

TOW BOARD START-UP MEETING

DATE: OCTOBER 27, 2022

TIME: 9:00 A.M. – 11:00 A.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
9:00	Introductions	All
9:15	Vision for the Board	Members
9:30	Overview of SB 300	Mary Liedtke (DMV)
9:45	Elect a Chair and Vice-Chair	All
10:00	Discuss Board Administrator position	Chair
10:30	Work Plan <ul style="list-style-type: none">• Rulemaking• Fees• Other	Chair
10:55	Next Steps / Next meeting	All

Agenda Build: Next meeting: January, 2023

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

10/27/22 Tow Board Meeting Notes

Members Present: Jason Shaner, Kevin Baker, Gary McClellan, Trent Hanson, Jason Lindland, Chuck Riley, Chris Coughlin Absent: Bruce Anderson

Guests: Mike Wagner, Tom Holt, Amy Joyce (DMV), Linda Beuckens (DMV), Mary Liedtke (DMV), Steve Palomo (DMV), Andrea McCausland (DMV)

Board Vision

- Currently, there is no place for consumers to lodge tow complaints. This gives consumers a place where they can be heard.
- It should be modeled after the Montana Tow Board
- Penalties to towers might include monetary fines (up to \$25,000) and cancelling their TW plates

Board Organization

- Board elected Chuck Riley as the Board Chairperson
- Board elected Trent Hanson as the Board Vice-Chairperson
- Board is still missing one member – a Chief of Police
- Section 3, Subsection (4) of the bill states that no more than two members who are towers may vote on any matter. The Chairperson will assign this rotation.
- Subsection (5) states that the Board has to meet at least once a quarter at a time and place determined by the Board. These meetings must be published (give Public Notice) and recorded by law.

Finances

- Board (via ODOT) was given \$298,451 in start-up costs by the 21 Legislature
- The Board must pay this amount back to ODOT
- Board/ODOT was given 2 positions, an OPA2 and a CS2 (part of the \$298,451 funds) by the 21 Legislature
- Section 4 of the bill requires the Board to hire a Board Administrator. This position is in unclassified service under ORS chapter 240 and the Board shall fix their salary
- Section 6 of the bill discusses the State Board of Towing Account.
- Section 9 of the bill allows the Board to impose a fee on any person holding or applying for a towing business certificate.
- DMV issued 2,178 tow certificates in 2019
- Board has some concerns about raising enough revenue for on-going costs

*Note: DMV will put the Board in touch with an ODOT, Finance representative (Andrea McCausland) for assistance with making revenue decisions.

Board Administrator

- Board will need to determine whether they want to hire a part-time or a full-time Board Administrator
- Qualifications:
 - Should be an Administrator, not an Investigator
 - Good communicator – can field complaints
 - Schedules Board meetings
 - Write Administrative Rules
 - Develop/document Board processes
 - It would be desirable (but not mandatory) that they have tow industry experience
 - Ability to research (issues such as abandoned RVs)
- Does not require a position description to hire
- Can accept recommendations from Board Members

*Note: DMV will put the Board in touch with an ODOT, Human Resource representative for assistance with hiring processes

Next Steps

- Mike and Tom will continue to attend meetings as advisers
- Mike will procure Tow Board rules from Montana
- Tom will procure Tow Board rules from Washington
- Board will look at Construction Contractors Board rules
- DMV will send Board Administrator (next steps) information to Board once we hear back from ODOT, HR

Next Meeting

Jan, Feb or Mar 2023 (Q1)