

**City of Dacono**  
**Monday, December 18, 2023**  
**6:00 pm**  
**Police Advisory Board Meeting**  
**Agenda**

**Meeting location: Annex Building, 512 Cherry Ave., Building C, Dacono, CO 80514**

- I. Roll Call**
- II. Approval of Minutes of the November 7, 2023 Meeting**
- III. Executive Session pursuant to C.R.S. § 24-6-402(4)(c) for a matter required to be kept confidential by D.M.C. § 2-75(a)(2) and for legal advice pursuant to C.R.S. § 24-6-402(4)(b), specifically regarding a complaint filed with the Police Advisory Board on October 23, 2023.**
- IV. Police Advisory Board Determination and Recommendation Regarding Complaint**
- V. Adjourn**

**CITY OF DACONO**  
**POLICE ADVISORY BOARD**  
**November 7, 2023**  
**Meeting Minutes**

The City of Dacono Police Advisory Board held a special meeting on Thursday, November 7, 2023. The meeting was held virtually with log-in information provided in the public meeting notice. Board Chairperson Cody Childers called the meeting to order at 6:31 p.m. The following members of the Board were present: Eleanor Coe, Michele Willingham, Suzi Prentice and Todd Sheppard. Also present at the meeting were Dacono Police Department Chief Matthew B. Skaggs, City Clerk Valerie Taylor, and City Attorney Melinda Culley.

By motion made, seconded and unanimously approved by roll call vote, the Board approved the minutes from its March 11, 2021 meeting.

Chairperson Childers announced the next item of business was an executive session pursuant to C.R.S. § 24-6-402(4)(c) for a matter required to be kept confidential by D.M.C. § 2-75(a)(2) and for legal advice pursuant to C.R.S. § 24-6-402(4)(b), specifically regarding a complaint dated November 19, 2020 filed with the Police Advisory Board on October 23, 2023.

By motion made, seconded, and unanimously adopted by roll call vote, the Board convened in executive session.

At approximately 6:53 p.m. the executive session was concluded and the Police Advisory Board returned to the open meeting. The participants in the executive session were Board Chair Cody Childers, Board Members Eleanor Coe, Michele Willingham, Suzi Prentice and Todd Sheppard. Also present at the meeting were Dacono Police Department Chief Matthew B. Skaggs, and City Attorney Melinda Culley. Chairperson Childers requested, for the record, that if any person who participated in the executive session believed that any substantial discussion of any matters not included in the motion to go into the executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, that they state their concerns for the record. No concerns were voiced. *(Board Member Willingham could not reconnect to Zoom after the Executive Session concluded).*

By motion made, seconded, and unanimously adopted by roll call vote, the Board moved the complaint be investigated by the Dacono Police Department pursuant to Dacono Municipal Code Section 2-75(b)(4).

At 7:03 p.m., with no further business, the Police Advisory Board adjourned.

Valerie Taylor  
City Clerk

“I call to order the December 18, 2023 meeting of the Police Advisory Board and request a roll call.

[Secretary takes roll]

“The first item of business is approval of the meeting minutes from November 7, 2023. Do I hear a motion? Second? Roll call vote, please.

“The next item is an Executive Session pursuant to C.R.S. § 24-6-402(4)(c) for a matter required to be kept confidential by D.M.C. § 2-75(a)(2) and for legal advice pursuant to C.R.S. § 24-6-402(4)(b), specifically regarding a complaint filed with the Police Advisory Board on October 23, 2023.

“Is there a motion to go into executive session?

[“So moved” is sufficient]

“Is there a second?

“Roll call vote, please. *(must be approved by 2/3 of quorum present; if approved, recess into executive session)*

*Announcements are to be made by presiding officer during the executive session and upon return to the open meeting as follows (make sure the recorder is turned on; do not turn it off during the executive session unless so advised by the City Attorney).*

“It’s December 18, 2023 and the time is \_\_\_\_\_. For the record, I am Cody Childers, the Chairperson of the Police Advisory Board. As required by the Open Meetings Law, this executive session is being electronically recorded.

“Also present at this executive session are the following persons: Eleanor Coe, Suzi Prentice, Todd Sheppard, Michele Willingham, Assistant City Attorney Melinda Culley, Police Chief Brian Skaggs, and Commander Brent Fitch.

“This is an executive session for the following purpose: an Executive Session pursuant to C.R.S. § 24-6-402(4)(c) for a matter required to be kept confidential by D.M.C. § 2-75(a)(2) and for legal advice pursuant to C.R.S. § 24-6-402(4)(b), specifically regarding a complaint filed with the Police Advisory Board on October 23, 2023.

“I caution each participant to confine all discussion to the stated purpose of the executive session, and that no formal action may occur in the executive session.

“If at any point in the executive session any participant believes that the discussion is going outside the proper scope of the executive session, please interrupt the discussion and make an objection.”

[recording turned off]

[discussion by Board]

[recording turned back on]

“I hereby attest that this recording reflects the actual contents of the discussion at the executive session and has been made to satisfy the recording requirements of the Open Meetings Law.

“The record of this executive session will be retained the City Attorney for a 90-day period.

“The time is now \_\_\_\_\_, and we now conclude the executive session and return to the open meeting.”

*[Turn off executive session recording and return to open meeting.]*

*Announcement to be made by the presiding officer upon returning to the open meeting*

“The time is now \_\_\_\_\_, and the executive session has been concluded. The participants in the executive session were: Police Advisory Board Chairperson Cody Childers and Members Eleanor Coe, Suzi Prentice, Todd Sheppard, Michele Willingham, Assistant City Attorney Melinda Culley, Police Chief Brian Skaggs, and Commander Brent Fitch.

“For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into the executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record.

“Hearing none, our first order of business is to determine whether the Board is satisfied with the investigation completed by the Police Department. Let me start by asking if any Boardmember is not satisfied with the investigation completed by the Police Department.

[If Board is not satisfied – motion to return the complaint to the Police Department for further investigation or motion to refer the complaint to an outside agency]

[If Board is satisfied – consensus is fine, don’t need a motion]

“As the Board is satisfied with the manner in which the investigation was conducted, DMC § 2-75(b)(8) requires the Board to determine whether the allegations in the complaint shall be classified as “Sustained” or “Not Sustained”

“Can I have a motion? Second? Roll call vote, please.

[If any allegation sustained]

“For any allegation the Board finds Sustained, the Dacono Municipal Code requires the Board recommend one of the following:

- a. Verbal Reprimand
- b. Written Reprimand
- c. Suspension Without Pay
- d. Demotion; or
- e. Termination

“Can I have a motion? Second, Roll call vote, please.”

CITY ATTORNEY:

[If any allegation sustained] Section 2-75(b)(8) requires the Board to provide a written recommendation to the Chief of Police, who shall consider the recommendation and take such action as he deems appropriate. I will document the Board’s findings and recommendation and provide that to the Chief.

Section 2-75(b)(9) requires the complainant be notified that an investigation was conducted and reviewed by the Police Advisory Board; I will send this notification on the Board’s behalf. Note the complainant is not advised of the outcome of the investigation, any recommendations made by the Board, or any disciplinary action taken against the officer.

Finally, as a reminder, Section 2-75(2) requires the Police Advisory Board to keep in strict confidence all reports, testimony, or other evidence received or reviewed by the Board to protect the privacy and reputation of all parties concerned with investigations.

“Any other business to come before the Board?”

“Hearing none, is there a motion to adjourn?”