



CITY OF NOVATO
CALIFORNIA

POLICE ADVISORY AND REVIEW BOARD MEETING

Agenda

Thursday, May 2, 2024 – 5:30 PM

City Council Chambers, 901 Sherman Ave.

Board Chair

Frank Drouillard

Vice Chair

Vacant

Board Members

Bruce Bartel
Anne Glasscock
Sandra Marker
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 Police Advisory and Review Board 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 comments 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 1, 2024

E. UNFINISHED AND OTHER BUSINESS

F. GENERAL BUSINESS

F.1. Introduction of New PARB Member

F.2. Election of Chair and Vice Chair

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

F.4. Receive a Presentation on AB481 (Military Equipment Policy)

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

G. BOARD 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, April 29, 2024, 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 II



**CITY OF NOVATO
CALIFORNIA**

POLICE ADVISORY AND REVIEW BOARD

DRAFT MEETING MINUTES

**Thursday, February 1, 2024
5:30 PM**

Council Chambers, 901 Sherman Ave.

A. CALL TO ORDER

The meeting was called to order at 5:31 p.m. by Board Chair Frank Drouillard.

ROLL CALL: Present: Frank Drouillard, Board Chair
Alice Dow, Board Vice Chair
Bruce Bartel, Board Member
Anne Glasscock, Board Member
William Palmini, Board Member
Bruce Ritter, Board Member

Staff Present: Amy Cunningham, Interim City Manager
Jim Naugle, Police Chief
Jim Correa, Police Captain
Sophia Winter, Police Lieutenant
Reza Pourfarhani, Police Sergeant
Alan Bates, Police Sergeant
Jennifer Dunlap, Police Sergeant
Greg Canfield, Management Analyst II

Absent: Ky Medigovich, Board Member

B. APPROVAL OF FINAL AGENDA

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

AYES: Drouillard, Dow, Bartel, Glasscock, Palmini, Ritter
NOES: None
ABSENT: Medigovich

C. PUBLIC COMMENT

None

D. CONSENT CALENDAR

D.1. Approve the meeting minutes from November 2, 2023

Board Action: Upon motion by Board Member Bartel and seconded by Board Member Glasscock, the Board voted 6-0 to approve the meeting minutes from November 2, 2023.

AYES: Drouillard, Dow, Glasscock, Palmimi, Ritter
NOES: None
ABSENT: Medigovich

E. UNFINISHED AND OTHER BUSINESS

There was no unfinished or other business.

F. GENERAL BUSINESS

F.1. Receive a Presentation on E-Bike Law and NPD Efforts

Lieutenant Sophia Winter and Sergeant Reza Pourfarhani presented on electric mobility devices and provided information about safety issues regarding these devices. Different classifications of e-bikes, current safety concerns, concerns from the public, outreach and awareness provided by the department, and enforcement were all discussed. The presentation was concluded with the next steps that the department is taking regarding e-bike community education, enforcement, and monitoring pending legislation.

Board Members Bartel, Glasscock, Palmimi, Ritter, Vice Chair Dow and Chair Drouillard provided Lieutenant Winter, along with Sergeant Pourfarhani, with questions and comments. Lieutenant Winter and Sergeant Pourfarhani responded to all questions.

PUBLIC COMMENT:

None

F.2. Review of Activity in the School Resource Program

Sergeant Alan Bates presented on the School Resource Program. Sergeant Bates provided the statistics for the School Resource Officers based on the first 95 school days. He also spoke about the Vigilant Parent program and the Parent Project.

Board Members Bartel and Chair Drouillard provided Sergeant Bates with questions and comments. Sergeant Bates responded to all questions.

PUBLIC COMMENT:

None

F.3. Receive a Presentation on the License Plate Reader Program

Sergeant Jen Dunlap presented on the License Plate Reader Program. Sergeant Dunlap discussed the features of the technology used by the City, highlighting how the technology is used for a variety of purposes. An example of the screen seen by officers was displayed. Further discussion was provided relating to queries made in the system, along with the retention for files created.

Board Members Bartel, Glasscock, Palmmini, Ritter, and Chair Drouillard provided Sergeant Dunlap with questions and comments. Sergeant Dunlap, along with Chief Naugle, responded to all questions.

PUBLIC COMMENT:

None

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

Police Chief Jim Naugle relayed that there were no citizen complaints since the last meeting in November.

Chief Naugle also noted that NPD had held a promotional ceremony where a Sergeant, a Corporal, and an Officer within the Department were all promoted. Additionally, a new officer recently graduated from the Academy in December 2023. He also relayed a new addition to the public outreach from the department called Pop Up Police Stations. Four Pop Ups are scheduled over the next four months with the first one already occurring on January 27, 2024. Chief Naugle finished by providing a comprehensive list of the community outreach events that the Department participated in since the previous meeting in November.

Board Members Bartel, Palmmini, Ritter and Chair Drouillard provided Chief Naugle with questions and comments. Chief Naugle responded to all questions.

PUBLIC COMMENT:

None

G. COMMITTEE AND LIAISON REPORTS

G. 1. Board Member Reports

Board Chair Drouillard had no report.

Board Vice Chair Dow had no report.

Board Member Bartel reported on his attendance at the inaugural San Rafael Police Advisory and Accountability Committee meeting in December 2023.

Board Member Glasscock had no report.

Board Member Medigovich was absent.

Board Member Palmmini had no report.

Board Member Ritter reported on his attendance at the NACOLE (National Association for Civilian Oversight of Law Enforcement) in Chicago in November 2023. He discussed some of the sessions that he attended, particularly those that related to Novato law enforcement. Board Member Ritter also relayed his attendance in the FBI Citizens Academy, which is a 10-week program. He is currently 3 weeks into the program.

G.2. Staff Liaison Report

None

H. ADJOURNMENT

Board Member Ritter motioned to adjourn. Board Member Bartel seconded the motion. The meeting adjourned at 6:52 p.m.