

**Towing Board of Review
Minutes
November 17, 2010**

1. **Call to Order:** 1:35 PM by Chair, Kathleen Butler.
2. **Approval of the agenda** - Dick Griffin moved and Bob Baxter seconded moving agenda item, "New Holiday - Day After Thanksgiving," earlier in the meeting. Dick Griffin moved and Bob Baxter seconded approval of the agenda, as proposed. Motion passed unanimously.

3. **Roll Call:**

Baxter	P	Gaylord	P	Tenney	P
Butler	P	Griffin	P	Walker-Norton	P
Farres	P	Hunter	P	Wilson	P
Ferrero	P	La Fong	P	Osoinach	P

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

<u>Name</u>	<u>Company</u>
Don Beatty	Gerlock
Dave Reichert	Speed's Towing
Tom Steigleder	ODOT
Ellen Osoinach	City of Portland Attorney

5. **Approval of Previous Month's Minutes** - Dick Griffin moved for approval of the September 2010 minutes, as submitted. Bob Baxter seconded the motion. Motion passed unanimously.
6. **Report from the Towing Coordinator**
 - A. Status of Service Fee Payments: All payments have been received for October.
 - B. Status of Monthly Report Submissions: Crown Towing was penalized for not submitting reports for July, September, and October. The reports were received on November 11.
 - C. Bonding and Insurance Status: Jenny Farres will check to make sure everyone is in compliance.
 - D. Tow Log for Previous Month: The only company that was over the allowable pass percentage in October was Gerlock. They had to pass on two out of three tow requests they had received.

Marian Gaylord said it was up to the Board if they wanted to take action. Dick Griffin moved and Bob Baxter seconded that no action should be taken.

The Towing Coordinator's report was accepted without objection.

E. A motion was passed to add the day after Thanksgiving in the contract as a holiday. Ed Ferrero moved and Don Hunter seconded approval of making the change in the contract. Motion passed unanimously.

7. **Report on ODOT Project Phase II** - Marian Gaylord reported feedback she received from Dennis Mitchell, Project Manager at ODOT. According to Mr. Mitchell, "The analysis has not been completed yet. We will be ending this in the near future. We've not picked a specific date yet, but we've only been spending lately at a rate of about \$1,000 a month."

Ms. Gaylord said one of the reasons ODOT has continued the dry runs is because it didn't cost as much as they expected. An analysis of the results of the two test programs (the other being staging) will be released once the project is completed.

8. **Old Business**

A. **Oregon Towing**

Marian Gaylord reported that Mark O'Reilly is doing well; however, he continues to receive treatment for health issues. The district has not been negatively impacted by the absence of Oregon Towing from the contract.

B. **Report on and approve new PPB procedures and resulting contract changes**

This item was eliminated because PPB procedures are still changing.

C. **Training**

The City requires driver certification. Marian Gaylord recently met with Al Elkins, the lobbyist and administrator for the Oregon Tow Truck Association (OTTA), to talk about developing a training program to certify new drivers. OTTA has agreed to proctor the certification; however, the curriculum would be selected by the City. Some things still need to be worked out such as topics to be covered and how much OTTA will charge. A location, free of charge, has been found to hold the training.

The training program will be another option for drivers to become certified. The City accepts certifications that drivers receive from other well qualified programs as well.

9. **New business**

A. Discussion of proposed moratorium on additional tow contracts

In light of the significant drop in tows, Marian Gaylord is proposing a moratorium on new tow contracts for the next two extension years covering September 2011 and 2012. Ms. Gaylord has also talked to the industry representatives, who expressed their support for the moratorium.

Ed Ferrero asked if other options have been considered and questioned the Board's legal authority to put a moratorium on new tow contracts.

No decision has been made and further discussions will be held.

10. Adjourn

Ms. Butler asked for a motion to adjourn. Ed Ferrero moved and Dick Griffin seconded, that the meeting be adjourned. The motion passed unanimously. Meeting adjourned at 2:35 PM.

Minutes submitted by Jenny Farres: Regulatory Program Specialist