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TOWING ADMINISTRATION ADVISORY COMMITTEE MEETING SUMMARY DRAFT FINAL
August 22, 2023 • 3:30 PM – 5:00 PM
Zoom Meeting Call

Subcommittee Members	Position	Affiliation	Present
Donny Callahan	Chair	Gerlock Towing	Yes
Steve Koester	Committee Member	Port of Portland	No
Amelia Brown	Committee Member	Portland Police Records	Yes
Francis Cop	Committee Member	Multnomah County Sheriff's Office	No
Ae Young Lee	Committee Member	Member-at-Large	Yes
Scott Bradley	Committee Member	Member-at-Large	Yes
Robert Riscoe	Vice-Chair	ODOT	Yes
Eric Chitoubol	Committee Member	City of Portland Fleet Services	Yes
Kerensa Mauck	Committee Member	Multnomah County Fleet Services	No
Todd DeWeese	Committee Member	Bureau of Emergency Communications	Yes
Devin Edwards	Towing Company	Speeds Super Tow	No
Clark Tenny	Towing Company	21 Century	Yes
Mark Williams	PBOT	Interim Parking and Regulatory Group Director, PBOT	No
Csilla Wischner	PBOT	Regulatory Division	Yes
Tim Moore	PBOT	Towing Administration	Yes
Matthew Erickson	PBOT	Regulatory Division	No
Glen Fullilove	City Attorney	City Attorney's Office	No
Tracy M. Smith	Facilitator	Inhance LLC	Yes
Camerina Galvan	Notetaker	Galvan Consulting LLC	Yes
Vacant	PBOT Parking Enforcement		N/A

Subcommittee Members	Position	Affiliation	Present
Vacant	Member-at-Large		N/A
Vacant	Member-at-Large		N/A

OTHER ATTENDEES: Paul Walters, Northwestern Towing; Micheal Coe, Retriever Towing.

WELCOME AND INTRODUCTIONS: TRACY M. SMITH, FACILITATOR

- Donny Callahan called the meeting to order at 3:34 PM.
- A quorum was met.

ANNOUNCEMENT FROM COMMITTEE MEMBERS: DONNY CALLAHAN, CHAIR

- No announcements.

APPROVAL OF 07/25/2023 MEETING SUMMARY AND ACTION ITEMS: DONNY CALLAHAN, CHAIR, AND CAMERINA GALVAN, NOTETAKER

- Tim Moore reported on Action Item 43. Nichelina Almirol-Robbins will send the scores from the Request for Proposal (RFP) soon.
- The last date of the current contract is September 30, 2023. The new contract will go into effect on October 1, 2023.
- Clark Tenny moved to approve the 07/25/2023 Meeting Summary. Eric Chitoubol seconded it.
 - Approved: Final draft July 25, 2023, Meeting Summary.

PUBLIC COMMENTS: DONNY CALLAHAN, CHAIR

- No public comment.

PBOT UPDATES: TIM MOORE, PBOT

- **Award of Contract:** PBOT has shared the potential award and drafted the contract. The next step is the signature phase. The contract will likely be ready this or next week.
- **OMBUDS Recommendations:** The new contract addresses the OMBUDS recommendation regarding collections. When a contract tow—not a private property impounds (PPI) tow—goes through the lien process and a tow is attempting to collect on any monies not taken care of through the sale or disposal of the vehicle, the tow company must post the lien and collection documents to AutoReturn. This avoids PBOT using a records request to access the documents in case of a complaint.
- **VIN Inspector:** Officer Curtis Brown is being trained. Clark Tenny and Paul Walters reported that Officer Brown had visited their yards. Officer Brown will contact other tow companies soon.

DISCUSSION: TOPIC SUBMISSION: MINIMUM EQUIPMENT STANDARDS FOR CLASS B & C TOW TRUCKS: DONNY CALLAHAN, CHAIR

- Tim Moore added minimum standards, boom ratings, and other language from the old contract that needed to be carried over into the new contract.

- PBOT is streamlining as much as possible due to capacity issues and will move towards an online certification process. Instead of having a person visit the lot, a tower will submit online information about the trucks and equipment, photos, and a document certifying the truck and equipment meet the qualifications of the contract.
- Material content in the contract can be updated. The intent of the language in the contract will only be changed if an amendment is needed.
- Training will be provided about the new items outlined in the contract.

DISCUSSION: TOPIC SUBMISSION: ADD CONDITIONS FOR ELECTRIC VEHICLE (EV) STORAGE TO THE CONTRACT: DONNY CALLAHAN, CHAIR

- Donny Callahan has not heard back from his other state contacts.
- This item will be discussed at the next meeting.

DISCUSSION: TOPIC SUBMISSION: RV IMPOUNDS AND DISPOSAL: PAUL WALTERS, NORTHWESTERN TOWING

- RV impounds and disposal language has been added to the contract. If a hazard tow arrives at a lot, the tow company will notify PBOT, who will develop a written agreement and, in most cases, approve the tow to guiles. The city will pay for the tow from the lot to guiles or RAPID, the re-tow, and the disposal. The city will not cover the tow cost from the street to the lot.
- PBOT receives an RV disposal request once or twice a month. Tim Moore feels that four requests a month will be the max with the policy change.
- Michael Coe asked about the city cost recovery fee on PPI, which increased from \$18 to \$38 to dispose of towed mobile homes. It didn't materialize for PPIs.
 - **ACTION ITEM:** Tim Moore will find the ordinance when the city service fee increased to \$38 and the usage of the funds.
- If the ordinance is not being followed, PBOT will adjust accordingly.
- Tim Moore will give an update at the next meeting.

DISCUSSION: TOPIC SUBMISSION: PPI RATE UPDATE: MICHEAL COE, RETRIEVER TOWING

- Michael Coe shared It's been five and a half years since the last PPI rate increase, and the code needs to be addressed and revised regularly.
- Michael Coe proposed the following changes:
 - The rate needs to be adjusted.
 - The four-hour storage grace fee needs to be eliminated.
 - The storage rate needs to be increased.
 - The lien fees should match the previous contract and impound rates.
 - The gate fees should be increased.
 - Towers shouldn't be responsible for calling a taxicab for a customer.
 - There must be an annual cost of living adjustment at least every two years.
 - The signage requirements need to be updated.

- Donny Callahan suggested starting a subcommittee to address rates and Michael Coe's topic submission after the contract is released.
 - Michael Coe would like to serve on the subcommittee.
 - Non-committee members can participate in the subcommittee but can not vote.
 - At the September 2023 Towing Administration Advisory Committee meeting, committee members will be asked to indicate they want to serve on the subcommittee.
- PBOT is revising the PPI rate language and signage. They are a small team with limited resources and have been focused on the contract. Once the contract is complete, then the team will shift gears to review the code.
- Tim Moore encourages everyone who does PPI towing or is interested in the industry to review the [Portland City code 7.24.040](#) and bring suggestions for improvement to the Towing Administration Advisory Committee.
- Tim Moore encourages the Towing Administration Advisory Committee to submit formal recommendations to the Bureau Director to maximize its impact.
- Scott Bradley suggested inviting a commissioner to the Towing Administration Advisory Committee Meetings.
 - **ACTION ITEM:** Tim Moore will invite a commissioner or a staffer to attend a future Towing Administration Advisory Committee meeting.
- This item will be discussed at the next meeting.

DISCUSSION: TOPIC SUBMISSION: AUTHORITY TO PATROL TOW UNDER PPI CODE: JAIME KING, PUBLIC MEMBER

- Jaime King was not present.
 - **ACTION ITEM:** Tracy M. Smith will contact Jaime King to invite them to the next Towing Administration Advisory Committee meeting.
- This item will be discussed at the next meeting.

THE MEETING WAS ADJOURNED AT 4:13 PM.

NEXT MEETING: The next meeting will be Tuesday, September 26, 2023, 3:30 PM – 5 PM.

Submitted by Camerina Galván, Notetaker, Galvan Consulting LLC.