



# Oregon

Tina Kotek, Governor

**State Board of Towing**

1905 Lana Ave, NE

Salem, OR 97314

Email Address: [info@towboard.oregon.gov](mailto:info@towboard.oregon.gov)

Web Site: [www.oregon.gov/sbot](http://www.oregon.gov/sbot)

OREGON STATE BOARD OF TOWING  
NOTICE OF BOARD PUBLIC WORK SESSION and  
NOTICE OF PUBLIC COMMENT HEARING ON  
PROPOSED PUBLIC POLICY: PRIVATE PROPERTY IMPOUND

**Date & Time:**

**July 23, 2024**

**1:00 p.m. - 4:00 p.m., or upon completion of Board business**

**MEETING LOCATION:**

DMV Headquarters  
1905 Lana Ave., NE  
Salem, OR 97314

**Board Members:**

Chuck Riley (Chair)  
Trent Hanson (Vice Chair)  
Bruce Anderson  
Kevin Baker  
Chris Coughlin  
Chief Mike Iwai  
Lt. Jason Lindland  
Gary McClellan  
Jason Shaner

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## Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: **237 995 573 73**

Passcode: **yuCFtB**

Or Copy and Paste the following link in your web browser:

<https://www.oregon.gov/transparency/pages/public-meetings.aspx>

Meeting ID: **237 995 573 73**

Passcode: **yuCFtB**

**Or call in (audio only)**

Phone: **(971) 277-1965**

Phone Conference ID: **594 758 388#**

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**PURPOSE:** The purpose of the Work Session is:

- Board review and discussion of proposed PPI Public Policy.
- Public Comment and Testimony on proposed PPI Public Policy.

**CONTACT:** Torey McCullough, State Board of Towing - [info@towboard.oregon.gov](mailto:info@towboard.oregon.gov)

**TIMES AND ORDER:** The Special Board Meeting will commence at 1:00 p.m. on July 23, 2024 and end at approximately 4:00 p.m., or upon completion of agenda items.

Refer to the Meeting Agenda for topics.

**EXECUTIVE SESSION:** The Board may enter Executive Session shortly after commencement of the meeting to discuss matters on the agenda pursuant to ORS 192.660.

The nature of and authority for holding the Executive Session will be announced by the Board Chair prior to entering Executive Session.

**ACCESSIBILITY:** Any interested person may attend the public meeting. The Board meeting will be accessible to persons with disabilities. *Please Contact Oregon Relay at 1-800-735-2900 for TTY Services.*

The meeting is hosted by DMV at its headquarters in Salem, Oregon.

Due to room size limitations, in-person attendance is limited to the Board, Board Staff, and partners/advisors identified by the Board to have direct knowledge or experience with the matters being discussed in Executive Session.

There will be no limitations to remote attendance during public sessions of the Special Meeting.

**COPIES:** Copies of the Special Meeting materials will be available on the Board's website ([www.oregon.gov/sbot](http://www.oregon.gov/sbot)) by 3:00 p.m. on Monday, July 22, 2024.

**PUBLIC COMMENT:** Members of the public are invited and encouraged to attend public portions of ALL Board meetings.

Written statements or correspondence received by the Board by 3:00 p.m. on July 22, 2024, will be presented to the Board during the public comment session for review.

The Board will not hear testimony on open compliance cases during Executive Session, and will not engage in discussions or conversations on specific complaints reviewed during Executive Session.

**SUBMISSIONS:** Agenda request, written statements, correspondence, or requests for meeting materials may be submitted by email, mail, or physically delivered to the addresses above.



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**OREGON STATE BOARD OF TOWING**  
**Board Work Session and Public Policy Hearing**  
**July 23, 2024**  
**1:00 p.m. until est. 4:00 p.m.**

**Due to limited space, RSVP in-person attendance by July 15, 2024 is required.**

Written Comments and Testimony may be submitted at any time to:

Email: [info@towboard.oregon.gov](mailto:info@towboard.oregon.gov)

Subject: PUBLIC COMMENT –*Specific Policy or Topic*

Mail: State Board of Towing, ICO DMV HQ – Program Services,  
1905 Lana Avenue, NE, Salem, OR 97314

*Written comments received by 3:00 p.m. July 22, 2024 will be reviewed during the public comment session.*

AGENDA ITEM	PRESENTER
1. Call Meeting to Order	Chair
2. Welcome & Introductions ( <i>Board Member, Staff, Partners</i> )	All
3. Approve Agenda	Board
<b>Executive Session:</b> The Board may adjourn into Executive Session if required and pursuant to ORS 192.660 to (f) consider information or records that are exempt by law from public inspection. (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. Prior to entering into Executive Session, the nature of and authority for holding the Executive Session will be announced. <b>The Board will return to Public Session upon completion of the Executive Session discussion. No decision will be made in Executive Session.</b>	
4. Work Session	Board
A. Public Policy: Private Property Impounds - General	
B. Public Policy: PPI Attachment A – signature authority ref: ORS 98.854 (2) – (4)	
C. Public Policy: PPI Attachment B– signature authority ref: ORS 98.853 (1)(a)-(d)	
D. Public Policy: PPI Attachment C – Required photographs ref: ORS 98.853 (2)	
E. Public Policy: PPI Attachment D – Release of Tow ref: ORS 98.853 (3), 98.854 (14)	
F. Public Policy: PPI Attachment E – Monitoring/Patrolling ref: ORS 98.854 (8)	
G. ORS Discussions	
H. Initial Concept/Public Policy: Pre-Tow Law Enforcement Notice	
I. Initial Concept/Public Policy: Operating an illegal towing businesses ref: ORS 822.200	
5. Policy Development: Next Focus ( <i>time permitting</i> )	Board
6. Outreach and Resource materials and information ( <i>time permitting</i> )	
7. Prior to Adjournment:	
A. Review Work Assignments and Direction to Staff	
B. Discussion: Next Steps and Strategy	
C. Announcements	
D. Next Board Meetings – August 20; September	
8. Final Public Comments ( <i>time permitting</i> ) – <i>comments related to work session agenda</i> ( <i>Comments related to work session items, 2-3 minute time limit</i> )	
Adjourn Board Meeting - estimated	Chair

\*Board vote during the meeting may be either consensus or roll call vote, depending on the Agenda item for decision.

\*\*The Board, Board Staff, advisors/partners, and representatives of the news media (if present) may adjourn to Executive Session if required to discuss confidential information not subject to public disclosure. No decision will be made in Executive Session