



**NAPA SPECIAL INVESTIGATIONS BUREAU  
GOVERNING BOARD**

**OPEN MEETING MINUTES  
JANUARY 2018**

The regular open portion of the NSIB Governing Board quarterly meeting was called to order on Thursday, January 25, 2018, at 10:10 a.m.

**ROLL CALL**

Present or otherwise represented members included; Governing Board Chairman, Chief Steve Potter of Napa PD, Sheriff John Robertson, 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 Lieutenant John Blencowe for Captain Chris Childs of CHP.

Board members absent: None

**PUBLIC COMMENT**

Zero members of the public in attendance.

**AGENDA ITEMS**

**MINUTES** – Sheriff Robertson moved that the minutes of the July 2017 Governing Board Meeting be approved as written. Chief Celaya made the second motion. Unanimously approved.

**DRUG PREVENTION PRESENTATIONS**

Lt. Pitkin discussed the Drug Prevention Presentations for the months of July through December 2017.

**NEW NSIB SERGEANT**

Lt. Pitkin advised the Board that Sergeant Ryan McWilliams has filled the NSIB Sergeant's role and will be present at the next Board meeting in April.

**AUDITS AND INSPECTIONS**

Lt Pitkin advised the Board that the December 27, 2017 quarterly audit with Undersheriff Donaldson and Captain Gonzales found no discrepancies. The Board discussed whether there was a need for a full comprehensive audit of NSIB and if asset forfeiture funds could be used to pay an outside agency to conduct an audit. The recommendation was for an audit every four years to correspond with the vote for a new chairperson and vice chairperson. Lt. Pitkin will research and update the Board at the next meeting in April regarding auditing resources and cost.

**ASSET FORFEITURE DISBURSEMENT**

\$157,307.10 balance in trust account. Sheriff Robertson made a motion that the disbursement be made. Chief Butler made the second motion. Unanimously approved. Ten percent (\$15,730.71) of that balance will be set aside to pay for a comprehensive audit of NSIB and for a donation to be made to WSIN which will be discussed at the next Board meeting in April leaving a balance of \$141,576.39 to be disbursed at the following percentages.

- Napa PD @ 35% (39.5%) = \$55,922.67
- Napa Sheriff @ 35% (39.5%) = \$55,922.67
- Calistoga PD @ 8% = \$11,326.11
- Saint Helena PD @ 8% = \$11,326.11
- Napa Probation @ 5% = \$ 7,078.82
- CHP @ 9% = \$ 0.00 (Divided between NPD and NSO. Per MOU, 1<sup>st</sup> \$17,200 is split between Napa PD and Napa SO to offset vehicle and facility costs. CHP forfeited approximately \$12,741.87 from this disbursement toward the \$17,200.)

**NALAXONE POLICY PROPOSAL**

Lt. Pitkin drafted a policy to address the potential hazards of presumptive drug testing of fentanyl. The Board agreed to put the policy in place. Chief Butler moved to approve and implement the policy. DA Haley made the second motion. Unanimously approved.

**2018 DEA GRANT**

Lt. Pitkin advised the Board that the DEA Grant for 2018 has been awarded for \$35,000.00.

**HUMAN TRAFFICKING UPDATE**

Lt. Pitkin thanked the Board and the DA's office for the approval and support to begin Human Trafficking investigations as well as assurance that only cases where services are being offered in Napa County will be pursued. DA Haley advised that training is scheduled for Deputy District Attorneys assigned to Human Trafficking cases.

**BOARD CHAIRPERSON AND VICE CHAIRPERSON VOTE**

The Board agreed to vote for a new Chairperson and Vice Chairperson at the next Governing Board meeting scheduled for April 26 2018.

**OPEN DISCUSSION**

None

**ADJOURNMENT**

There being no further business for the open portion of the Governing Board Chief Potter moved that the meeting be adjourned. Chief Butler made the second motion. Unanimously approved at 11:00 a.m. to continue with Closed Session – Case Review/Planning (Government Code §54957.8).

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Chief Steve Potter, Chairman