

**Towing Board of Review
Minutes
September 15, 2010**

1. **Call to Order:** 1:30 PM by Towing Coordinator, Marian Gaylord, substituting for Chair, Kathleen Butler.

Donald Hunter was introduced as the new representative for Parking Enforcement.

Jenny Farres was also introduced as the new Regulatory Program Specialist.

ODOT Incident Responder, Eric West attended as substitute for Tom Steigleder.

2. **Approval of the agenda** - Dick Griffin moved and Kimberly Walker-Norton seconded approval of the agenda, as proposed. Motion passed unanimously.

3. **Roll Call:**

Abma	A	Gaylord	P	Tenney	P
Baxter	A	Griffin	P	Walker-Norton	P
Butler	A	Hunter	P	Wilson	A
Farres	P	La Fong	P		

4. **Recognition of Towers/Others in Audience**

<u>Name</u>	<u>Company</u>
Don Beatty	Gerlock Towing and Tow Desk
Kim Karnes	Gerlock Towing and Tow Desk
Dennis Dunten	21 st Century Towing
Sabrina Dunten	21 st Century Towing
Eric West	ODOT
Faren Nacoste	Safeguard Towing
Patrick Sanford	Safeguard Towing
Steve Preston	Sergeants Towing

5. **Approval of Previous Month's Minutes** - Dick Griffin moved for approval of the July, 2010 minutes, as submitted. Kimberly Walker-Norton seconded the motion. Motion passed unanimously.

6. **Report from the Towing Coordinator**

- A. Status of Service Fee Payments: A few tow contractors' monthly service fee payments have not arrived yet. However, since the due date was only five days ago, several are expected to arrive this week. If payments are not received by the end of the week, the tower will be contacted.
- B. Tow Summary for August: No towers exceeded the allowable pass percentage in August.

The Towing Coordinator's report was accepted without objection.

7. **Report on ODOT Project Phase II**

Eric West reported that ODOT responders are pleased with the "dry run" portion of the pilot project. He stated that any difficulties have more to do with the dispatchers remembering to use the service. Towers will be invited to comment on the project in coming weeks.

8. **Old Business**

Update on Oregon Towing - Oregon has been contacted but owner Mark O'Reilly still hasn't had his second surgery. The district is being adequately covered by other D7 tow contractors without a noticeable decline in service.

9. **New Business**

- A. Report on the new PPB procedures and resulting Contract changes: Helen La Fong stated there is still a lot of confusion regarding hazard tows and that officers are ordering them unnecessarily. She said she is working with Portland Police to come up with a different code for hazard tows related to an accident as opposed to a violation of the hazard code.
- B. 5th Wheel Trailers: Not all towers have the equipment to tow 5th wheel trailers. Because of the different configurations of 5th wheel trailers, more research is necessary in order to develop a policy on such vehicles.
- C. Additional equipment - ODOT requests that trucks carry three traffic cones. Eric West said some tow companies send another tow truck to secure a scene if a tow is being done on a highway. Mr. West recommended that companies carry three traffic cones instead, as a safety precaution in order to shut down a lane when towing a vehicle on a highway. The ODOT standard for traffic cones is 26" tall orange cones that must be visible at freeway speeds, and must have two reflective bands of at least 4" wide each. Mr. West explained that setting up traffic cones as opposed to flares designates the area as an enforceable "work zone."

Ms. Gaylord requested specifications in writing from ODOT so that a cost analysis can be performed. Ms. Gaylord said she will get input from industry representatives about the recommendation, and the Police Bureau and Sheriff's Office will need to be consulted as well.

- D. Appeal of Intent to Deny - Dennis Dunten, 21st Century Towing. Ms. Gaylord reminded the Board that under the previous contract, Mr. Dunten's felony convictions, which are more than ten years old, would not have disqualified him. However, a change in the current contract, requires that felony convictions must go through Board review and approval.

Mr. and Mrs. Dunten wrote letters to the Board explaining the positive changes Mr. Dunten has made in his life.

Clark Tenney, owner of 21st Century Towing, provided a character reference as well.

The Board unanimously agreed to grant Mr. Dunten a waiver of the intent to deny.

10. **Adjourn** - Ms. Gaylord asked for a motion to adjourn. Donald Hunter moved that the meeting be adjourned. Helen LaFong seconded the motion and it was approved, unanimously. Meeting adjourned at 2:15 PM.

Minutes submitted by Jenny Farres: Regulatory Program Specialist