



Oregon

Tina Kotek, Governor

State Board of Towing
DMV HQ - 1905 Lana Ave, NE
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OREGON STATE BOARD OF TOWING Board Meeting Minutes October 1, 2024

Work Session Location:

Oregon DMV HQ
1905 Lana Avenue
Salem, OR 97314

Attending Board Member:

Kevin Baker
Chris Coughlin
Trent Hanson, Vice Chair
Lt. Jason Lindland
Gary McClellan
Chuck Riley, Chair
Jason Shaner

Board and DMV Staff:

Torey McCullough, Board Administrator

Absent:

Bruce Anderson, Chief Michael Iwai

Guests:

Dave Adams, DMV Vehicle Services; Dawn Callahan; Donny Callahan; Mike; Ray's Towing.

Meeting Called to Order:

Vice Chair Hanson called the meeting to order at 1:01 p.m.
Self-introductions were made.

Meeting Agenda:

Agenda approved by consensus.

Previous Meeting Minutes and Work Session Notes:

Mr. Riley moved to approve the following meeting minutes and work session notes

- June 11, 2024 meeting minutes

- June 25, 2024 work session notes
- July 23, 2024 work session notes
- August 20, 2024 work session notes

Mr. Shaner seconded the motion. Motion passed by Board consensus.

Reports:

Administrator Report

Ms. McCullough provided a summary of the Board Administrator Report. *Report included in Board Meeting Packet.*

The Board's two biggest accomplishments in the last quarter were:

1. Adoption of the Board's Private Property Impound (PPI) public policy.
2. Defining ORS 822.200 *operating an illegal tow business* so the Board can begin enforcing the statute under ORS 822.995.

Compliance Report

Ms. McCullough provided a summary of the Board Compliance Report. *Report included in Board Meeting Packet.*

3. The Board's compliance database is currently in a testing environment, and complaints received since January 2024 are being entered.
4. Ms. McCullough is completing training necessary before contracts can be issued to the contract investigators. More information will be provided to the Board members once training is complete.

Board Administrator Annual Evaluation:

1. The 2024 annual evaluation form will have a small number of questions at a high-level. The Board will look at incorporating additional questions and a deeper dive in the next few years.
2. Ms. McCullough will work with board members Baker and Coughlin to draft an evaluation form comprising of a series of questions with options for narrative responses.
3. The evaluation will be completed the Board members, DMV staff and OTTA (in its role as a collaborative partner).
4. Evaluations will be collected by Mr. Baker and distributed to all Board members to review during Executive Session of the October 29th meeting.
5. A formal performance evaluation will be conducted during Executive Session between the board members and the Board Administrator, with a summary of the Board's findings during Executive Session.

Board Public Policy to Administer ORS 822.200 (operating an illegal tow business)

The Board discussed the official public policy to administer ORS 822.200. The public policy was adopted after a roll call vote of attending board members conducted by Vice Chair Hanson.

The public policy is effective immediately. The Board will use the public policy to determine appropriate action as it reviews submitted complaints.

Board staff will begin an outreach and education campaign which will include:

1. Email sent to the Board's distribution lists.
2. Postcards mailed to the TW Business Certificate list (approximately 783 known tow companies based on DMV records)
3. Staff will contact Linda Beukens, DMV Program Manager to see if a "notice" can be included in the DMV renewal notices for those folks who are towing for compensation under a T or passenger plate.

Public Record Policy:

The Board has received its first public records request; while the Board is not the custodian of the records requested, the Board should develop a public policy that is more detailed than what is in the Board Bylaws.

A draft policy based on model rules will be available for review at the October Board meeting.

October 29, 2024 Annual Meeting Agenda Planning:

The day's events are:

- 10 - noon: Executive Session. The Board will discuss:
1. Board Administrator Annual Performance Evaluation
 2. Board's complaint database review
 3. Review of complaint documents not subject to public review.

Noon - 1:00: Lunch

- 1:00: Annual Meeting
Review of 2024
Collaborative Partner Guest Speakers
Work Session:
1. Identify short and long term goals
 2. 2025 calendar and objectives

Board Training:

1. November 19, 2024 has been reserved for:
 - A. A special meeting of the Board if required to complete business from the annual board meeting.
 - B. DAS/Workday required Board member training. Training can be completed remotely or in person.
2. The Governor's office is developing trainings for Board and commission members. Board members will be contacted by the Governor's team as those trainings become available.

Public Comment:

The floor was open to public comments; there were no public comments offered.

Adjourned:

There being no further business before the Board, Vice Chair Hanson adjourned the meeting at 1:37 p.m.

Documents Considered by the Board

- Agenda
- Previous Meeting Minutes
- Administrator Report and attachments
- Compliance Report
- Annual Performance Evaluation information
- Proposed policy packet: Administration of ORS 822.200
- Draft Agenda: October 29, 2024

Minutes prepared by Torey McCullough

Minutes APPROVED by Board vote: November 19, 2024