**NAPA SPECIAL INVESTIGATIONS BUREAU**

**GOVERNING BOARD**

**OPEN MEETING MINUTES**

**JULY 2017**

The regular open portion of the NSIB Governing Board monthly meeting was called to order on Thursday, July 27, 2017 at 9:55 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 Mitchell Celaya of Calistoga PD, Acting Commander Lieutenant Ken Robertson for Captain Chris Childs of CHP and Lieutenant Gary Pitkin.

Also present at the meeting: Chief DA Investigator Mike Donovan

Board members absent: Chief William Imboden of St. Helena PD

**PUBLIC COMMENT**

0 members of the public in attendance.

**AGENDA ITEMS**

**MINUTES** – Chief Butler moved that the minutes of the April 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 April, May and June.

**ANNUAL FEDERAL EQUITABLE SHARING REPORT**

Lt. Pitkin advised the Board that to date NSIB has neither spent nor received any Federal Equitable Sharing funds.

**UPDATE ON MAY 2017 MARIJUANA MEETING – PROPOSED MATRIX FOR TACTICAL MARIJUANA OPERATIONS**

Lt. Pitkin presented the Board with a Proposed Matrix for Tactical Marijuana Operations, which seeks to establish an operational matrix to assist in evaluating, assessing, and formulating the NSIB operational response to outdoor marijuana growing operations.

**DISCUSSION AND/OR VOTE FOR BOARD CHAIR AND VICE CHAIR PER MOU**

After some discussion of candidates for Governing Board Chair and Vice Chair, the Board decided to postpone a motion to vote until the next meeting in October.

**PRESUMPTIVE DRUG TESTING POLICY PROPOSAL**

Due to the hazards of fentanyl exposure, Lt. Pitkin asked the Board to approve a change to the current policy of presumptive testing of controlled substances. NSIB’s current policy regarding §10.8 also references a CA DOJ form no longer in use. Lt. Pitkin asked the Board to strike and replace the policy with the new verbiage provided. Lt. Pitkin also advised that NSIB has the option to make a “rush” request and confirmed with the DDA that a “rush” request is acceptable. Motion to approve made by Chief Butler. Second motion made by Sheriff Robertson. Approved.

**AUDITS AND INSPECTIONS**

Lt. Pitkin advised the Board that the July 20, 2017 quarterly audit with Undersheriff Donaldson and Captain Gonzales found no discrepancies.

**OPEN DISCUSSION**

Chief Celaya asked when the next asset forfeiture disbursement would be scheduled. The Board agreed that a motion to disburse asset forfeiture funds would be placed on the next meeting agenda in October.

**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 second motion. Unanimously approved at 10:25 a.m. to continue with Closed Session – Case Review/Planning (Government Code §54957.8).

Chief Steve Potter, Chairman