

BROADMOOR COMMISSIONERS
Hon. Ralph Hutchens
Hon. John Aguerre
Andrea M. Hall
(Commissioner-elect)

# AGENDA

# **REGULAR MEETING**

Meeting to be held:

Tuesday, January 14, 2025, at 7:00 p.m.

Broadmoor Police Department 388-88<sup>th</sup> Street Broadmoor, VIg., California 94015-1717

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting should contact Lisa Hernandez [Administrative Assistant of the Police Department] at least 2 working days before the meeting at (650) 755-3840 and/or Ihernandez@pd.broadmoor.ca.us. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Attendees to this meeting are reminded that other attendees may be sensitive to various chemical-based products.

NO FOOD OR BEVERAGES WILL
BE PERMITTED IN THE MEETING ROOM

NO ANIMALS EXCEPT REGISTERED SERVICE ANIMALS
WILL PERMITTED IN THE MEETING ROOM

RULES OF ORDER AND DECORUM SET FORTH IN RESOLUTION 2022/23-07 WILL BE ENFORCED

- 1. PLEDGE OF ALLEGIANCE
- 2. ROLL CALL

Page | 1

### 3. <u>INVESTITURE OF COMMISSIONER-ELECT ANDREA M. HALL</u>

(a) The Oath of Office will be administered to Commissioner-elect Andrea M. Hall.

# 4. SECOND ROLL CALL

#### 5. PUBLIC COMMENTS

This time is provided for interested persons to address the Commission or submit written communications on matters not on the Agenda. Anyone wishing to present oral comments on matters not on the agenda must approach the podium, state his or her name, and will have up to three minutes to present his or her oral comments. At the conclusion of all public comments on matters not on the Agenda, the Commission may respond to the public comments. Any request that requires Commission action will be set by the Commission for a future agenda or referred to staff.

### 6. REORGANIZATION OF POLICE COMMISSION

(a) Annual reorganization of the Police Commission pursuant to Commission Policy 5010.5. (Action required.)

#### 7. CONSENT AGENDA

#### **PREVIOUS MINUTES**

(a) Approval of minutes from regular meeting on December 10, 2024.

#### TREASURER'S REPORT

(b) Approval of January 2025 Warrants and Deposits.

#### 8. CHIEF OF POLICE REPORT

Chief Connolly will deliver his report.

# 9. CLOSED SESSION

(a) Meet and consult with District Counsel and trial/appellate counsel. One active litigation case. [Government Code §§54954.5(c) and 54956.9(d)(1)]

# 10. OPEN SESSION

- (a) Report any reportable action taken in Closed Session.
- (b) Discuss and select state-mandated training (AB 1234) for all three commissioners (Brown Act, Public Records Act, and Political Reform Act) proposed by BBK. (Action required.)

# 11. ADJOURNMENT

Motion to adjourn the meeting in the memory and honor of the late Honorable Marie Brizuela.

POSTED AT:

WWW.BROADMOORPOLICE.COM

**BROADMOOR POLICE DEPARTMENT** 

COLMA FIRE DEPARTMENT

**BROADMOOR COMMUNITY CENTER** 

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

#### BROADMOOR POLICE PROTECTION DISTRICT

#### OFFICE OF DISTRICT COUNSEL

#### STAFF REPORT

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DATE:

January 8, 2025

TO

Hon. Ralph Hutchens and Hon. John Aguerre

FROM:

Paul M. Davis, District Counsel

RE

Mandated Training and Optional Training for Commissioners

#### INTRODUCTION

Assembly Bill 1234 was passed in 2005 and amended in 2024 by Assembly Bill 2631 (Stats. 2024, Ch. 201, Sec. 1), which mandates that state and local elected officials take specified training that encompasses ethics, the Brown Act and the Public Records Act. (Government Code §§ 53235(a) and 53225.1(b)(1))

Newly elected officials must also take the mandated training within one year of the date they take office. (Government Code §53235.1(b)(1))

# **DISCUSSION**

According to District records, Commissioners Aguerre and Hutchens are up to date on their ethics training obligations and have received their certificates attesting to the same.

Commissioner-elect Hall will need to take the mandated training course within one year of the date she assumes office.

The state's Fair Political Practices Commission provides the minimum training to satisfy the statutory requirements. This online course is provided by the state at no cost to the official or the agency.

One of the District's outside legal counsel, Best Best & Krieger, provides a more hands-on and interactive course. The fees for the course vary depending upon which course is given. I have attached to this Memo a copy of the email thread between me and HongDao Nguyen, one of the attorneys at BB&K that handles AB 1234 training for public entities.

# **RECOMMENDATION**

I recommend that the Commission adopt a policy specifying which course the several commissioners should take. As noted above, the choices are the free online course offered by the state or the courses offered by Best Best & Krieger for a fee.

Respectfully,

Paul M. Davis

e-signature

Paul M. Davis District Counsel

Attachment: Email thread with BB&K

From: To: HongDao Nguyen Davis Law Offices

Cc:

Chief Michael P. Connolly

Subject: Date: Re: Brown Act and Ethics Training Tuesday, January 7, 2025 3:14:30 PM

Hello Paul,

Our office has a standard AB 1234 training and a comprehensive Brown Act training. Each training costs \$2K, plus the mileage costs of the presenting attorney. The cost would remain the same if the training was hosted virtually, minus the mileage.

AB 1234 training is a 2-hour training that covers the Political Reform Act, transparency laws (Brown Act and Public Records Act), and fair hearings/due process.

The Brown Act training is 1.5 hours and introduces public officials and employees to the various aspects of the Ralph M. Brown Act. Topics covered include:

- When it applies
- Compliance requirements
- Exceptions to the open meeting law
- Remedies for non-compliance
- Hypotheticals and practical advice to help identify and avoid violations

Both trainings are interactive, as they would include hypotheticals to discuss among the group and allow for questions throughout the presentation.

Please let me know if you have additional questions, thanks.

HongDao



#### HongDao Nguyen

Partner

hongdao.nguyen@bbklaw.com

T: (949) 263-2614 | C: (310) 750-8478

bbklaw.com |

From: Davis Law Offices < pmd@davislawoffice.com>

Sent: Tuesday, January 7, 2025 11:29 AM

To: HongDao Nguyen < Hongdao. Nguyen@bbklaw.com>

Cc: Chief Michael P. Connolly < mconnolly@pd.broadmoor.ca.us>

Subject: RE: Brown Act and Ethics Training

**CAUTION - EXTERNAL SENDER.** 

Could you please provide me with some details as to the programs you offer and the specific pricing.

Do you offer interactive programs? None of our commissioners has any in-depth knowledge of the Brown Act, the ethics requirements and the Public Records Act.

Thank you very much.

Paul M. Davis

From: HongDao Nguyen [mailto:Hongdao.Nguyen@bbklaw.com]

Sent: Monday, December 30, 2024 5:56 PM

**To:** Davis Law Offices **Cc:** 'Chief Michael P. Connolly'

Subject: RE: Brown Act and Ethics Training

That sounds great, Paul. Hope you have a wonderful New Year, too.

HongDao



#### HongDao Nguyen

Partner

hongdao.nguyen@bbklaw.com

T: (949) 263-2614 | C: (310) 750-8478

bbklaw.com |

#### **Holiday Greetings from BBK!**

From: Davis Law Offices < pmd@davislawoffice.com>

Sent: Monday, December 30, 2024 5:27 PM

To: HongDao Nguyen < Hongdao. Nguyen@bbklaw.com>

Cc: 'Chief Michael P. Connolly' < mconnolly@pd.broadmoor.ca.us>

Subject: RE: Brown Act and Ethics Training

**CAUTION - EXTERNAL SENDER.** 

Hi HongDao,

I'll circulate this email thread among the three commissioners at the meeting on January 14, 2025, and I'll get back to you.

Thank you very much.

I hope you enjoy a very Happy New Year.

#### Paul M. Davis

From: HongDao Nguyen [mailto:Hongdao.Nguyen@bbklaw.com]

Sent: Monday, December 30, 2024 4:58 PM

**To:** Davis Law Offices **Cc:** 'Chief Michael P. Connolly'

Subject: RE: Brown Act and Ethics Training

Hi Paul,

My apologies for the delayed response. I'm traveling in Asia and my Internet connections have been spotty.

My suggestion is to have an approximately one hour "onboarding training" that covers a variety of laws, including the Brown Act, Public Records Act, and a very high level overview of the Political Reform Act. We typically don't provide Brown Act-only trainings, but can certainly do so if that's a particular concern to the Agency. If it's a Brown Act-only training that could be a 15- to 30 minute overview.

A question is: Would the Agency prefer that the training be at a Board meeting or one-on-one training? A Board meeting training is fine, but a commissioner may feel more comfortable having an onboarding meeting privately so he or she can ask more candid questions.

We have template presentations that I could adapt for the Agency. Depending on whether it's a fuller onboarding presentation or mini-Brown Act presentation, it would take about an hour- to two hours to put the presentation together. It could take longer if the presentation encompasses the Agency's local rules and policies (i.e., does the Agency have any rules or policies that differ from the statutes?).

I reviewed the Agency's legal services agreement with our firm, and the current rates are:

- \$425 Partners
- \$350 Of Counsel
- \$275 Associates
- \$175 Paralegals, etc.

These rates date back to September 2021. I would do most of the preparation work with the help of a paralegal. I would love to help. Once I understand more about what the Agency is looking for, I'd be happy to put together a more targeted estimate of the costs. Thanks.

Sincerely,

HongDao

Partner hongdao.nguyen@bbklaw.com
T: (949) 263-2614 | C: (310) 750-8478 bbklaw.com |

# **Holiday Greetings from BBK!**

From: Davis Law Offices <pmd@davislawoffice.com>

Sent: Thursday, December 26, 2024 1:31 PM

To: HongDao Nguyen < Hongdao. Nguyen@bbklaw.com>

Cc: 'Chief Michael P. Connolly' < mconnolly@pd.broadmoor.ca.us>

Subject: RE: Brown Act and Ethics Training

#### CAUTION - EXTERNAL SENDER.

# Good afternoon HongDao,

Thank you very much for your email.

What in terms of training do you generally recommend to your special district clients? What is the cost of the training you would recommend?

We will have our first meeting of the year on January 14, 2025. At that time a new commissioner will be sworn in, so that commission will have two new commissioners.

I look forward to hearing from you.

Thank you very much.

Paul M. Davis

From: HongDao Nguyen [mailto:Hongdao.Nguyen@bbklaw.com]

Sent: Wednesday, December 25, 2024 4:24 PM

To: Davis Law Offices

Cc: 'Chief Michael P. Connolly'

Subject: RE: Brown Act and Ethics Training

Hello, and Happy Holidays,

Typically we fold our Brown Act trainings into our longer AB 1234 trainings or our shorter onboarding sessions. We talked about providing onboarding training—is this something that the Agency is still interested in? If so, I would fold the Brown Act training into that. If the Agency is looking for a shorter Brown Act-only session, I'd be happy to prepare one. Please let me know.

I am traveling through January 5, so my responses may be slightly delayed. Thank you.

Sincerely,

HongDao Nguyen
Partner
hongdao.nguyen@bbklaw.com
T: (949) 263-2614 | C: (310) 750-8478
bbklaw.com |

### **Holiday Greetings from BBK!**

From: Davis Law Offices < pmd@davislawoffice.com>

Sent: Monday, December 23, 2024 4:10 PM

To: HongDao Nguyen < Hongdao.Nguyen@bbklaw.com>

Cc: 'Chief Michael P. Connolly' < mconnolly@pd.broadmoor.ca.us>

Subject: RE: Brown Act and Ethics Training

#### **CAUTION - EXTERNAL SENDER.**

#### Good afternoon HongDao,

The commissioners will need the Brown Act training. Two have taken the FPPC training (online) and have received their certificates. The third commissioner will not be sworn in until January 14, 2025, and she will need both the FPPC online training plus the Brown Act training.

So, in terms of the Brown Act training, how do you handle that?

Thank you very much.

Paul M. Davis

From: HongDao Nguyen [mailto:Hongdao.Nguyen@bbklaw.com]

Sent: Friday, December 20, 2024 12:21 PM

**To:** Davis Law Offices **Cc:** Chief Michael P. Connolly

Subject: RE: Brown Act and Ethics Training

Hi Paul,

Good to hear from you. I believe you're referring to AB 1234 (ethics) training, which covers the Political Reform Act, transparency laws (i.e., Brown Act), and fair hearings. I regularly provide that

training to clients. Please let me know if you're interested, and I'd be happy to provide it. I also believe that the FPPC has a free webinar. I've never attended or watched their webinar, but I'm aware that some clients use that training to satisfy AB 1234 requirements.

Please let me know if you have any questions, thanks.

HongDao

#### HongDao Nguyen

Partner

hongdao.nguyen@bbklaw.com

T: (949) 263-2614 | C: (310) 750-8478

bbklaw.com

# **Holiday Greetings from BBK!**

From: Davis Law Offices <pmd@davislawoffice.com>

Sent: Friday, December 20, 2024 12:14 PM

To: HongDao Nguyen < Hongdao. Nguyen@bbklaw.com>

Cc: Chief Michael P. Connolly < mconnolly@pd.broadmoor.ca.us>

Subject: Brown Act and Ethics Training

CAUTION - EXTERNAL SENDER.

Good afternoon HongDao,

We now have one new commissioner and another will be sworn in after January 1.

What programs/services do you provide to satisfy the state's Brown Act and Ethics training requirements?

Thank you very much.

Paul M. Davis

			idmoor Police Department IS JANUARY 2025 GENERAL FUND		
Num	Date	Name	Memo/Description	Account	Amount
, vaiii	Date	Name	memorbescription	Account	Amount
9193	12/09/2024	Lisa Hernandez	SS TAX REFUND ADJUSTMENT	5611-NEED DESCRIPTION	-737.44
9194	12/23/2024	STATE COMPENSATION INSURANCE FUND	DEC PREMIUMS	6731-INSURANCE NON MEDICAL AND EDD	-3,369.41
9195	12/23/2024	BERKSHIRE HATHAWAY	AUTO INSURANCE	6731-INSURANCE NON MEDICAL AND EDD	-3,292.00
9196	12/23/2024	GREAT AMERICA FINANCIAL SVS	COPIER LEASE	5478-GENERAL CONTRACT MAINTENANCE	-258.35
9197	12/23/2024	PG&E		5638-OTHER UTILITY & FACILITY EXPENSE	-1,815.66
9198	12/23/2024	DBA FINANCIAL, INC	PYMT 6	6731-INSURANCE NON MEDICAL AND EDD	-44,025.96
9199	12/23/2024	Bay Contract Maintenance, Inc.	NOV SUPPLIES	5156-OTHER HOUSEHOLD EXPENSE	-95.76
9200	12/23/2024	Flyers Energy, LLC	FUEL	5416-FUEL AND LUBRICATION	-1,935.25
9201	12/23/2024	County of San Mateo ISD	SVC MONTH NOV	5858-OUTSIDE PROF CONTRACT SERV	-82.25
9202	12/23/2024			5424-RADIO EQUIPMENT	-180.00
9203	12/23/2024	AT&T Mobility-FirstNet	WIRELESS	5638-OTHER UTILITY & FACILITY EXPENSE	-543.94
9204		LexisNexis	NOV COMMITMENT	5876-OTHER PROFESSIONAL SERVICE	-200.00
9205		AXON ENTERPRISE	BWC	5838-MISC EMP EXPENSE REIMBURSE & TRAINING	-2,982.85
9206	12/23/2024	Experian		5876-OTHER PROFESSIONAL SERVICE	-227.24
9207	12/23/2024	Wave		5638-OTHER UTILITY & FACILITY EXPENSE	-208.81
9208	12/23/2024	Wave		5638-OTHER UTILITY & FACILITY EXPENSE	-419.98
9209	12/23/2024	AAA Smart Home	DEC 2024	5478-GENERAL CONTRACT MAINTENANCE	-34.20
9210	12/23/2024	AT&T-Calnet		5638-OTHER UTILITY & FACILITY EXPENSE	-342.88
9211		Royal Auto Body & Repair Center, Inc.	16 FORD DOORS	5455-VEHICLE AND EQUIP REPAIRS	-750.00
9212	12/23/2024	BEST BEST AND KRIEGER	NOVEMBER FEES	5341-LEGAL NOTICES	-140.00
9213	12/23/2024	NevTec	DUE 01/01/25	5858-OUTSIDE PROF CONTRACT SERV	-12.00
9214		Critical Reach	2025 APB FEE	5876-OTHER PROFESSIONAL SERVICE	-485.00
9215	12/23/2024		DEU 12/29	5876-OTHER PROFESSIONAL SERVICE	-217.95
9216		County of San Mateo, PSC	FY24/25 Q2 DISPATCHING SVCS	5858-OUTSIDE PROF CONTRACT SERV	-26,577.50
9217	12/23/2024	Kaiser Foundation Health	INV 900389933942	4413 KAISER HEALTH INSURANCE	-7,628.34
9218		Sharp Business Systems	NOV COPIER	5478-GENERAL CONTRACT MAINTENANCE	-28.17
9219		Davis Law Firm	NOVEMBER FEES	5341-LEGAL NOTICES	-9,625.00
9220		COLANTUONO, HIGHSMITH, WHATLEY PC	REF: PROPOSED REORG	5341-LEGAL NOTICES	-2,295.00
9221	01/02/2025	DBA FINANCIAL, INC	Voided - DUE 01/01/25	6731-INSURANCE NON MEDICAL AND EDD	0.00
9222	01/02/2025	Central Self Storage	Voided	5638-OTHER UTILITY & FACILITY EXPENSE	0.00
9223		Central Self Storage	Voided	5638-OTHER UTILITY & FACILITY EXPENSE	0.00
9224		CAL AUTO BODY	2015 EXPLORER	5455-VEHICLE AND EQUIP REPAIRS	-386.98

9225	01/02/2025	K WEST AUTO CARE	2017 EXPLORER	5455-VEHICLE AND EQUIP REPAIRS	-40.00
		Royal Auto Body & Repair			
9226	01/02/2025	Center, Inc.	2017 FORD	5455-VEHICLE AND EQUIP REPAIRS	-1,710.93
		Bay Contract Maintenance,			
9227	01/02/2025	77.1-5	DEC 2024 CLEANING	5156-OTHER HOUSEHOLD EXPENSE	-526.11
9228	01/02/2025	RMI Mechanical Contractor,	QUART. PREVENTATIVE MTNC	5478-GENERAL CONTRACT MAINTENANCE	-800.00
9220	01/02/2025	IIIG.	QUART. PREVENTATIVE WITHC	IMAINTENANCE	-000.00
9229	01/02/2025	NBS	QUART. INV 01/01/25-03/31/25	5876-OTHER PROFESSIONAL SERVICE	-905.00
9230	01/02/2025	SMCPCSA	SMCPCSA 2025 DUES	5199c-Meals	-1,250.00
9231	01/02/2025	NevTec	JAN 2025	5858-OUTSIDE PROF CONTRACT SERV	-4,499.72
9232	01/06/2025	Public Storage	CAM CHARGES	5638-OTHER UTILITY & FACILITY EXPENSE	-453.25
9233	01/06/2025	Public Storage	RENT	5638-OTHER UTILITY & FACILITY EXPENSE	-454.00
9234	01/06/2025	Lisa Hernandez	Q3 - 2021,Q1, Q2, Q3, Q4 - 2022 Q2 - 2023	5611-NEED DESCRIPTION	-7,792.00
9235	01/08/2025	All City Management Services	96968 5715.20,INV 97317 5143.68,INV 97645 2857.60	5200-SCHOOL CROSSING GUARD EXP	-25,014.72
					-\$152,343.65

		Broadmoo	r Police Departm	nent		
WARRANTS JANUARY 2025 PETTY						
Num	Date	Name	Memo/Description	Account	Amount	
			,			
4945	12/05/2024	Andrew Mew	w Mew purchase 5199e-Small Equipment			
4949	12/23/2024	Graphics on the Edge	GOLD/BLK STARS	5876-OTHER PROFESSIONAL SERVICE	-108.13	
4947	12/23/2024	Ninnescah Valley Bank	DUE 01/01/25	7311-FIXED ASSETS - EQUIPMENT	-926.55	
4946	12/23/2024	voided		7311-FIXED ASSETS - EQUIPMENT	0.00	
4948	12/23/2024	voided		5876-OTHER PROFESSIONAL SERVICE	0.00	
4950	01/02/2025	LC Action Police Supply		5201 - AMMUNITION EXPENSES	-3,284.53	
4951	01/02/2025	Alison Drake	PEETS COFFEE	5199d-Recognition	-149.98	
4952	01/02/2025	SAMIR ABULHAN		5121-UNIFORMS AND SAFETY EQUIP	-265.96	
					-\$5,203.43	



# COUNTY OF SAN MATEO DEPOSIT PERMIT

Permit Number

(1) TITLE OF DEPOSITING ORGANIZATION	(2) No. of Depo	2) No. of Depositing Org. (3) Prepration Date			(4) Reference Date					
Broadmoor Police Department	02500 Jan-25			-25						
(5) ACCOUNT DESCRIPTION			<u> </u>	CODE	CODES				(7) AMOUNT	
		Schedule	References	GL ORG.	GL Object	JL ORG.	JL O	bject	Dollars Cents	1
DMV LOCAL AGY COLLECTIONS			90-1342	2500	2658				1,466.00	
SMCO COURT - FINE COLLECTIONS - OCT 2024			64-1278	2500	2658		***************************************		422.89	
US TREASURY TAX REFUND CLERICAL ADJUSTMENT 941 Q3-2021			15-51	2500	2658				1,605.15	
US TREASURY TAX REFUND CLERICAL ADJUSTMENT 941 Q2-2022			15-51	2500	2658				2,672.56	
US TREASURY TAX REFUND CLERICAL ADJUSTMENT 941 Q2-2022			15-51	2500	2658				2,704.14	
US TREASURY TAX REFUND CLERICAL ADJUSTMENT 941 Q3-2022			15-51	2500	2658				2,879.43	
US TREASURY TAX REFUND CLERICAL ADJUSTMENT 941 Q4-2022			15-51	2500	2658				2,889.27	
US TREASURY TAX REFUND CLERICAL ADJUSTMENT 941 Q2-2023			15-51	2500	2658				2,833.64	
			1							
								***************************************		
	<b></b>	***************************************							\$17,473.08	
(8) Remarks:							TO	OTAL		
						Cards	\$17,473.08			
OF TOTAL								***************************************		
							NOF	Checks		
							DISTRIBUTION	Coins		
							DISTR	Wires		
		**************************************		esefummumiss	yahena amahalilo kirilo ahab			Other		
(9) I hererby certify that the total amount listed above represents collections				(10) The	(10) The monies listed above have been (11) I approved deposit of the a			bove		
received by me for the above named fund and during the period of				rece	received in the County Treasury. monies in the County Treasury.				ury.	
12/10/2024-01/08/2025					County Treasury County Controller					
INTERIM CHIEF MICHAEL P. CONNOLLY  DEPARTMENT HEAD				EDY	By DEPUTY  DEPUTY					