

APPROVED MINUTES
POLICE CITIZEN REVIEW SUBCOMMITTEE
June 11, 2025
Meeting Held Remotely via Zoom

Members present: Kaylin Kerina, Chair; Joey Brunelle, Vice-Chair; Rachel Schlein; Keith Bidwell (left meeting at 8:32); Xavier Botana; Randall Kilty; Walter Bihumugani (joined at 6:14).

Members absent: none

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

6:05 Call to order.

Motion was made by Joey and seconded by Randall to approve the May 14, 2025 meeting minutes. Passage 5-0, with one abstention, Xavier.

2024 Annual Report update.

Joey gave an overview of the 2024 Annual Report and posed some questions to the subcommittee. Joey ended the presentation by asking if members could pair off and work on areas to improve, including: offline collaboration/communication; documentation of the PCRS process and meeting structure; training/orientation; and complaint form accessibility and availability; and statistical analysis. Joey will finalize the Annual Report and the vote to approve it will take place at the next meeting.

Update on the new Civil Police Review Board (CPRB) ordinance.

Rachel M. explained that she doesn't have a definitive date, but believes that the next City Council workshop meeting to discuss the ordinance may be at the end of July. Keith asked why the delay? Rachel gave a brief account of the history of the ordinance. Kay shared that it began with Charter Commission. The ordinance was passed in fall of 2022 and became effective in July of 2023. The first City Council workshop was in July of 2023. The subcommittee has sent to two letters regarding the new ordinance, one to the Charter Commission and the other to the City Council.

Discussion of letter to City Council regarding the new CPRB ordinance

Joey suggested that a two person team draft a letter and Randall suggested discussing the letter at the extra June Meeting. Joey and Rachel will work on a draft.

No public comment was offered.

7:02 Motion was made to enter into Executive Session pursuant to 1 M.R.S. Sec. 405(6)(F) to discuss IA2025-002, IA2025-006, IA2025-008 and IA2025-009 by Keith and seconded by Xavier. Passage 7-0.

8:26 Out of Executive Session.

Motion was made by Xavier to find that IA2025-002 was thorough; seconded by Joey. Passage: 7-0, IA2025-002 was found to be thorough.

Motion was made by Xavier to find that IA2025-002 was fair; seconded by Keith. Passage: 6-1, IA2025-002 was found to be fair, Xavier voted no.

Motion was made by Keith to find that IA2025-002 was timely; seconded Joey. Passage: 7-0, IA2025-002 was found to be timely.

Motion was made by Xavier to find that IA2025-002 was objective; seconded by Randall. Failed: 4-3, Randall, Xavier, Joey and Walter voted no, IA2025-002 was not found to be objective.

Motion was made by Joey to find that IA2025-006 was thorough; seconded by Randall. Passage: 6-0, with Xavier abstaining, IA2025-006 was found to be thorough.

Motion was made by Keith to find that IA2025-006 was fair; seconded by Joey. Passage: 6-0, with Xavier abstaining, IA2025-006 was found to be fair.

Motion was made by Joey to find that IA2025-006 was timely; seconded by Keith. Passage: 6-0, with Xavier abstaining, IA2025-006 was found to be timely.

Motion was made by Joey to find that IA2025-006 was objective; seconded by Rachel S. Passage: 6-0, with Xavier abstaining, IA2025-006 was found to be objective.

Joey expressed that he feels that the PCRS should follow up with PD when a case doesn't pass any of the four criteria. Rachel S. concurred with Joey. Rachel M. explained that as long as the complainant and the officer are not identified, the subcommittee should be able to provide feedback to PD either in the meeting or privately after.

After much discussion, the PCRS decided to add a second meeting in June to discuss the letter to the City council regarding the new ordinance and approve the annual report. The regularly scheduled July meeting will include the three remaining cases and Rachel S.'s draft of a training/orientation outline. Kay would like to discuss the four criteria possibly in September. Rachel S. is trying to schedule a criminal procedure and IA process training for subcommittee members to attend.

Topics for next meeting agenda.

Approval of Annual Report

Letter to City Council re: new ordinance

9:00 Motion was made by Xavier and seconded by Rachel to adjourn. Passage 6-0.