TOW BOARD MINUTES
March 26, 2008

1. **CALL TO ORDER:** 1:41 p.m. by Acting Chair Ed Ferrero

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:

NAME	COMPANY
Beatty, Don	Gerlock Towing
Bonge, Woody	A & B Towing
Bowyer, Geoff	ODOT Incident Response
Coe, Gary	Retriever Towing
Jehning, Steve	Crown Point Towing
Preston, Steven	Sergeants Towing
Reichert, Dave	Speed's/Supertow
Smith, Mark	ODOT Incident Response
Steketee, Craig	Crown Point Towing
White, Sue	Newhouse & Hutchins
Yamasaki, Dawn	Revenue Bureau Supervisor

4. APPROVAL OF PREVIOUS MINUTES:
The minutes from the Tow Board meeting of January, 2008 reviewed.
Motion to accept made by Griffin, second by Ridenour. Passed unanimously.

5. REPORT FROM TOWING COORDINATOR

A. Status of Service fee payments Jan/Feb
B. Status of Monthly Report Submissions Jan/Feb
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; comment regarding decrease in tows 2007 vs. 2008.

6. NEW BUSINESS

A. Request by Oregon Dispatch Service to extend Tow Desk services to the City of Salem

No discussion on this item. The Board was previously provided details of the request and had no further questions. Motion : By Ridenour, approve the request

by Oregon Dispatch Service to extend service to the City of Salem, seconded by Friedman. Motion passed unanimously.

Geoff Bowyer, ODOT asked if this extended service area could be used for ODOT Station 2 coverage. Towing Coordinator promised to look into this and follow up with ODOT and Tow Desk.

B. Parking Enforcement Release Fees

Parking Enforcement has raised the possibility of charging a release fee on parking tows, similar to Police practice. No information has been provided as yet concerning the proposed amounts or guidelines. It may be a fee added to the invoice, rather than an actual release. Revenue Bureau could assist with collection of such fees by billing in a manner similar to collection of service fees. If this is ready prior to the contract going to council, the contract could be updated to include this item, or at least the provision for this item.

Mark Friedman reported that tag warrants are now being issued between 4-6 p.m. and soon may include Saturdays.

C. Industry Reps Report to Board

No report, will share issues as contract review is done.

7. OLD BUSINESS

A. Review and Approve Application Materials for 2008-2011

Gaylord explained that most changes to the materials were clerical; correcting dates and outdated language. Documents will be made available by email or pick up in the Revenue Bureau. It is not anticipated that applications will be available on the Bureau website. Letters of interest letters will be sent after approval of the application. Award of contract to be at July 16 (correction: Tow Contractors are to be chosen at the May 21st meeting) Tow Board meeting. Prepared document of changes reviewed, identified, available for discussion. (For details, see document or recorded minutes.)

Motion: Approved the application subject to the changes that might be made to reflect changes in the contract. Moved by Ridenour, seconded by Griffin. Motion approved unanimously.

B. Review and approve Contract for Vehicle Towing and Storage 2008-2011

Gaylord walked through the proposed changes to the language to the contract. Acting Chair Ferrero suggested that uncontroversial provisions could be approved in a single motion with other items held out for further discussion. (For details, see document or recorded minutes.) Items held out for further discussion:

#5 office hours staffing
#8 Driver certification
#11 Single hold location for multi district towers
#15 30 minutes on scene included in tow charge for Class B & C tows
#17 Photo ID
#18 Definition of qualified driver
#22 Office hours
#23 Number of drivers on duty
#24 Experience of new contract applicants
Rate Sheet

Motion: Approve recommended contract changes excluding items listed above to be discussed further. Motion by Ridenour, seconded by Friedman. Motion approved unanimously.

Discussion of items held out:
#5 Determination that at all times, Tow Contractor would have at least one registered driver on duty within the district, available to respond to any tow request or report to the district storage facility within 30 minutes of request. Motion to approve: Ridenour, second by Baxter. Approved unanimously.

#8 Driver Certification: Language will be completed by the 3rd week of April and submitted to board and interested parties for review prior to next meeting. Motion to approve: Griffin, second by Friedman. Approved unanimously.

#11 Issue of single location for police holds regarding multiple district towers. Multi district towers with single location police hold storage must report to tow desk the location the vehicle is stored if out of district.
All new contract towers must have hold facility in district, current contractors are grandfathered, unless they move. All hold facilities must accommodate the largest class of vehicle for which the Tow Contractor is registered to tow. Moved by Ridenour, second by Baxter. Motion approved unanimously.

#15 30 minutes on scene regarding Class B & C tows. New rates reflect allowance for 30 minutes on scene prior to additional charge for wait time. Motion to approve language as submitted by Tow Coordinator by Griffin, seconded by Baxter. Motion approved unanimously.

#17 Photo Id. City issued ID card that would be carried in Driver's wallet, not displayed. When the necessary computer changes are made, drivers will be required to come to the Revenue Bureau and be photographed. Information on the card should be limited to the photo and driver number.

Add provision: Driver would be required to produce ID upon request of any agency or any citizen requesting it. Motion by Ridenour, second by Baxter. Approved unanimously.

#18 Qualified Driver definition.
Remove from language 10 year limitation on felonies. Background check will consider any felony convictions at any time.

Driving standard for number of offenses/accidents changed from 5 in 5 years to 3 in 5 years.
Anyone not meeting these standards can appeal to the board for provisional approval.
Motion to approve by Griffin, seconded by Ridenour. Approved unanimously.

#22 ~~change of office hours.~~ No change.

#23 number of drivers on duty. Changed to require at least one driver on duty in each district at all times.

#24 Experience requirements for contract applicants. If experience per contract not met, applicant can present argument to board.
Change of language regarding experience requirements. Notification of ownership/ownership percentage change.
Motion to approve Baxter, second by Friedman. Motion approved unanimously.

#25 Fuel Allowance. As written, motion to approve by Ridenour, second by Baxter. Approved unanimously.

Penalty Schedule: Approved as proposed.

Discussion regarding tow rates and decreased number of tows.

Discussion of cross district responding. Gary Coe to bring proposal to next meeting.

8. **Adjourn**: Motion by Ridenour, second by Freidman. The meeting adjourned at 4:23 pm.

Minutes by AM