

PRIVATE-FOR-HIRE TRANSPORTATION ADVISORY COMMITTEE

MEETING SUMMARY

February 26, 2018 • 2:30 PM – 5:00 PM

Port of Portland, Chinook Conference Room, 8th floor, Port HQ Building
7200 NE Airport Way, Portland, OR 97218

Advisory Committee Members	Organization	Present
Mark Williams	PFHT Program Manager, PBOT (non-voting member)	Yes
Mike Greenfield	Chair (non-voting member)	Yes
Tamara Kennedy-Hill	Travel Portland	No
Deidre Hall	Portland Commission on Disabilities	No
Helen Healy	At-large Disability Community Representative	No
Idris Khoshnaw	Shuttle Driver	Yes
Steve Hext, Vice Chair	Broadway Cab	Yes
Todd Kelsay	Lyft	Yes
Ilene Brown	TNC driver	No
Vacant	Northwest Towncar	
Kamaram Darbandi	GelIndar Airport Shuttle	No
John Case	Classic Chauffeur	Yes
Skyler Lanning	Wildwood Adventures	Yes
Andrea Lins	Brewcycle	Yes
Kirk Foster	Wapato Shores	Yes
Jonathan Bolden Sr.	Fiesta Towncar	No
Mark Leutwiler	Port of Portland	Yes
Sirous Tanzadeh	Radio Cab, Driver Rep.	Yes
Margo Moore	TriMet-Accessible Transportation	No
Dave Benson	PBOT	Yes
Erica Nebel	City Policy Advisor	No
Matt Grumm	Commissioner's Office	No
Ken McGair	City Attorney's Office	No
Mary Everson	PBOT PFHT Regulatory Program	No

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Matthew Erickson	PFHT Program Manager	Yes
Nikole Cheron	OEHR	Yes via conference call
Tracy M. Smith, Facilitator	Inhance LLC	Yes
Jamie Lynne K. Souza, Recorder	Inhance LLC	Yes

Other Attendees: Teal Abel, New Rose City Cab; Darin Campbell, Radio Cab; Steve Entler, Radio Cab; Ross Peterson, GridWorks IC; Alexandra Banks, GridWorks IC; Jen Martinek, GridWorks IC; Michael Huggins, Port of Portland; Malcolm Ricks, Safe Transportation; Jeanette Thibert, Self; Nels Johnson, Thorn Run Partners; April Murchinson, Contract Administrators Port of Portland; Eric Kim, Contract Administrators Port of Portland.

INTRODUCTIONS AND REVIEW OF MEETING AGENDA: MIKE GREENFIELD, CHAIR

- Mike called meeting to order at approximately 2:45 pm.
- Ground rules to remember:
 - Action items: items that are introduced and worked on by staff/Committee members that will present a specific proposal. Time will be allowed for public input and then a vote will be taken.
 - Review: proposal items brought forward to be considered at a future meeting. This is not the time for detailed discussions, but for clarification and voting on a presented proposal.
 - Public Testimony: comments are welcome relating to policy issues, but this Committee will not be responding to or asking questions. If an issue comes up that can be solved through a mechanism from PBOT, a representative can subsequently let someone know how to proceed.

HOUSEKEEPING ITEMS: TRACY M. SMITH, FACILITATOR

- Mark Leutwiler welcomed everyone to Port of Portland’s Commission Room; introduced April Murchinson and Eric Kim, Contract Administrators at Port of Portland; and shared building information.

ANNOUNCEMENTS FROM COMMITTEE MEMBERS: COMMITTEE MEMBERS

- Congratulations to Mark Williams, Steve Hext, and John Case on being first-time grandparents.
- No other announcements or conflicts of interest shared.

PFHT PROGRAM STAFF REPORT: MARK WILLIAMS, PBOT

- Illegal drivers and companies are on the road. Need help with reporting these individuals. Dates, specific times, and pictures of license plates are encouraged. Increasing monitoring efforts.
- Increased number of late renewal paperwork. Remind drivers, with renewals coming up, to do it 30 days prior to renewal date.

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- In the next couple weeks, PFHT will be videotaping and interviewing drivers. Goal is to capture “the person that’s behind the wheel” and why drivers want to be a part of the industry. Hopefully this material can be used for future PFHT drivers’ trainings.
- Launching another Safe Ride Home program for St. Patrick’s Day. Would like to see more taxi companies participate. Contact PFHT office if interested.

APPROVAL of 12/11/17 MEETING SUMMARIES: MIKE GREENFIELD, CHAIR

- No revision or objections made to December 11, 2017 meeting summary.

VOTE: Unanimous approval.

ACTION: No actions taken.

PUBLIC COMMENT-NON-AGENDA: MIKE GREENFIELD, CHAIR

- Ross Peterson, CEO GridWorks IC: June 1, 2018 is start date for non-emergency medical transportation program for Oregon Health Plan members enrolled in Health Share of Oregon Coordinated Care Organization. GridWorks solicited statements of qualifications from companies that currently provide non-emergent medical transportation services and received 132 applications. Applications being reviewed and decision will be made by March 16, 2018, to select high quality transportation providers.

PROPOSED UPCOMING AGENDA TOPICS:

- None Identified

AGENDA ITEMS:

ACTION ITEM: DRAFT ADMINISTRATIVE RULE DEFINITIONS 16.40.970 - MARK WILLIAMS, PBOT

- **Action Item: Draft Administrative Rule Definitions:** To clarify what and when a company or driver is exempt from Chapter 16.40.970. Unclear code language that references exemption status. However, 16.40.970 Administrative Rule is based on current practice. Presented at last meeting to Committee as Action Item to make recommendation for Director to sign Administrative Rule.
 - No comments or questions from Committee.
 - Public Testimony: Steve Entler, Radio Cab: concerned about changes made to the code that were not brought up in a public forum or to PFHTAC. The code states process begins with an introductory meeting, then goes to a public forum. If there are any final changes, it comes back to PFHTAC and then goes to Director.
 - Mike Greenfield: reiterates PFHT is an advisory committee to PBOT. It advises on policy issues, not administrative issues. PFHT considers a cohort of changes and recommends to PBOT. All subsequent actions not in purview of PFHTAC.
 - APPROVED.

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ACTION ITEM: WAV PERFORMANCE GUIDELINES SHOWING EDITS - MARK WILLIAMS, PBOT

- All suggestions received and incorporated from Committee. Presenting to Committee for approval. Guidelines established for all vehicles providing wheelchair accessible service.
 - No comments or questions from Committee.
 - Public Testimony: Jeannette Thibert, Self: suggested language change of “mobility devices” to specific items as “wheelchair and scooter.”
 - Suggested revisions: remove the word “emergency” and replace with “necessity.” “Mobility devices” will change to “electric, manual wheelchair, or scooter.” Approval pending City Attorney’s review.
 - Motion to approve submitted language with changes subject to review by counsel.
 - No objections on changes. APPROVED.

REVIEW ITEM: OUT OF SERVICE ORDERS - MARK WILLIAMS, PBOT

- If federal government or state Department of Transportation says a driver or company is not following rules at the state and federal level, they will issue service order and company cannot operate transportation services. This review is adding language to code that would emulate, exactly, state and federal requirements.
 - No questions or comments.
 - Motion to consider at future meeting.
 - No objections. APPROVED

REVIEW ITEM: DEFINITION FOR PUBLIC SAFETY - MARK WILLIAMS, PBOT

- Appeals Office recommended adding detailed definition for word “Public Safety” so everyone understands Bureau’s interpretation. For example, reasons to immediately remove driver from service due to being arrested or accused of violent action that may increase risk to general public. PFHT will use discretion before choosing to remove driver that is accused of something.
 - No questions or comments.
 - Motion to consider at a future meeting.
 - No objections. APPROVED

REVIEW ITEM: MAXIMUM HOURS OF DRIVING - MARK WILLIAMS, PBOT

- This follows federal and state requirements. Emulates state and federal code: can drive up to 12 hours, but required to have 8 hours of rest with no driving or working.
 - Mike Greenfield: Any input from Committee members or public between now and next consideration would be useful.
 - Motion to consider at future meeting.
 - No objections. APPROVED

REVIEW ITEM: CANCELLATION CLAUSE - MARK WILLIAMS, PBOT

- Proposing to add additional language for cancellation. Should a company issue a certificate to a driver that doesn’t meet the requirements, this states the permit can be legally canceled.
 - No questions or comments.

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- Motion to consider at a future meeting.
- No objections. APPROVED

REVIEW ITEM: RIDE SPLITTING- MARK WILLIAMS, PBOT

- Definition for “Ride-Splitting” and adding data requirements for split rides—mainly impacting Uber and Lyft.
 - Motion to move to a future meeting.
 - Six in favor; four opposed. APPROVED.

REVIEW ITEM: CERTIFICATION REQUIREMENTS FOR NEMT- MARK WILLIAMS, PBOT

- Working with GridWorks and Legal to make a seamless process when a NEMT driver or company receives permit. Would like to transition with drivers or companies approval to transmit relevant information to GridWorks so they can put driver into service sooner rather than later.
 - Motion to consider at a future meeting.
 - No objections. APPROVED.

REVIEW ITEM: TNC CERTIFICATION REQUIREMENTS – MARK WILLIAMS, PBOT

- To add language that has requirements for TNC apps and how it should function.
 - Motion to consider at a future meeting.
 - No objections. APPROVED.

ACCESSIBLE SERVICE PROGRAM - MARK WILLIAMS, PBOT

- Committee will review one more time and with suggested changes. Concerns presented were “will we allow existing certifications or inspections on wheelchair ramps and vehicle inspections for those wheelchair accessible vehicles in this program?” Answer, yes; if vehicle has been inspected. It won’t be required to be inspected again. Inspection will expire at normal time.
 - Motion to consider at a future meeting.
 - No objections. APPROVED.

CHAIR ADJOURNED THE BUSINESS MEETING AT 4:17 PM.

NEXT MEETING: Mark Williams will let everyone know the date and location of next meeting.

Submitted by, Jamie Lynne K. Souza, Recorder