TOW BOARD of REVIEW
SPECIAL MEETING
MINUTES
July 16, 2008

1. **CALL TO ORDER:** 1:37 p.m. by Chairman Marian Gaylord.

2. **ROLL CALL:**

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

*Nolan MacKrill for Mark Friedman

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

NAME	**COMPANY**
Beatty, Don	Gerlock Towing
Benson, Eric	A & B Towing and Recovery
Coe, Gary	Retriever Towing
Dehning, Steve	Crown Towing
Hawkins, Byron	Restore Financial Svcs
Maciag, Jim	PPB
O'Reilly, Mark	Oregon Towing
Painter, Bob	City Towing
Reichert, Dave	Speed's Supertow
Rydman, Linda	City Towing
Sanford, Patrick	Safeguard Towing
Smith, Mark	ODOT Incident Response
Steketee, Craig	Crown Towing
Togstad, Andrew	Safeguard Towing
Tran, Andy	Andy's Towing
Welch, Deirdre	City Towing
Zabeti, Harry	XXX Inc.

4. **Approval of Previous Month's Minutes**
   Motion by Ridenour, seconded by Griffin to approve the May 21, 2008 minutes as submitted. Motion passed, unanimously.

5. **Report from the Towing Coordinator**
   a. Status of Payments: two towers paid late
   b. Status of Reports: one tower submitted late
   c. Bonding and Insurance: nothing to report
   d. Tow Log: distributed prior to meeting via email.

Motion to approve the report of the Towing Coordinator by Ferrero, seconded by Ridenour. Motion approved, unanimously.

6. **Old Business - Final approval of the Contract for Vehicle Towing and Storage 2008-2011**
   A. **Parking Enforcement release fee** – Parking Enforcement proposed a $12.00 fee be added to all Parking Enforcement ordered tows excluding Abandoned Autos. Towers to collect fee on released vehicles and pass through to the City. Revenue Bureau will bill the towers monthly, similar to the city service fee.
   Discussion followed concerning added administrative costs and credit card fees to towers. Ed Ferrero moved for approval to add to the contract a provision requiring towers to collect a parking enforcement service fee in the amount of $13.00, $1.00 to be kept by the towers to cover costs. Implementation of this provision will not begin until a form and procedure is developed with the tow desk and necessary changes are made to the tow desk database.
   Motion by Ferrero, Second by Griffin. Motion passed unanimously.
   B. **Emergency Fuel Surcharge** – As required by contract, the current fuel surcharge of $3.00 that was approved at the May board meeting was reviewed with a recommendation by the Tow Coordinator that it be continued without change until the next board meeting. Ed Ferrero moved to accept the recommendation. Dick Griffin seconded and the motion passed without dissent.
   C. **DMV Records standards -** Towing Coordinator requested board approval of a system for probationary approval of driver applicants with at least 3 years but less than 5 years of current driving record due to suspension or youth. During the probation period, the applicant's driving record would be periodically re-checked. Any further traffic infractions or chargeable accidents would result in removal from eligibility as a contract tow driver. The length of the probationary approval would be enough to bring the history up to the 5 year requirement: a driver with a 3 year history could be provisionally approved with regular monitoring through the next 2 years.
   Ed Ferrero moved to amend the contract and authorize the TC to give provisional approval to applicants having more than 3 years of driving record, but less than 5 years, provided that such gap in the record is not due to incarceration or a traffic-related suspension. Towing Coordinator will inform or consult with the Board when such an exception is made and all provisional approvals will be submitted for Board approval at the next regular meeting. DMV re-checks will be performed regularly during periods of provisional approval.
   Seconded by Nolan MacKrill. Motion carried, unanimously.

   Motion by Ferrero to approve Contract substantially as it has been presented and amended at this meeting. Second by Griffin, motion carried unanimously.

7. **NEW BUSINESS**
   A. Approval of Tow Contactors for the 2008-11 contract - Overview of review process and status. Tow Coordinator created a matrix of requirements and what was submitted per the contract application.

Category 1: Recommended approval for companies given that any identified deficiencies are corrected by July 31, 2008. Most existing contract towers are in this category.
Motion to approve by Ferrero, second MacKrill. Carried unanimously .

Category 2: Recommended provisional approval, with monthly performance reviews for 6 months. Immediate removal from rotation and referral to the board for permanent decision, if performance deficiencies are found. One company in this category, Andy's Towing. Recent suspension for failure to maintain workers compensation insurance Jan-May 2008. Site is currently under construction. Recommend Andy's be required to use temporary fencing of a more stable type. Deficiencies in application noted.
Motion by Ferrero to approve Category 1 and 2. Seconded by MacKrill. Carried unanimously.

Categories 3 and 4: Category 3 includes new Applicants not continuing from the previous contract term. Recommend approval with 6 month performance review. If deficiencies are found in the first six months, report to Board for action.
Category 4: Not recommended for contract approval. Emeralds Towing District 2 and District 4. District 2 failed to pass inspection, District 4 application was withdrawn. Company has been sold.
Motion by Ferrero to approve Categories 3 and 4. Second by Ridenour. Carried unanimously.

B. Andy's Towing – Review Suspension for failure to maintain insurance.
Reinstated to the rotation after providing proof of workers compensation insurance.

C. **Approval of a one-year extension to the Contract for Abandoned Vehicle Towing and Storage with Sergeants Towing to June 30, 2009.**
This is the first extension on the current contract; all agencies served have given approval of Sergeants extension.
Motion by Ridenour to approve one year extension, second by Griffin. Approved unanimously.

D. Approval of final extension of the Agreement for Contract Tow Dispatching with KCKM, Inc. dba Oregon Dispatch Service to June 30, 2009.
Motion by Ridenour to approve, seconded by Griffin. Motion carried unanimously.

E. **Request for CPI increase to dispatch fee –** Proposed increase to $14.35 from $13.60, per CPI. Motion by Ferrero, second by Griffin. Motion carried unanimously.

F. Motion to Adjourn by Ferrero, seconded by Griffin. Meet adjourned at 3:00 pm.