

TOW BOARD MEETING

DATE: FEBRUARY 1, 2023

TIME: 1:00 P.M. – 3:00 P.M.

LOCATION: DMV HQ (1905 LANA AVE NE, SALEM)
ROOM 122; HYBRID BY MS TEAMS

MEMBERS

BRUCE ANDERSON; JASON SHANER; KEVIN BAKER; GARY MCCLELLAN; TRENT HANSON;
JASON LINDLAND; CHARLES (CHUCK) RILEY; CHRISTINA COUGHLIN

AGENDA

Time	Agenda Topics	Presenter
1:00	Introductions	All
1:05	Review and approve Minutes of last meeting	All
1:10	Board Administrator position <ul style="list-style-type: none">• Position Description• Full time versus part time	Chair
1:30	Board Members <ul style="list-style-type: none">• Filling Chief of Police Position	Chair
1:35	Board Rules	Chair
2:30	Board Finances	Chair
2:50	Next Steps <ul style="list-style-type: none">• Meeting Date• Agenda Topics	All

Agenda Build: Next meeting: Q2 2023

GUESTS: MIKE WAGNER, TOM HOLT, LINDA BEUCKENS (DMV), LINDSEY FREY (DMV), STEVE PALOMO (DMV),
ANDREA MCCAUSLAND (DMV)

TOW BOARD

Wednesday, February 1, 2023
 1:00 pm – 3:00 pm
 DMV Conference Room 122

Board Members: Chuck Riley (Chair), Trent Hanson (Vice-Chair), Bruce Anderson, Kevin Baker, Christina Coughlin, Jason Lindland, Gary McClellan, Jason Shaner

Guests: Mike Wagner, Tom Holt, Linda Beuckens (DMV), Lindsey Frey (DMV), Steve Palomo (DMV), Emily Nelson (DMV)

Previous Meeting Minutes

RILEY

- 10/27/2022 Tow Board Meeting Minutes approved

Board Administrator Position

ALL

- Chuck Riley met with the Attorney General to discuss the volume of calls received about towing and to get a recommendation on the Administrator Position.
- DOJ received over 400 calls last year about towing.
- The Attorney General recommended a full-time administrator.
- The board discussed the position and the Operations & Policy Analyst 2 (OPA2) classification.
- Christina Coughlin volunteered to help with the preparation of the recruitment for the Administrator position.
- Board voted and approved the Administrator Position to be full-time.
- Board voted and approved the general position description and classification level of OPA2.

Board Members

ALL

- Board still needs to fill the Chief of Police position.
- There have been some viable candidates to fill the position, but they decided that their schedules didn't permit Board membership.
- Chuck Riley is going to reach out to a few Chiefs of Police to see if they would be interested.

Board Rules

ALL

- Board discussed how the Board Administrator would help in setting up the Board Rules.
- Chuck Riley stated that he spoke with DOJ, and they have agreed to help in the rule making process.

Board Finances

ALL

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| | <ul style="list-style-type: none">• Discussed different options for the board to financially support themselves. One option was to charge a flat per truck fee.• Board agreed more research was needed on how other tow boards financially support themselves.• Jason and Bruce volunteered to reach out to Buffy, a former member of the Montana Tow Board, to get information on finances. |
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Next Steps**ALL**

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| | <ul style="list-style-type: none">• Next meeting will be on March 7th. |
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