

**TOW BOARD of REVIEW
MINUTES
November 19, 2008**

1. **CALL TO ORDER:** 1:34 p.m. by Chairman Marian Gaylord.

2. **ROLL CALL:**

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

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

<u>NAME</u>	<u>COMPANY</u>
Beach, Stephen	A & B Towing and Recovery
Benson, Eric	A & B Towing and Recovery
Daniels, Jef	A & B Towing and Recovery
Dehning, Steve	Crown Towing
Reichert, Dave	Speed's Supertow
Raquinio, Brandy	Northwestern Towing
Sanford, Patrick	Safeguard Towing
Steketee, Craig	Crown Towing
Slate, Skip	citizen
Van Alstyne, Mitch	Sergeants
Yarbour, Donald	A & B Towing and Recovery

4. **Approval of Previous Month's Minutes**

Motion by Griffin, seconded by Ridenour to approve the September 2008 minutes as submitted. Motion passed, unanimously.

5. **Report from the Towing Coordinator**

- a. Status of Payments: One tower paid late, one payment missing. Penalties will be applied, as appropriate.
- b. Status of Reports: All on time
- c. Status of Parking Enforcement Payments: All on time
- d. Bonding and Insurance: Still in City Attorney's office, one tower suspended pending approval by City Attorney.
- e. Tow Log: distributed prior to meeting via email

Motion to approve the report of the Towing Coordinator made by Ridenour, seconded by Griffin. Motion passed, unanimously.

6. Old Business

- A. **Report on Criminal History and DMV re-checks** – The Towing Coordinator and Mike Ridenour, Portland Police Records, went through the criminal histories of all active employees. Letters were sent to those not meeting the contract standards. Twelve staff members had felony convictions requiring appeal to the board.
- B. **Fuel Surcharge**- The Towing Coordinator recommended that the fuel surcharge of \$3.00, which was instituted at the May board meeting, be discontinued. Diesel fuel prices have decreased by 26% in the last 60 days. Gasoline prices have dropped by 31% in the same period. As no motion was made to continue the surcharge, the Towing Coordinator will notify the industry to discontinue the surcharge as of 12:01 a.m., November 20, 2008. Fuel prices may be reviewed again in January.
- C. **Certification Standards**-Industry reps are working on a list of questions that will address driver job knowledge. They are hopeful that a test will be ready for presentation to the board at the next meeting. Training classes will be held at contract towing lots. No timeline as yet for classes to begin. Until then, regular contract workshops given by the Towing Coordinator will continue.

7. NEW BUSINESS

- A. **Name Change for Speeds Supertow**- Owner, Dave Reichert, notified the Towing Coordinator that Speeds/Supertow plans to change its dba to Speeds Towing as of 1/1/09. There is no change in ownership. The entity name will be Supertow LLC, dba Speeds Towing. The company's new letterhead, invoices, and truck lettering are in process of being completed.
- B. **Appeals** – The Towing Coordinator described the process followed for employees whose criminal history and/or driving record does not meet contract standards. Discussion followed regarding privacy of the employees and whether an opportunity could be made for speaking to the board without the entire group in attendance. City Attorney, Shane Abma advised that an executive session would not allow for voting.

Discussion continued regarding how to ensure that each employee was given due process. The Board agreed to allow all potentially denied employees to continue working until the January meeting, where they may submit an appeal in writing or appear in person. Written appeals may still be subject to a request for the employee to appear before the board. The Board will hear and make determinations on all pending denials at that meeting.

Dick Griffin moved and Bob Baxter seconded a motion to accept postponement of hearing felony ITD appeals, except Harvey "Skip" Slates, to January 2009 Tow Board of Review meeting. Motion was approved, unanimously.

1. **Appeal by Skip Slates** – Skip is pending hire and chose to speak to the board at today's meeting. His prior conviction was discussed and he provided testimony and references regarding his character and reliability. Dick Griffin moved to approve the application of Mr. Slates, seconded by Bob Baxter. Motion approved unanimously.

Portland Police Bureau representative, Mike Ridenour, gave information on adult record sealing. Contact phone 503-988-3162.

8. **Motion to adjourn by Baxter, seconded by Griffin. Meet adjourned at 2:31 pm.**