

# **TOWING BOARD OF REVIEW MEETING**

Wednesday May 29, 2019

1:30pm to 2:00pm

City Hall

1221 SW 4<sup>th</sup> Ave

Pettygrove Room

## **AGENDA**

1. Call to Order
2. Board Action: Approval of Agenda (2 minutes)
3. Approval of March 20, 2019 minutes (2 minutes)
4. Public Comment (3 minutes)
5. Action Item: Vote on Contract Extension for HCKM LLC dba Gerlock Towing Dispatch Contract (10 minutes)
6. Tow Coordinator Report (13 minutes)
  - Dispatch Software Contract Update
  - Contract Update: Upcoming Survey
  - Performance Metrics: Passes, tows completed
  - Tow Summary
7. Adjourn

# TOWING BOARD OF REVIEW MEETING MINUTES

Location: City Hall 1221 SW 4<sup>th</sup> Ave, Pettygrove Room

Date: March 20, 2019

Time: 1:30pm

## Attendance

A	Richard Helzer	A	Scott Bradley	P	Ae-young Lee
P	Lynette Brown	P	Michael Huggins	P	Michael Bouyear
P	Francis Cop	A	Eric Benson	P	Clark Tenney
A	Glenn Fullilove	P	Kimberely Patterson	P	Patrick Kramer

\*Attendance sheet used for other attendees

## Agenda Items

### 1. Call to Order

### 2. Approval of Agenda

Motion to Approve Agenda with moving Agenda item 5 to last: by Kramer

Seconded by Cop

Motion passed unanimously

### 3. Approval for March 29, 2019 meeting minutes

Motion to approve by Bouyear

Seconded by Huggins

**4. Public Comment**

No public comment

**5. Appeal of Keyth Howell Intent to Deny**

Kramer issued an Intent to Deny in response to a request by Sergeants Towing to have Keyth Howell perform work for the Contract. The Intent to Deny was because Mr. Howell's driving record does not meet contract minimum requirements. Jesse Copeland from Sergeants Towing is appealing this decision. 3 convictions, and 3 traffic crashes for a total of 6. Contract allows up to 3. The convictions/incidents were not on the same date. Discussion followed on why the rules are as stringent as they are. Towers' insurance companies will cover them, why won't City accept them? The City is indemnified by towers' insurance. Williams stated that the City is happy to consider changes to requirements in upcoming contract.

Motion to approve on probationary basis for one year. Barring traffic citations or other disqualifying factors, the probation would be lifted: Huggins

Seconded by: Ae Young Lee

Motion passed: 5 Yeas and 1 Nea

Vote Tally			
Board Member	Vote	Board Member	Vote
Ae Young	Y	Bouyear	Y
Huggins	Y	Hunter	Y
Cop	Y	Kramer	N

**6. Informational: Citywide Boards and Commissions Ordinance**

Guest Speaker: Ashley Tjaden, Advisory Body Management Analyst-City of Portland

Presentation slides provided to audience. Offered to email them as well. Tjaden was here to talk about citywide changes to Boards like this one. These changes came from the realization that the City was inconsistent on how they applied state law regarding public advisory bodies. This program is bringing consistency to all public advisory groups, maximize transparency, track performance of advisory bodies and bring clarity to what the obligations are of the advisory body members including disclosure of potential or actual conflicts of interest. Some key points discussed include:

- Conflict of Interest Disclosure: Board member must disclose any potential or actual conflict of interest
- Term length-now a maximum of 8 years.
- Decision making must be made in a public meeting
- Board members are considered public officials and are legally responsible for their actions pertaining to the Board.

**7. Tow Coordinator Report by Kramer**

a. Dispatch Software Contract Update:

Still planning on same thing as what you saw in the presentation when we were first choosing a vendor. The delays we are experiencing are related to finalizing a new Abandoned Auto Program features. This will have some great new features for the public who reports abandoned vehicles.

b. Performance Metrics: Passes, tows completed.

Kramer highlighted info on Tow Summary.

**8. Adjourn**

Motion to adjourn: Huggins

Seconded: Kramer

Motion passes unanimously

Minutes respectfully submitted by Patrick Kramer, Towing Coordinator.

DRAFT

# Tow Summary For 03/01/2019 - 03/31/2019 (All Agencies)(Multno)

Tower	Completed Tows By Type				Completed Tows By Class			Cancel /GOA	Passes By Class			Total Calls	Pass Percent		
	PR	PNP	PP	CR	AB	AB	Other		A	B	C			Other	
<b>AB</b> Sergeants Towing PA	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0.00%
<b>D2</b> A&B Towing & Recovery 2	87	20	0	2	0	107	2	0	43	3	0	0	3	155	1.94%
Retriever Towing	109	17	0	2	0	117	10	0	30	9	7	0	16	174	9.20%
Sergeants Towing 2	89	13	0	2	0	104	0	0	21	7	0	0	7	132	5.30%
<b>D4</b> 21st Century Towing	57	20	0	3	0	74	0	0	11	2	0	0	2	93	2.15%
Newhouse Towing 4	45	19	0	4	0	67	0	1	9	0	0	0	0	77	0.00%
Sergeants Towing	46	18	0	2	0	67	0	0	6	4	0	0	4	76	5.26%
<b>D5</b> 21st Century Towing 5	72	35	0	1	0	104	0	0	19	0	0	0	0	127	0.00%
Newhouse Towing 5	64	31	1	2	0	95	0	3	12	8	0	0	8	118	6.78%
Speeds/SuperTow 5	73	34	0	3	0	105	1	0	6	6	0	0	6	122	4.92%
<b>D6</b> Loop Hi-Way Towing	67	20	0	1	0	84	0	0	4	4	0	0	4	96	4.17%
<b>D7</b> 21st Century Towing 7	94	36	0	4	0	127	0	0	6	0	0	0	0	140	0.00%
A&B Towing & Recovery	88	32	0	2	0	118	0	0	10	6	0	0	3	141	6.38%
<b>D8</b> A&B Towing & Recovery	51	22	0	1	0	72	0	0	32	9	0	0	0	115	7.83%
Newhouse Towing 8	51	23	0	1	0	74	0	0	31	4	0	0	0	110	3.64%
Sergeants Towing 8	57	21	0	0	0	78	0	0	19	6	0	0	0	103	5.83%
Speed's/Supertow Towing	59	28	0	4	0	87	1	0	16	5	0	0	1	113	5.31%
<b>DA</b> Sergeants Towing	13	2	0	0	0	15	0	0	2	0	0	0	0	17	0.00%
Speeds Towing Abandon	18	4	0	0	0	21	0	1	0	0	0	0	0	22	0.00%
<b>DC</b> A & B Towing	1	1	0	4	0	0	0	7	3	1	0	0	0	10	10.00%
Gerlock Towing & Heavy	3	5	1	2	0	1	0	8	3	0	0	0	0	14	0.00%
<b>Total:</b>	1144	401	2	40	0	1517	14	16	284	74	7	0	4	1956	4.35%

Tow Types: PR = Police Request PNP = Private Non Preference PP = Private Preference CR = City Request

# Tow Summary For 03/01/2019 - 03/31/2019 (All Agencies)(Abando

Tower	Completed Tows By Type			Completed Tows By Class			Cancel /GOA	Passes By Class			Total Calls	Pass Percent			
	PR	PNP	PP	CR	AB	A		B	C	Other			Total		
<b>AB</b>															
Sergeants Towing PA	112	0	0	0	0	112	0	0	0	21	0	0	0	133	0.00%
Speeds Towing PA	106	0	0	0	0	105	0	0	1	36	0	0	0	142	0.00%
<b>D8</b>															
Sergeants Towing 8	1	0	0	0	0	1	0	0	0	0	0	0	0	1	0.00%
<b>DA</b>															
Sergeants Towing	1	0	0	0	0	1	0	0	0	0	0	0	0	1	0.00%
<b>DC</b>															
Gerlock Towing & Heavy	2	0	0	0	0	1	0	0	1	0	0	0	0	2	0.00%
<b>Total:</b>	222	0	0	0	0	220	0	0	2	57	0	0	0	279	0.00%