



**Community Policing Advisory Board  
Minutes  
WebEx Board Meeting  
Thursday, April 7, 2022- 7:00 p.m.**

**Members Present:** Donna Barnes, Michael Donahue, Jaime Espinosa, Lori Horkan, Chiara Jaffe, Matthew Perkins, Robin Prather, Rici Rutkoff, Michael Scott, David Smith were present. Carter Fensterstock and Bernadette Goovaerts was absent.

**Staff Present:** Chief of Police Victor Brito and Police Executive Assistant Andrea Escher.

**I. Call to Order**

Chairwoman Horkan conducted roll call and called the meeting to order at 7:00 p.m.

**II. Motion to Approve Board Meeting Agenda**

**Motion:** to approve the April meeting agenda.

Moved by Board member Perkins seconded by Board member Donahue, unanimously approved.

**III. Motion to Approve Meeting Minutes**

**Motion:** to approve the March 3, 2022 meeting minutes.

Typo – Under “CPAB Recap, part 6 – delete the “L” after health.

Moved by Board member Donahue, seconded by Board member Espinosa, unanimously approved.

**IV. Welcome and Introductions – New Board Members**

The Board was prepared to welcome Youth Board Member Carter Fensterstock but he did not attend the meeting for the third time and has never participated to date. Ms. Escher will contact the City Clerk’s Office to request the Mayor & Council solicit and appoint a new youth member.

## **V. Appointment to Committees New CPAB Members**

The Chairpersons of each subcommittees provided detailed information about their committee and what they have been working on to the two new members of the CPAB.

Chairwoman Horkan appointed Board member Rutkoff to the Outreach and Community Engagement Committee and Board member Donahue to the Data Requests, Monitoring & Evaluations Committee and the Policies and Procedures Committee.

The Board voted in favor 9-0.

## **VI. CPAB Member Alternate to Full Voting Member**

The Board discussed their confusion as to why there is an alternate member and would like to request that the Mayor and Council change the alternate member to a full voting member and eliminate the alternate position. Ms. Escher will reach out to the City Clerk's Office for further direction. In addition, Ms. Escher will need to contact the City Clerk's Office to update the Board members listed on the City's website.

## **VII. Rockville Policing Volunteer Reserve Corp**

Chief Brito stated the Rockville City Police Department has never had an Auxiliary Police Reserve Corp, which would be comprised of civilian volunteers who can assist with home checks, searching for missing persons, assistance with police special events, larger scale events with traffic control for fires or water main breaks. He stated he has drafted a policy and will be sending it to the Board to review and share feedback, which will also need to be reviewed by the City's Legal Department. The Board should plan to review and discuss at the May meeting. There were further discussions about the vetting process for volunteers, arrest powers and the signing of waivers of liability.

## **VIII. CPAB Table at Memorial Day Event – Logistics**

Ms. Escher advised the event will be both Saturday, May 28 and Sunday, May 29 from 11:00 a.m. to 7:00 p.m. The City will only provide one table and additional information in terms of table location and parking will be sent by the City closer to the event. There was discussion that the Outreach and Engagement Subcommittee should plan to use "Sign Up Genius" for volunteer shift hours to "man" the table. The Community Outreach and Engagement Subcommittee will draft a handout regarding the Board for the table and bring it back to the group for the May meeting for review and discussion.

**Motion:** to all the Mental Health Responses & Officer Wellness and Outreach and Community Engagement Committees to meet individually as needed for Hometown Holidays preparation.

Moved by Board member Perkins seconded by Board member Espinosa, unanimously approved.

## **IX. New Business**

### *Board Chair Interest*

Chairwoman Horkan reminded the Board that she has been the Chairperson for the past year, but if anyone else is interested in being the Chairperson, she is open to someone taking over. This would need to take place effective July 1, in keeping with the City's fiscal year schedule.

### *Color with a Cop*

Board member Barnes would like to have further discussion on the Color with a Cop program but stated that she would like to talk more about it during the September meeting under New Business.

### *Handle with Care Program*

Board member Perkins questioned if Rockville City Police responds to a home with a school-age child, if RCPD notifies the school that police responded to an incident at the child's home. Chief Brito advised that while RCPD does not provide information to the school regarding an incident, they do advise the school. Board member Perkins noted that it does not appear that MCPS has adopted the "Handle with Care" program and would like to suggest possibly bringing it up to the school board for adoption. Board member Perkins will make a presentation on the "Handle with Care" program during the May meeting.

### *In Person Meetings*

The Board questioned the status of in-person board meetings. Ms. Escher advised that she would find out from the City Clerk's Office as to when in-person meetings will be permitted.

### *Crime Prevention Presentation*

There was a unanimous agreement that the Board would like a 15–20-minute presentation from an officer on crime prevention, specifically on what citizens can do to protect themselves from being victimized by crime and geared towards what are the most common types of crime in Rockville, such as theft from autos.

## **X. Next Meeting Date & Adjournment**

The next meeting of the CPAB will be held on Thursday, May 5, 2022 at 7:00 p.m.

**Motion:** to adjourn.

Moved by Board member Perkins motion, seconded by Donahue, unanimously approved.

The meeting was adjourned at 8:38 p.m.