

MINUTES
POLICE CITIZEN REVIEW SUBCOMMITTEE

January 8, 2025
Meeting Held Remotely Via Zoom

Members present: Anne Hardcastle, Chair; Kaylin Kerina; Xavier Botana; Gino Desruisseaux; and Joey Brunelle

Staff present: Associate Corporation Counsel Rachel Millette; Chief Mark Dubois; Major Dan Hondo; Lt. Jacob Titcomb; Tracy Boyd

6:03 Call to order.

Motion was made by Joey and seconded by Xavier to approve the December 11, 2024 meeting minutes and open for discussion. Joey and Xavier indicated that there are discrepancies between the draft minutes and what was discussed at the December 11, 2024 meeting. Joey emailed an amended draft of the minutes to the subcommittee members and shared his screen with the minutes in public view. Following additional discussion, Joey moved to postpone voting on the minutes until the next meeting, Xavier seconded the motion. Passage 5-0.

Update re: new ordinance. Rachel reminded the subcommittee of the upcoming February 10, 2025 City Council workshop. Rachel will provide a projected timeline at the next PCRS meeting and share any additional information that can be made public following the outcome of the City Council's workshop.

PPD & NACOLE trainings. Anne indicated that a former subcommittee member, Tim Smith, had been in charge of culling training opportunities available to the subcommittee. Joey volunteered to reach out to the Interim JDEI Director to see if they can provide information on specific training on police oversight committees or anything related.

2024 Annual Report. Anne asked subcommittee members to email her if they are interested in volunteering to work on the annual report which will be discussed during the next meeting.

Notice letter to complainant. Anne explained that she receives a copy of the letter which is sent after PCRS reviews the matter. Joey asked if everyone could receive a copy of the letter. and suggested redacting the complainant information before sharing it. The committee also discussed whether to send a letter to the complainants ahead of PCRS meetings where the complaint will be considered. Anne offered to draft a letter for review at the next meeting.

7:16 Motion was made to enter into Executive Session pursuant to 1 M.R.S. Sec. 405(6)(F) to discuss IA2024-015 and IA2024-016 by Gino and seconded by Kay. Passage 5-0.

8:01 Out of Executive Session.

Motion was made by Joey to find that IA2024-015 was fair; seconded by Gino. Passage: 5-0, IA2024-015 was found to be fair.

Motion was made by Kay to find that IA2024-015 was objective; seconded by Gino. Passage: 5-0, IA2024-015 was found to be objective.

Motion was made by Gino to find that IA2024-015 was timely; seconded by Kay. Passage: 5-0, IA2024-015 was found to be timely.

Motion was made by Gino to find that IA2024-015 was thorough; seconded by Kay. Passage: 5-0, IA2024-015 was found to be thorough.

Motion was made by Xavier to find that IA2024-016 was fair; seconded by Gino. Passage: 5-0, IA2024-016 was found to be fair.

Motion was made by Kay to find that IA2024-016 was objective; seconded by Gino. Passage: 5-0, IA2024-016 was found to be objective.

Motion was made by Joey to find that IA2024-016 was timely; seconded by Gino. Passage: 5-0, IA2024-016 was found to be timely.

Motion was made by Kay to find that IA2024-016 was thorough; seconded by Gino. Passage: 5-0, IA2024-016 was found to be thorough.

No public comment was offered.

The committee decided that PPD staff will leave executive sessions five minutes before the end of each executive session.

The committee proposed the following topics for next month's meeting:

- Approval of amended December 11, 2024 minutes
- Review draft PCRS introduction letter to complainants
- Update on the new Civil Police Review Board ordinance
- Tentative update about available trainings
- 2024 Annual Report development

The committee discussed that the SOPs outlining the use of force committee and incident review process would be included in agenda backup materials.

8:17 Motion was made by Joey and seconded by Xavier to adjourn. Passage 5-0.