



Law Enforcement Advisory Committee Meeting – Agenda

Date: May 12, 2026

Time: 12:00 PM

Location: Public Safety Training Center (PSTC), Conference Room (with Zoom option)

Attendance

In attendance

In-Person- Voting Members- Sasha D’Amico (Novato PD), Lt. Shaun McCracken (Mill Valley PD),

Zoom-Voting Members- Lt. Donald Maiden (Napa CO SO), Lt. Garrett Glaviano (Proxy for Deputy Chief Nick McGowan, Petaluma PD),

Customer Agencies- Lt. Erin Bai (Contra Costa CO SO), Lisa Holton (POST), Lt. Robert French, (Central Marin), Sgt. Enrique Lopez (Central Marin)

PSTC: Steven Potter, Carrie Carstensen, Peggy Ruge and Donna Prak

1. Call to Order

The meeting was called to order at 12:05 PM.

2. Approval of Previous Minutes

The minutes from the October 2025 meeting were presented for approval.

- Motion made by Lt. McCracken. Seconded by Capt. D’Amico. All in favor.

3. Announcements & Public Comment

- None.

4. Unfinished Business

- No major unfinished business was discussed.

5. New Registration System Update

- Donna Prak and Peggy Ruge provided an overview of the new Banner enrollment system. Key changes include:



- -Agencies must have their employees register themselves for their classes
- Use ID.me for identity verification
- Complete student surveys
- BPA students must purchase their own parking passes
- Agencies encouraged to enroll early and submit student IDs promptly
- Administrative staff will no longer be able to override registration or manage billing in the same way. A transition period is expected.
- Peggy and Donna will develop and distribute a “How to Enroll”

6. Basic Police Academy Update (Director Steven Potter)

- BPA 219 (Senior Class): 39 recruits expected to graduate on May 29th at Haehl Pavilion
- BPA 220 (Junior Class): 25 Recruits. 6 weeks into the academy
- BPA 221 (July Academy): Nearly full with approximately 44 seats

7. In-Service Training Update (Director Potter & Coordinator Tony Carrancho)

- Increased fees for select courses (EVOC and rifle training)
- Budget impacts and upcoming fee increases for training programs were also discussed.
- EVOC moving to a contract class
- Introduction of Instructional Service Agreements (ISAs)
- ISAs will allow agencies to generate revenue through in-house training offered via SRJC.
- Begin outreach for ISA agreements (Jan/Feb)

8. Training & Program Changes

- EVOC transitioning to a contract education model
- Increased course fees, with partial participation options
- Agencies must provide vehicles for high-speed EVOC courses beginning August 1
- Exploration of multi-day Perishable Skills Program (PSP) formats

10. Roundtable

- None

Next Meeting: October 13, 2026 at 12pm, location TBD

13. Adjournment

- The meeting was adjourned at 12:45 pm

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