

TOW BOARD MINUTES
January 16, 2008

1. **CALL TO ORDER:** 1:35 p.m. by Chairman Marian Gaylord.

2. **ROLL CALL:**

Abma	A	Gaylord	P	Tenney	P
Baxter	P	Griffin	P	Walker-Norton	P
Ferrero	P	Madsen	P	Wilson	P
Friedman	P	Ridenour	P		

3. **RECOGNITION OF TOWERS/OTHERS IN AUDIENCE:**

<u>NAME</u>	<u>COMPANY</u>
Coe, Gary	Retriever Towing
Copeland, Jesse	Sergeant's Towing
Hainline, Aaron	Gerlock Towing
Hawkins, Byron	Restore Financial Svcs (collection agency)
Preston, Steven	Sergeants Towing
Reichert, Dave	Speed's/Supertow
Steigleder, Tom	ODOT Incident Response
Van Alstyne, Mitch	Sergeant's Towing
White, Sue	Newhouse & Hutchins

4. **APPROVAL OF PREVIOUS MINUTES:**

The minutes from the Tow Board meeting of November 28, 2007 were approved as distributed.

5. **REPORT FROM TOWING COORDINATOR**

- A. **Status of Service fee payments**
- B. **Status of Monthly Report Submissions:** One tower paid/submitted late. Letter going out.
- C. **Bonding/Insurance Status:** Nothing to report from the Auditor's Office.
- D. **Tow Log for Previous Month:** no companies are above the 10% allowable rate; general improvement shown.

6. **OLD BUSINESS**

- A. **Discussion of criminal background standards for tow employees:**
The police bureau has suggested that employees with any felony conviction or registered sex offender status be excluded from Tow Contract work. A copy of Washington County guideline was handed out. Discussion followed concerning

hiring difficulties that might result. The issue of police evidence remaining uncompromised is a chief concern for the agencies served.

Motion by Ridenour; Towing Coordinator to work with City Attorney to develop language that reflects review procedures on background checks and acceptable records. Seconded by Friedman. Vote unanimous to approve.

B. Approve rate increase for Abandon Vehicle Contract - This is an oversight that should have been included with last month's rate changes.

Motion: Approve matching rate increase for Abandon Vehicle Contract.
By Baxter, second Griffin, unanimously approved.

C. Parking Enforcement handheld units

All staff now trained in use of the upgraded handheld units. This should result in more tag warrants being issued. These new handhelds have the capacity to take photos, and all tows requested will have photos taken by issuing deputy. This will be available as documentation for any damage claims.

7. NEW BUSINESS

A. XXX, Inc. dba United Service Alliance contract assignment to Red Sun Towing, Inc. dba Tri County Towing - Applicant letter sent to Red Sun regarding deficiencies in application. As the application is incomplete, no recommendation can be made by the Towing Coordinator. As this is listed as an asset sale, the TC will verify if new business license has been issued and the transfer completed. If completed without board approval, the existing contract is void. Red Sun would have to wait for the next contract period and re-apply.

B. Report of 6 month abandoned vehicle scrap metal rate:

No change to rate, price per ton remains at \$170.00. Of note, the Abandoned Vehicle citation will be going up from \$25.00 to \$280.00 and will go up annually beginning in May.

C. First Draft of the 2008-2011 contract changes:

The Towing Coordinator distributed a summary list of proposed changes to the contract. Due to the length of the list, the Chair requested that testimony on these or other proposed changes be sent to TC by email, mail or fax to be distributed to the Board.

The Board briefly discussed the following points as they were introduced:
Training standards, photo id, accepting applications/approvals mid contract, gate fees and office staffing hours, clear definition of "on duty", police holds,

secondary storage locations, applicant experience requirements, fuel cost increases vs. CPI, possible “green” requirements, agency fee increase.

Chair denied a request by the Industry Representatives to consider another proposal concerning cross-district responses on grounds that no new information or circumstance exists.

D. First Review of the Draft Application Materials for 2008-2001

Towing Coordinator introduced several amendments to be made to the Request for Qualifications (RFQ) and Statement of Qualifications (SOQ) TC explained that application materials may not be available online.

The board did not reject any of the recommended changes. TC will accept input from industry and interested parties, consult with the City Attorney and move forward with developing new language.

8. **Adjourn:** The meeting adjourned at 3:25 pm.