

**Towing Board of Review
Minutes
July 20, 2011**

1. **Call to Order:** 1:31 PM by Towing Coordinator, Marian Gaylord.

2. **Roll Call:**

Butler	A	Gaylord	P	Osoinach	A
Child	P	Griffin	P	Tenney	P
Farres	P	Hunter	A	Wallis	P
Ferrero	P	La Fong	P	Wilson	P

Nolan Mackrill, Parking Enforcement, attended as alternate to Donald Hunter.

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

<u>Name</u>	<u>Company</u>
Don Beatty	Gerlock Towing
Jesse Copeland	Sergeants Towing
Deborah Haugen	Citizen
Steve Preston	Sergeants Towing
Tom Steigleder	ODOT
Charles White	Retriever Towing

4. **Approval of the Agenda** - Nolan Mackrill moved and Dick Griffin seconded approval of the agenda. **Motion passed, unanimously.**

5. **Approval of Previous Month's Minutes** - Nolan Mackrill moved and Dick Griffin seconded approval of the May, 2011 minutes, as submitted. **Motion passed, unanimously.**

6. **Report from the Towing Coordinator and staff**

A. **Status of Service Fee Payments:** The Contract service fee payment from Gerlock Towing is either delayed or lost in the mail. Ms. Farres will give it until Friday.

B. **Status of Monthly Report Submissions:** The Employee Update report from Safeguard Towing has not been received. Ms. Farres has requested the report but has not heard back.

C. **Bonding and Insurance Status:** All insurance and bond certificates are current.

D. **Tow log for previous month:** Ms. Gaylord reported that many companies had no passes at all; however, Safeguard Towing had 14.29% passes. Since this was their second occurrence of excessive passes within 12 months, they were sent a Notice of Temporary Suspension for 14 days. A copy of the notice was distributed to the Board.

The suspension was not appealed. A copy of the response from Safeguard Towing was distributed to the Board. The

suspension began at 8:00 AM this morning and will end at 8:00 AM on Wednesday, August 3.

Ms. Gaylord also added that the late response report for Gerlock Towing can be misleading because they only do Class C tows. Ms. Gaylord further explained that Gerlock had received a request for a tow requiring special equipment; however, their equipment was not immediately available. Gerlock made other arrangements with the agency and caused no inconvenience. Because Gerlock had received only 9 tows in the previous month, even just one late response equated to 11.11%.

The motion to approve the Towing Coordinator and staff reports passed unanimously.

7. Old Business

- A. **Set over from May meeting - request for change of district boundaries - Sergeants Towing D3** - Charles White, Manager of Retriever Towing, expressed concern over how re-districting would affect them. According to Mr. White, since the volume of tows will be so low, it would be difficult to offset additional costs such as wear and tear on their trucks. He stated that if re-districting is approved, the tower should be allowed to charge out of district mileage. If not, then the towing fee should be raised considerably and there shouldn't be any time constraints. Mr. White estimates their additional travel distance at 15-20 miles.

Mr. White added that incorporating District 3 into District 4 would give Sergeants Towing an unfair advantage because Steve Preston also owns Security Towing, located in District 2.

Ms. Gaylord said that the Contract already allows the tower to charge out of district mileage for any distance beyond eight miles from their location. The out of district mileage only applies to the actual time a vehicle is towed and does not apply to the time it takes to get to the tow. In addition, adjustments are made for longer response times. Also, if the re-districting is approved, Sergeants Towing would still have two locations - District 4 and District 8.

Ed Ferrero asked if it would be possible to increase the compensation by increasing the out of district mileage charge, or reducing the distance to less than eight miles. Ms. Gaylord replied that if changes are made to accommodate District 2 towers, then changes would have to be made to accommodate Loop Hi-Way Towing in District 6 because they deal with the same issues.

Ms. Gaylord added that a decision would have to be made sooner or later. She explained that Sergeants Towing could

withdraw from the Contract should they decide it is no longer feasible to maintain District 3. Ms. Gaylord said the current proposal for re-districting is the best solution because no towers from District 2 or 4 would have to cross the river.

Steve Preston reminded the Board that the reason District 3 was created was because of the prior existence of North Precinct. He also said that he is looking at properties located in District 4, and when his lease ends this year, he may likely move to District 4.

Ms. Gaylord said that no tower has actually changed districts within the Contract term. She said a tower had applied in the past but was not approved. According to Ms. Gaylord, the Board could ask Sergeants Towing to simply give up the District 3 location. However, if they are allowed to be absorbed into District 4, it wouldn't be an issue if they later find a new location in that district.

Mr. Ferrero said if District 3 is simply eliminated, towers from all other districts could still respond on a rotation basis and receive additional compensation. Ms. Gaylord expressed concern that response times would suffer if a tower on rotation was coming from a greater distance. She also didn't believe that additional compensation is necessary because towers are already getting \$4 per mile for out of district mileage. In addition, depending on who responds to the tow, citizens would have to pay more for the tow.

Nolan Mackrill asked about the nature of tow requests in District 3. According to Mr. Preston, they consist mostly of County calls for vehicles that have gone off the road due to bad weather, or vehicles that are "stolen recoveries." According to Mr. Preston, unless a vehicle is blocking traffic, officers often allow them to wait until daytime to tow a vehicle.

Mr. Ferrero clarified how soon changes would happen should the re-districting be approved. According to Ms. Gaylord, there would have to be a 60-90 day notice given to implement a change because there are two parts to the proposal. One is to change the boundaries, and the other part is whether or not Sergeants Towing should be allowed to operate as a District 4 tower.

Ms. Gaylord asked for a motion to approve changing the boundaries. **Motion did not pass.**

B. 60 day review of fuel surcharge - Towing Coordinator

Ms. Gaylord recommended maintaining the surcharge as it is. She explained that since the surcharge was instituted in March, diesel has dropped by only 2% and gasoline by 0.5%. Ms. Gaylord asked for a motion to extend the fuel surcharge another 60 days. Ed Ferrero moved and Nolan Mackrill seconded the recommendation. **Motion passed, unanimously.**

Ms. Gaylord reminded the Board that the surcharge does not apply to agency vehicles.

8. New Business

There was no new business.

9. Adjourn

Ms. Gaylord asked for a motion to adjourn. Ed Ferrero moved that the meeting be adjourned, and Nolan Mackrill seconded. The **motion passed, unanimously.** Meeting adjourned at 2:44 PM.

Minutes submitted by Jenny Farres: Regulatory Program Specialist