISON REPORTS**

**G. 1. Board Member Reports**

Board Chair Portje had no report.

Board Vice Chair Brizzolara asked that the board be presented with the crimes solved rate for the Department and the types of crimes that the Department is handling.

Board Action: Vice Chair Brizzolara made a motion to have staff, when feasible, provide crime reports to the Board. Board Chair Portje seconded the motion. The Board voted 4-1-1 to approve the motion.

AYES: Portje, Brizzolara, Drouillard, Ritter  
NOES: Bartel  
ABSTAIN: Medigovich  
ABSENT: Dow

Board Member Bartel had no report.

Board Member Dow was absent at the time of Board Reports.

Board Member Drouillard had no report.

Board Member Medigovich relayed that she would be interested in serving as the PARB representative when the SRO interviews are held.

Board Action: Board Member Ritter made a motion to have the City Attorney attend a meeting to go through what the Board can and cannot do and what the complaint process is. Board Member Drouillard seconded the motion. The Board voted 4-2 to approve the motion.

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

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

None

## **H. ADJOURNMENT**

Board Member Ritter motioned to adjourn. Board Member Drouillard seconded the motion. Meeting adjourned at 7:42 p.m.