**NAPA SPECIAL INVESTIGATIONS BUREAU**

**GOVERNING BOARD**

**OPEN MEETING MINUTES**

**APRIL 2017**

The regular open portion of the NSIB Governing Board monthly meeting was called to order on April 27, 2017 at 9:35 a.m. at Napa P.D.

**ROLL CALL**

Present or otherwise represented members included; Governing Board Chairman, Chief Steve Potter of Napa PD, Captain Tracy Stuart for Sheriff John Robertson, Assistant DA Paul Gero for District Attorney Allison Haley, Chief Mary Butler of Napa County Probation Department, Chief William Imboden of St. Helena PD, Chief Mitchell Celaya of Calistoga PD, and NSIB Lieutenant Gary Pitkin.

Also present at the meeting: Chief DA Investigator Mike Donovan

Board members absent: Captain Chris Childs of CHP

**PUBLIC COMMENT**

0 members of the public in attendance.

**AGENDA ITEMS**

**MINUTES** – Chief Butler moved that the minutes of the January Governing Board Meeting be approved as written. Chief Celaya made the 2nd motion. Unanimously approved.

**DRUG PREVENTION PRESENTATIONS**

Lt. Pitkin discussed the Drug Prevention Presentations for the month of January, February and March 2017.

**DISCUSSION AND ACTIONS ON PROPOSED NSIB POLICIES**

Following a review of the NSIB Manual Lt. Pitkin advised the Board of the following inaccuracies and recommendations related to NSIB policies:

§1.7 – Supplementary Manuals: Outlines a number of supplemental manuals NSIB may use including Agent Incident, Major Investigation Plan, Asset Forfeiture Program Appendices, Electronic Surveillance Wiretap Operations, Office Inspection, and Administrative Procedures Manual. It is recommended that the NSIB Governing Board approve deleting NSIB policy §1.7 related to supplemental manuals. Motion to approve made by Chief Butler. 2nd motion made by Chief Potter. Approved.

§5.22 and §5.25 – Office Procedures: Outlines Control Cards and monthly reports. It is recommended that the Governing Board approve deleting policy §5.22 and update §5.25 to reflect the current quarterly reporting schedule. Motion to approve made by Chief Butler. 2nd motion made by Chief Potter. Approved.

§6.1 and §6.2 – Automated Systems: Outlines the Central Name Index, a proprietary system used and maintained by the California Department of Justice. NSIB no longer uses this system. It is recommended that the NSIB Governing Board delete NSIB policy §6.1 and §6.2 and renumbering the remaining §6.3 to §6.1. Motion to approve made by Chief Butler. 2nd motion made by Chief Potter. Approved.

**MARIJUANA ENFORCEMENT DISCUSSION**

Chief Potter recommended discussion tabled until Sheriff Robertson can be present. A special closed meeting will follow the May Chief’s meeting.

**OPEN DISCUSSION**

Chief Imboden advised the Board of a request received from a prior St. Helena Board member wanting to open a dispensary.

Chief Celaya advised of recent discussions regarding startup companies in Calistoga involving Partnership for Youth which addressed dangers of alcohol and drugs to youth, how to form and host a marijuana forum and Safe School Survey.

Chief Potter discussed a recent visit to a Vallejo marijuana dispensary and noted the extensive security measures that were observed.

**ADJOURNMENT**

There being no further business for the open portion of the Governing Board Chief Butler moved that the meeting be adjourned. Chief Celaya made the 2nd motion. Unanimously approved at 9:57 a.m. to continue with Closed Session – Case Review/Planning (Government Code §54957.8).

Chief Steve Potter, Chairman