



CITY OF NOVATO
CALIFORNIA

POLICE ADVISORY AND REVIEW BOARD MEETING

Agenda

Thursday, February 1, 2024 – 5:30 PM

City Council Chambers, 901 Sherman Ave.

Board Chair

Frank Drouillard

Vice Chair

Alice Dow

Board Members

Bruce Bartel

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 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 November 2, 2023

E. UNFINISHED AND OTHER BUSINESS

F. GENERAL BUSINESS

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

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

F.3. Receive a Presentation on the License Plate Reader 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. 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 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, November 2, 2023
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
Ky Medigovich, Board Member
William Palmini, Board Member
Bruce Ritter, Board Member

Staff Present: Amy Cunningham, Deputy City Manager
Jim Naugle, Police Chief
Jim Correa, Police Captain
Sasha D'Amico, Police Captain
Chris Jacob, Police Lieutenant
Alan Bates, Police Sergeant
Jessica Collins, HR Manager
Greg Canfield, Management Analyst II

Absent: None

B. APPROVAL OF FINAL AGENDA

Board Action: Upon motion by Board Member Glasscock and seconded by Board Member Medigovich, the Board voted 7-0 to approve the final agenda.

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

C. PUBLIC COMMENT

None

D. CONSENT CALENDAR

D.1. Approve the meeting minutes from August 3, 2023

Board Action: Upon motion by Board Member Ritter and seconded by Board Member Glasscock, the Board voted 6-0-1 to approve the meeting minutes from August 3, 2023.

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

E. UNFINISHED AND OTHER BUSINESS

There was no unfinished or other business.

F. GENERAL BUSINESS

F.1. Introduction of Chief Jim Naugle

Management Analyst Greg Canfield introduced the new Polie Chief Jim Naugle. Chief Naugle is the 13th Chief of Police in Novato's history and he began his employment with the City of Novato on October 23, 2023. A swearing-in ceremony is scheduled for November 14, 2023.

Chief Naugle introduced himself to the Board and stated his excitement about being a part of the City of Novato.

Board Chair Drouillard welcomed Chief Naugle and spoke on his participation on the panel for the Chief of Police interviews.

PUBLIC COMMENT:

None

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

Lieutenant Chris Jacob introduced Sergeant Alan Bates who then presented on the School Resource Program. Sergeant Bates presented the statistics for the School Resource Officers based on the first 49 school days. He also spoke about eBikes, the Vigilant Parent program, and backpacks the Novato PD put together in cooperation with the Sparkle Foundation. Lieutenant Jacob closed by stating that the annual report was posted on the City of Novato website.

Board Members Glasscock, Palmi, Vice Chair Dow and Chair Drouillard provided Lieutenant Jacob, along with Sergeant Bates, with questions and comments. Sergeant Bates responded to all questions.

PUBLIC COMMENT:

None

F.3. Receive a Presentation on the Emergency Operations Plan

Captain Jim Correa presented on the City of Novato Emergency Operations Plan (EOP). The plan is jointly managed by the Novato Police Department and the Novato Fire District. Captain Correa discussed what the Emergency Operations Plan is and why the plan is necessary. He relayed how the EOP was developed and provided plan highlights, including which hazards provide a larger concern for Novato's geographical region. He also provided examples of training, along with the roles and responsibilities of the Police and Fire Departments.

Board Members Medigovich, Ritter, Glasscock, Palmi, Bartel and Chair Drouillard provided Captain Correa with questions and comments. Captain Correa and Captain Sasha D'Amico 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 3 citizen complaints since the last meeting in August. Complaints #1 & #3 are still in the investigative process with portions of the complaint being ruled as unfounded. Complaint #2 was decided to be unfounded.

Chief Naugle also noted that NPD had recently promoted a Sergeant to Lieutenant, a Corporal to Sergeant, and an Officer to Corporal within the Department. He also relayed a recent story regarding a Novato Officer who participated in lifesaving measures of a local resident. The Officer is being nominated for a lifesaving award. He mentioned the award of two separate grants to the Department. Chief Naugle finished by providing a comprehensive list of the community outreach events that the Department participated in since the previous meeting in August.

Board Members Medigovich, Glasscock, Bartel, Palmi, and Chair Drouillard provided Chief Naugle with questions and comments. Chief Naugle and Captain D'Amico responded to all questions.

PUBLIC COMMENT:

None

G. COMMITTEE AND LIAISON REPORTS

G. 1. Board Member Reports

Board Chair Drouillard reported on being a part of the community panel for the Chief of Police oral board.

Board Vice Chair Dow had no report.

Board Member Bartel reported on his attendance at the SLEP meeting with local police departments and schools. He also attended the most recent Citizens Academy with the Novato Police Department, which was his second time attending. Lastly, he spoke about his ride along with the Fire Mitigation Ranger.

Board Member Glasscock reported on being a part of the community panel for the Police Lieutenant oral board.

Board Member Medigovich had no report.

Board Member Palmi reported on being a part of the community panel for the Police Sergeant oral board.

Board Member Ritter had no report.

G.2. Staff Liaison Report

None

H. ADJOURNMENT

Board Member Ritter motioned to adjourn. Board Member Bartel seconded the motion. The meeting adjourned at 6:39 p.m.