

# CENTRAL MARIN POLICE COUNCIL

REGULAR MEETING  
ON  
THURSDAY, FEBRUARY 9, 2023  
AT 6:00 P.M.

## AGENDA

### VIA TELECONFERENCE ONLY

#### NOTICE TO PUBLIC

*Pursuant to Government code section 54953(e) the February 10, 2023, Regular Police Council meeting will be conducted telephonically through Zoom. Please be advised that pursuant to Government Code section 54953(e), the Authority will not provide a physical location from which the public may attend or comment. Members of the public may access the meeting and offer public comment by clicking on the following link:*

<https://us06web.zoom.us/j/99034310040>.

*(No Pre-Registration Needed- Click on Link at Meeting Start Time)*

*You may call in using: 1 (408) 638-0968 (Zoom webinar ID: 990 3431 0040)*

*Or iPhone one-tap: +14086380968, 99034310040#*

*You may submit public comment remotely by 1. Emailing [PublicComment@tcmmail.org](mailto:PublicComment@tcmmail.org) prior to 4:00 P.M. on the day of the meeting. Comments received prior to 4:00 P.M. on the day of the meeting will be distributed to the entire Police Council and made available in the online agenda packet. 2. Emailing [PublicComment@tcmmail.org](mailto:PublicComment@tcmmail.org) during the meeting. Please make sure you indicate the item number to which your comment is related, or whether it is for the General Public Comment period at the beginning of the meeting. Your comment will be read verbatim, however words including profanity, obscenity, and discriminatory language will not be read into the record in order to avoid disruption of the meeting. Your comment is subject to the same 3-minute limit as in-person spoken comments. 3. Registering for the meeting at the link above and selecting the "Raise Hand" icon during the meeting to provide public comment verbally when recognized by the Clerk at the appointed time.*

*Anyone with a disability needing further assistance with public comment should contact the Clerk at least 2 hours before the beginning of the meeting to make alternative arrangements at [lbarrera@tcmmail.org](mailto:lbarrera@tcmmail.org) or 415-927-5050.*

44 **ROLL CALL**

45

46 The Central Marin Police Council Regular Meeting was called to order at 6:02 p.m. by Vice-Chair Kevin  
47 Haroff.

48

49 **COUNCIL MEMBERS PRESENT:**

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Kevin Haroff, Vice- Chair/Council Member, City of Larkspur

51

Catherine Way/Council Member, City of Larkspur

52

Fred Casissa, Council Member, Town of Corte Madera

53

Charles Lee, Council Member, Town of Corte Madera

54

Steve Burdo/Council Member, Town of San Anselmo

55

Tarrell Kullaway/Council Member, Town of San Anselmo

56

57 **STAFF PRESENT:**

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Adam Wolff, Corte Madera Town Manager

59

Dan Schwarz, Larkspur City Manager

60

Dave Donery, San Anselmo Town Manager

61

Michael Norton, Chief of Police

62

Cathy Orme, City of Larkspur Administrative Services Director

63

Tom Bertrand, Legal Counsel

64

Lorena Barrera, Corte Madera Police Authority Clerk

65

66 **STAFF ABSENT:**

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None

68

69 **URGENCY ACTION**

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71

**A. Resolution No. 2023/01 – Authorizing remote teleconference meetings of the Central  
Marin Police Authority Council pursuant to Brown Act provisions**

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*Recommendation: that Council approves Resolution 2023/01.*

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Vice-Chair Haroff introduced the item. There were no questions from the commissioners or public  
comment.

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78

ACTION: It was M/S/C (Way/Casissa) to approve Resolution No. 2023/01, authorizing remote  
teleconference meetings of the Central Marin Police Authority Council pursuant to Brown Act  
provisions, which carried by the following vote: (Ayes: 5-0, Burdo, Casissa, Lee, Haroff, Kullaway; Way;  
Noes: None; Absent: None)

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83 **OPEN TIME FOR PUBLIC EXPRESSION**

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85

Council Chair Haroff asked if any members of the public would like to address the Council, and there  
were no speakers or mailed in comments.

86

87

88 **REPORTS AND COMMENTS**

89

90

**A. COUNCIL MEMBERS**

91

92 There were no reports or comments.

93

94 **B. MANAGEMENT COMMITTEE**

95

96 There were no reports or comments.

97

98 **CHIEF'S COMMENTS**

99

100 Chief Norton welcomed Council Members Charles Lee, Steve Burdo and Tarrell Kullaway to the CMPC.

101

102 **CONSENT CALENDAR**

103

104 **A. Approval of Minutes: November 10, 2022**

105

105 **B. Acknowledge Central Marin Police Authority's Warrant List – October 1, 2022 through  
106 December 31, 2022**

106

107 **C. Acknowledge staff report regarding Insurance Fund activity – October 1, 2022 through  
108 December 31, 2022**

109

110 Council Vice-Chair Haroff opened the public comment period and confirmed there was no one wishing  
111 to remove items and there were no public comments.

112

113 ACTION: It was M/S/C (Casissa/Way) to approve Consent Calendar items A, B, and C, which carried by  
114 the following vote: (Ayes: 5-0 Burdo, Casissa, Lee, Haroff, Kullaway; Way; Noes: None; Absent: None).

115

116 **BUSINESS ITEMS**

117

118 **A. Results of the Financial Audit of the Central Marin Police Authority for Fiscal year 2020/21**

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*Recommendation: that Council receives the presentation regarding the audit report.*

120

121 Administrative Services Director Cathy Orme introduced Ahmed Badawai, Principal of Badawi Associates  
122 to present and provide an overview of CMPA's financial audit for FY 2020/2021.

123

124 Mr. Badawai gave a PowerPoint presentation showing the results of the Authority's audit for FY2020/21.  
125 He provided an overview of deliverables and scope of the audit, areas of primary emphasis, auditors  
126 report and financial statements, required communications, and new accounting standards. Mr. Badawai  
127 discussed the areas of primary audit emphasis, including the unique risk categories of segregation of  
128 duties in payroll and posting of journal entries.

129

130 Mr. Badawai confirmed they have issued an unmodified opinion; that the financial statements are fairly  
131 presented; the accounting policies have been consistently applied; the estimates are reasonable, and  
132 disclosures are properly reflected in the financial statements.

133

134 Mr. Badawai summarized the financial statements over the last three years and he noted that the most  
135 significant change is in net pension assets. He explained the reported \$15 million in assets are most  
136 likely unsustainable because the increase was mainly due to CalPERS' financial results, which will make  
137 increased pension contributions unnecessary.

138

139 Mr. Badawai discussed CMPA's assets minus liabilities, which currently show a deficit; the General Fund;

140 pension liabilities; OPEB (Other Post Employment Benefits) contributions and required communications.  
141 Mr. Badawi confirmed there were no significant audit adjustments or risks or exposures that were  
142 identified, and he provided a brief description of new accounting standards.  
143

144 In response to Commissioner Lee, Mr. Badawi stated that he would consider a 6-month funding reserve  
145 to be appropriate, but that 2 months would be sufficient to avoid modifying an audited opinion and  
146 meeting unexpected expenses. City Manager Schwartz explained how the JPA members could support  
147 CMPA if there were insufficient funds to meet payroll, as an example.  
148

149 In response to Commissioner Kullaway, Mr. Badawi stated that the Government Accounting Standards  
150 Board (GASB) required them to disclose the effects of a 1% decrease or a 1% increase in OPEB costs.  
151

152 Vice-Chair Haroff thanked Mr. Ahmed for his report and asked if there were any members of the public  
153 who would like to address the Council. Ms. Barrera confirmed there were no speakers or mailed in  
154 comments.  
155

156 **B. Resolution 2023/03 – Mid-Year Budget Review and Amendment for FY22/23:**

157 *Recommendation: that Council receives the presentation, discusses, and approves Resolution*  
158 *2023/03*  
159

160 Chief Norton presented the staff report. He provided background information on the decision to recruit  
161 two fulltime Community Service Officers (CSOs) to serve the City of Larkspur and the Town of San  
162 Anselmo. Chief Norton discussed the hiring status and the need to amend the budget to accommodate  
163 the costs of the two new positions of approximately \$48,590, which would be paid solely by the City of  
164 Larkspur and the Town of San Anselmo.  
165

166 Chief Norton elaborated on the hiring process in response to Commissioner Way. He noted that the  
167 caliber of candidates required is high because they could be required to provide testimony.  
168

169 Vice-Chair Haroff asked if there were any members of the public who would like to address the Council.  
170 Ms. Barrera confirmed there were no speakers or mailed in comments.  
171

172 ACTION: It was M/S/C (Way/Bardo) to approve Resolution 2023/03 – Mid-Year Budget Review and  
173 Amendment for FY22/23, which carried by the following vote: (Ayes: 5-0 Burdo, Casissa, Lee, Haroff,  
174 Kullaway; Way; Noes: None).  
175

176 **C. Changes to the Authorization of Teleconference/Remote Meetings of the Central**  
177 **Marin Police Authority Recommendation: that Council discusses and approves the**  
178 **facilitation format of future Police Council Meetings**  
179

180 Town Manager Dave Donery presented the item regarding new state legislation, which will  
181 amend the teleconferencing rules to allow in-person meetings to take place. He discussed the  
182 rules the attendees would need to follow if they wished to continue to participate via Zoom  
183 from a different location to the allocated public meeting space.  
184

185 Following discussion on rotating the remaining meetings in the council chambers of each  
186 jurisdiction, which have superior audiovisual systems, Mr. Donery stated that he would work

187 with Chief Norton on upgrading the audiovisual system in CMPA's conference room. This would  
188 enable the smooth transition to Central Marin Fire Authority Council meetings, which follow  
189 CMPC's meetings.

190  
191 Vice-Chair Haroff asked if there were any members of the public who would like to address the  
192 Council. Ms. Barrera confirmed there were no speakers or mailed in comments.

193  
194 Mr. Schwartz discussed how the audiovisual upgrade could be funded. He concluded the  
195 discussion by stating that the next meeting would be held in a location to be confirmed, which  
196 will enable the public to participate in person.

197  
198 ***D. Appointment of the Central Marin Police Council Officers Recommendation: that***  
199 ***Council discusses and announces the appointments of the Police Council Chair and***  
200 ***Vice-Chair.***

201  
202 Chief Norton provided background information on the appointment of the Police Council Chair  
203 and Vice-Chair. He noted that former Chair, Bob Ravasio, did not run for re-election on the  
204 Corte Madera Council, and that it was usual for the Vice-Chair to be appointed Chair. Chief  
205 Norton stated that the rotation of the appointment of Vice-Chair had fallen on a representative  
206 from San Anselmo, and added that the commissioners could decide to appoint a different  
207 Council Member as Chair.

208  
209 Vice-Chair Haroff asked if there were any members of the public who would like to address the  
210 Council. Ms. Barrera confirmed there were no speakers or mailed in comments.

211  
212 The commissioners consented to elect Vice-Chair Haroff as Chair and Commissioner Burdo as  
213 Vice-Chair.

214  
215 **ADJOURNMENT**

216 Council Chair Haroff adjourned the regular meeting at 7:02 p.m. to the to the next regular  
217 meeting on May 11, 2023 at 6:00 P.M.