

**CITY OF LARAMIE, WYOMING  
LARAMIE POLICE ADVISORY BOARD REGULAR MEETING MINUTES**

**NOVEMBER 7, 2023**

**1. CALL TO ORDER**

Meeting was called to order by City Clerk Bartholomew at 1:38 p.m.

Members present: Ted Cramer, Mitch Cushman, Linda Devine, Susie Scott, and Bob Sell.

Members absent: none.

Council Liaison: Sharon Cumbie (present)

Staff Present: Janine Jordan, City Manager; Brian Browne, Police Chief; Nancy Bartholomew, City Clerk; Miles Cushman, Police Sergeant; and Gwen Smith, Police Lieutenant.

**2. Public Comment on Items Not on the Agenda**

None.

**3. Quorum Affirmation**

There was a quorum present at all times.

**4. Approval and Setting of the Agenda**

MOTION BY CRAMER, seconded by Cushman, that the agenda be approved as written.

MOTION CARRIED by voice vote.

**5. Disclosures by Members of Any Conflicts of Interest and/or Ex-parte Communications**

None.

**6. Approval of Previous Minutes**

None.

**7. Business Items**

**7.A. Open Meeting and Public Records Act Presentation**

City Clerk provided presentation.

Devine- Had a questions related to Defense Attorney conflict of interest.

**7.B. Laramie Police Advisory Board Roles and Responsibilities**

Nancy Bartholomew, City Clerk, reviewed Article 2 of the bylaws.

**7.C. Introduction of Members/Team Building**

Mitch Cushman

Ted Cramer

Bob Sell

Susie Scott

Linda Devine

Brian Browne, Police Chief

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Janine Jordan, City Manager  
Sharon Cumbie, Vice Mayor  
Miles Cushman, Administrative Sergeant.

**7.D. Election of Board Officers**

LPAB Bylaws Article 8. Election of Officers

A. The Chairperson and Vice-Chairperson shall be elected at the first meeting of each calendar year for a term of one calendar year and shall serve until their successors are elected.

C. Nominations of officers shall be by oral motion. At the close of nominations, the Board shall vote by voice vote upon the names nominated for the office.

- o Election of Chair
  - o The Chairperson shall have the duties and powers to preside over all deliberations and meetings of the Board; vote on all questions before the Board; and sign all documents memorializing Board action promptly after approval by the Board.

Nominations for Chair: Bob Sell nominated Ted Cramer.

MOTION BY CUSHMAN, seconded by Sell, to elect member Ted Cramer as Chair of the Laramie Police Advisory Board.

MOTION CARRIED by voice vote with 1 abstention by Cramer.

Public Comment: none.

- o Election of Vice-Chair
  - o During the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.

Nominations for Vice-Chair: Bob Sell nominated Mitch Cushman.

MOTION BY SELL, seconded by Scott, to elect member Mitch Cushman as Vice-Chair of the Laramie Police Advisory Board.

MOTION CARRIED by voice vote with 1 abstention by Cushman.

Public Comment: None.

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**7.E. Resolution 2023-01, Setting the Date, Time and Location for the Regular Meetings of the Laramie Police Advisory Board**

MOTION BY SELL, seconded by Cushman to approve Resolution 2023-01, setting the date, time and location for the regular meetings of the Laramie Police Advisory Board.

MOTION CARRIED by voice vote.

Public Comment: none.

**7.F. Training Requirements and Board Members**

1. How training will be conducted

40 hours by January 31, 2024.

- ride along's (10 hours)
- case review (5 hours)
- team trainings (20 hours)
  - scenario based training
  - use of force
  - laws and use of force.
- 5 hours left for additional trainings and topics.

2. What times/dates (first 40 and yearly 30)

(4 hours), Team trainings (20 hours)

November 14, 21 (2-6 pm), 28 (1-5 pm), December 5 (1-5 pm), 12 (1-5 pm) and 19 (1-5 pm).

3. Schedule ride along

Contact Miles to set these up.

4. Hours required (First year is 40 hours and annually 30 hours)

**7.G. Discussion related to Suggestions for Trainings**

(What would board members like to learn?)

Members would like to wait and see what's covered in the set trainings.

**7.H. Presentation on Overview of the Laramie Police Department**

Sergeant Cushman gave a PowerPoint presentation overview on the Laramie Police Advisory Board.

**8. Next Meeting**

Regular meeting scheduled January 2, 2024, at 1:30 pm. January 2<sup>nd</sup> is a city administrative holiday

MOTION BY SELL, seconded by Cushman, to meet on Wednesday, January 3<sup>rd</sup> at 1:30 pm.

MOTION CARRIED by voice vote.

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**9. Adjourn**

MOTION BY SELL, seconded by Cushman, to adjourn the meeting.

MOTION CARRIED by voice vote.

Meeting adjourned at 4:00 p.m.

APPROVED:

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Ted Cramer, Laramie Police Advisory Board Chair

Date

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Nancy Bartholomew, City Clerk

Date