



**CITY OF NOVATO**  
**CALIFORNIA**

**POLICE ADVISORY AND REVIEW BOARD**

**Thursday, August 7, 2025**  
**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 Member, Frank Drouillard.

**ROLL CALL:** Present: William Palmini, Board Chair  
Bruce Bartel, Board Member  
Frank Drouillard, Board Member  
Sandra Marker, Board Member  
Bruce Ritter, Board Member  
Tim Van Raam, Board Member

Staff Present: Eva Hilliard, Chief People Officer  
Jim Naugle, Police Chief  
Jim Correa, Police Captain  
Sasha D'Amico, Police Captain  
Alan Bates, Police Lieutenant  
Nick Frey, Police Lieutenant  
Wes Carroll, Police Sergeant  
Sean Sinnott, Police Sergeant  
Thomas Lyons, Fire Mitigation Ranger  
Greg Canfield, HR Analyst

Absent: Travis Carroll, Board Vice Chair

**B. APPROVAL OF FINAL AGENDA**

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

AYES: Palmini, Bartel, Drouillard, Marker, Ritter, Van Raam  
NOES: None  
ABSTAIN: None  
ABSENT: Carroll

**C. PUBLIC COMMENT**

None

## **D. CONSENT CALENDAR**

### **D.1. Approve the meeting minutes from May 1, 2025**

Board Action: Upon motion by Board Member Ritter and seconded by Board Member Van Raam, the Board voted 6-0 to approve the meeting minutes from May 1, 2025.

AYES: Palmini, Bartel, Drouillard, Marker, Ritter, Van Raam  
NOES: None  
ABSTAIN: None  
ABSENT: Carroll

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

There was no unfinished or other business.

## **F. GENERAL BUSINESS**

### **F.1. Welcome New Board Member**

HR Analyst Greg Canfield provided to new Board Member, Tim Van Raam, the Oath of Office and the Police Advisory and Review Board Member Confidentiality Agreement to read, review and sign. Both signed documents were collected and will be kept in the Human Resources office. Newly appointed Board Member Van Raam was welcomed and provided a brief introduction of himself.

PUBLIC COMMENT:

None

### **F.2. Receive a Presentation from the Novato PD Drone Team**

Lieutenant Nick Frey and Sergeant Sean Sinnott provided an overview of the Novato Police Department's Unmanned Aerial Systems (UAS) program. The presentation covered NPD Policy 613, which governs drone usage to protect lives and property in accordance with constitutional and privacy rights, as well as FAA regulations.

The presenters outlined FAA certification requirements for NPD pilots, ongoing quarterly training, and operational limitations, including weather restrictions, population density considerations, and flight path restrictions. They reviewed the program's applications, such as assisting in missing persons cases, in-progress crimes, SWAT operations, and crime scene investigations, as well as its capabilities including livestream video, still photography, infrared imaging, loudspeaker use, and strobe/spotlight functionality.

Future program developments, including the potential adoption of a “Drone as First Responder” model, were discussed, along with associated costs and compliance considerations.

The presentation concluded with a live drone demonstration conducted by Fire Mitigation Ranger Thomas Lyons.

Board Members Bartel, Drouillard, Marker, Ritter and Van Raam provided Lieutenant Frey and Sergeant Sinnott with questions and comments. Lieutenant Frey, Sergeant Sinnott, and Chief Naugle responded to all questions.

PUBLIC COMMENT:

None

**F.3. Receive a Presentation from the Fire Mitigation Ranger**

Fire Mitigation Ranger Thomas Lyons provided an overview of his role and responsibilities within the Novato Police Department and Novato Fire District. He shared his background, including service with the Novato Response Team, establishing the Homeless Liaison position, and selection as the City’s first Fire Mitigation Ranger in July 2023.

Lyons described the expanded jurisdiction of the position to cover both incorporated and unincorporated areas of the Novato Fire District. Key responsibilities include patrolling fuel breaks for fire hazard prevention, educating the public in wildfire prone areas, and collaborating with the Novato Fire District on arson investigations.

The program is funded through Measure C, a 10-year parcel tax supporting the Marin Wildfire Prevention Authority’s multi-jurisdictional wildfire prevention and mitigation efforts. Services funded include vegetation management, wildfire detection, evacuation planning, public education, defensible space evaluations, and targeted prevention initiatives.

Lyons reviewed numerous local wildfire prevention projects, such as prescribed burns, fuel abatement, eucalyptus removal and revegetation, shaded fuel breaks, evacuation route improvements, and public education programs.

Board Members Bartel, Drouillard, Marker, and Board Chair Palmini provided Fire Mitigation Ranger Lyons with questions and comments. Fire Mitigation Ranger Lyons responded to all questions.

PUBLIC COMMENT:

None

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

Chief Naugle reported on recent department activities, noting that on July 30, 2025, the department held a promotional ceremony for Sergeant Dustin Roderick and Corporal Laura Houser. He highlighted the August 5, 2025, National Night Out event, which remains one of the department's most significant community gatherings and was hosted in collaboration with numerous public safety and community partners.

He provided an overview of recent community outreach efforts, including school visits, participation in local festivals, public safety presentations, and joint events with partner agencies. Chief Naugle also shared a summary of upcoming outreach events scheduled through October, aimed at maintaining strong community connections.

As part of the Agenda Packet, the Board was provided with a newly created complaint spreadsheet, which provided a breakdown of the department complaints since last meeting. There was a total of seven complaints received. Five have been completed and were determined to be either unfounded or the involved personnel exonerated, and two remain in process.

Board Members Marker, Ritter, Van Raam and Board Chair Palmmini provided Chief Naugle with questions and comments. Chief Naugle and Chief People Officer Hilliard responded to all questions.

PUBLIC COMMENT:

None

**G. COMMITTEE AND LIAISON REPORTS**

**G.1. Board Member Reports**

Board Chair Palmmini had no report.

Board Vice Chair Carroll was absent.

Board Member Bartel reported that he attended the promotional ceremony for Sergeant Dustin Roderick and Corporal Laura Houser. He also attended an active shooter training hosted by the Marin County Office of Education at San Jose Middle School, noting that NPD personnel were present and did a nice job during the training.

Board Member Drouillard had no report.

Board Member Marker gauged the group's interest in holding a workshop outside of the regular meetings to explore ways the Board might become more effective. She also expressed her view that the Board's current activities might differ from how it was originally established.

Board Action: Board Member Marker made a motion for a future agenda item to review and discuss amongst the PARB members the scope and functionality of the Board under the current resolution. Board Member Ritter seconded the motion. The Board voted 6-0 to approve the motion.

AYES: Palmini, Bartel, Drouillard, Marker, Ritter, Van Raam  
NOES: None  
ABSTAIN: None  
ABSENT: Carroll

Board Member Ritter had no report.

Board Member Van Raam had no report.

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

None

#### **H. ADJOURNMENT**

Board Member Ritter motioned to adjourn. Board Member Drouillard seconded the motion. The meeting adjourned at 7:11 p.m.