

APPROVED MINUTES
POLICE CITIZEN REVIEW SUBCOMMITTEE
August 13, 2025
Meeting Held Remotely via Zoom

Members present: Joey Brunelle, Vice-Chair; Rachel Schlein; Walter Bihumugani; and Randall Kilty

Members absent: Kaylin Kerina, Chair; Xavier Botana; and Keith Bidwell

Staff present: Associate Corporation Counsel Rachel Millette; Major Dan Hondo; and Tracy Boyd.

6:03 Call to order.

Motion was made by Randall and seconded by Rachel S. to approve July 9, 2025 meeting minutes. Passage 4-0.

Update on the new Civilian Police Review Board ordinance:

Rachel M. informed the subcommittee that the City decided to send the ordinance to the Health, Human Services, & Public Safety Committee at the ordinance workshop. There is no scheduled date for when they are planning to discuss it. Joey shared that during the workshop several City Councilors referenced the letter the subcommittee sent, and that Councilor Bullett, Chair of the HHS & Public Safety Committee, said that they'd take up the issue after September.

Training SOP:

Rachel S. drafted a PCRS training SOP for approval and implementation. Members provided feedback. Rachel S. volunteered to be the training coordinator. Subcommittee members will have six months to complete required training.

Motion was made by Joey and seconded by Rachel S. to approve the Training SOP with the following caveats:

- that Rachel S. will revise the document by moving the requirement that members familiarize themselves with national police oversight models in the initial training section into the Ongoing Training section, then the revised SOP will be uploaded to the PCRS's City page;
- the training spreadsheet will be created and uploaded to the City's Google drive;
- both Kay and Rachel S will sign the SOP; and
- the SOP along with the training tracker will also be included in the Annual Report.

Passage 4-0.

Discussion of meeting format including discussion of in person meetings:

Rachel S. explained that she is in favor of quarterly in-person meetings and that PD has indicated that they support them as well. Subcommittee members provided feedback,

and the subcommittee decided to proceed initially with quarterly in-person meetings. Corporation Counsel staff will look into booking a conference room in October.

Discussion of complaint presentation process & means of receiving complaint data:

Randall is working on a format for the case review process which he will present in September. Randall will present two documents in September for member feedback – meeting procedures and IA case presentation/rating. Rachel S. would like to see improvements in the manner in which complaint data is shared. Rachel M. will follow up with PD with Rachel S.'s questions about sharing IA case files securely.

Discussion of citizen complaint process and potential improvements:

Joey and Walter were tasked with this topic and will meet next week to discuss, and will bring a proposal to the September meeting.

Discussion of communication with police department following votes:

Members brainstormed various ways to deliver feedback to PD, and solicited feedback from IA Lieutenant Hondo as to what would be useful from the PD's perspective. Randall is including feedback as part of the September documents he is drafting for subcommittee review and discussion.

No public comment was offered as no members of the public were present at that time.

7:27 Motion was made to enter into Executive Session pursuant to 1 M.R.S. Sec. 405(6)(F) to discuss IA2025-008 by Randall and seconded by Rachel S. Passage 4-0.

7:36 Out of Executive Session.

Motion was made by Randall to postpone voting on IA2025-008 until the September meeting; seconded by Walter. The Committee sought more information from the IA officer who shepherded this case, and as he was not present for this meeting, the committee postponed it to September. Passage: 4-0.

Next meeting's date and agenda topics:

- Discussion of the citizen complaint process (Joey & Walter)
- Discussion of revised draft of meeting procedures (Randall and Keith)
- Present draft procedures for IA case presentation and voting process (Randall and Rachel S.)
- Check in on complaint data sharing
- Check in on in-person meetings
- Check in on training requirements (Rachel S.)

7:47 Motion was made by Randall and seconded by Walter to adjourn. Passage 4-0.