
Oregon State Board of Towing



Administrator's Report

To: Oregon State Board of Towing Board Members

From: Torey McCullough, Board Administrator

Date: June 9, 2026

1. Financial Report:

Not yet received by DMV fiscal services.

2. Tow Business Certificates by the numbers:

June 1, 2026:

2115 Total TW Plates
814 Unique Business Names
754 Unique Business Addresses
830 Unique Names & Addresses

June 1, 2025:

2074 TW Plates
801 Unique Names
753 Unique Addresses
821 Unique Names & Addresses

3. Board member updates

- Position 6, OSP Tow Program – due for reappointment
- Board leadership elections: July 1, 2026 – June 30, 2027
- Housekeeping item: Board discussion of leadership roles, positions, board member roles for 2026-27.

4. Updates

Outreach:

The Oregon State Board of Towing is responsible for protection of the safety and well-being of the public through the regulation of the towing industry by administering and enforcing the laws and rules of the State of Oregon, setting professional standards and expectations of the towing industry, and ensuring fairness and continuity of towing services provided by Oregon's towing industry.

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- The “policy and advisory group” email has been consolidated into the SBOT mailing list serve. The upkeep of the “policy and advisory group” email was overwhelmingly.
 - The Tower email list currently has addresses for approximately 230 tow companies.

Updates to FileVine: Demonstration

- Beginning the next Board meeting, there should be only one login link for Board members to access documents.
- Complainants and Towers may upload supporting documents securely to case file.

As the Towing Board’s work in compliance education and enforcement has increased, the number of gray areas, inconsistencies and differences in messaging with statutes and existing processes, including (but not limited to) the tow business certificate/vehicle registration requirements, possessory lien forms, determination of financial liability of an impounded vehicle, compliance enforcement and consistency with existing laws and administrative rules and program regulations, lien processing oversight.

The Board continues to work with law enforcement, state and local agencies, and organizations in consistency and messaging.

5. Current Projects

1. Drafting Proposed Administrative Rules – adoption of related ORSs and OARs from other agencies for clarity in Board laws and jurisdiction.
2. Public Records Requests and Fees. Adoption of DAS fee requirements.
3. Adaptive updates to the 2024 PPI policies to reflect changes in statutes, adoption of rules, and findings of the Board in the complaint review process.
4. ORS 98.859 and ORS 822.230 as requested by Chair Riley to discuss and update the Board’s processes for complaints with local jurisdiction authority.
5. Update complaint process, roadmap, and approve one-page handouts and fliers to educate and communicate with the public, towers, partners, and other parties.
6. Lien and lien processing – identifying responsibilities, expectations and compliance with legal requirements.

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7. Vehicle Inventory – follow up to 2025 annual meeting conversation addressing ORS 98.854 A tower may not: (11) Hold a towed motor vehicle for more than 24 hours without:
(a) Taking an inventory of all personal property in the motor vehicle that is visible from the exterior of the motor vehicle; and (b) Holding the personal property in the motor vehicle in a secure manner.
 8. Position descriptions. Board membership positions and Board staff. Create recruitment flyers and application questionnaires for future board vacancies.
 9. Draft organizational chart for roles and statutory authority and responsibilities of agencies, tower, property owner and vehicle owner; possible “bill of rights” outlining expectations and considerations for the vehicle owner, property owner, and tower in towing events as provided in Oregon’s statutes.
 10. Update website, forms, and documentation.

Upcoming Events:

- Office Closures:
Tuesdays and Thursday: Field Work and Investigations
June 19, 2026: State Offices Closed for Juneteenth Observance
July 3, 2026: State Offices Closed for Independence Day Observance
- OTTA:
Quarterly Meeting: June 27, 2026 – Bend, Oregon

Oregon State Board of Towing Leadership Committee – General Expectations

These guidelines describe the general expectations of Board leadership. There are no official position descriptions adopted by the Board.

About the Board:

The Board is established under **ORS 822.250** with the following Board member positions appointed by the Governor:

- Position 1: Tower from a city with population greater than 100,000
- Position 2: Tower from a city with population less than 100,000
- Position 3: Tower with specialized knowledge in towing equipment and vehicles with a GVWR of more than 44,000 pounds
- Position 4: Tower with specialized knowledge in towing equipment and vehicles with a GVWR of 26,000 pounds or less
- Position 5: A member of the insurance industry with knowledge of insurance requirements of the towing industry
- Position 6: A member of the Oregon State Police Tow Program
- Position 7: A Chief of Police or County Sheriff
- Position 8: A member of the public
- Position 9: A Consumer Advocate

Qualifications and Application Information may be found here:

<https://www.oregon.gov/sbot/Pages/About-the-State-Board-of-Towing.aspx>

Member Emeritus

In recognition of the leadership and dedication of the Board Members, any voting board member who no longer meets the requirements of an appointed Board position may serve the Board as a Member Emeritus.

Board Leadership

ORS 822.255 Chair and vice chair

(1) The State Board of Towing shall select one of its members as chairperson and another as vice chairperson, for terms and with duties and powers necessary for the performance of the functions of the offices as the board determines.

Board Chair

The Chair provides leadership to the Board and helps ensure the Board fulfills its statutory responsibilities and public protection mission.

Key Responsibilities

Leadership and Governance

- Provides leadership and direction to support the Board's mission, strategic priorities, and statutory responsibilities.
- Promotes effective governance, accountability, and productive Board engagement.

Meeting Facilitation

- Presides over Board meetings and work sessions.
- Ensures meetings and work sessions are organized and focused on Board priorities.
- Encourages participation and respectful discussion among Board members.

Board Administration

- Works with Board leadership and staff to establish meeting agendas, priorities, and work plans.

Committee Oversight

- Recommends committee assignments and oversees committee activities as directed by the Board.
- Reviews committee work products and reports prior to Board consideration.

External Relations

- Represents the Board with stakeholders, government agencies, legislators, industry partners, and the public, as assigned by the Board.
 - Supports development of collaborative partnerships and legislative initiatives.
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Board Vice Chair

The Vice Chair supports the Chair and assumes the Chair's duties when the Chair is unavailable.

Key Responsibilities

Support and Collaboration

- Assists the Chair in carrying out Board responsibilities.

- Remains informed on Board matters to provide leadership continuity.

Acting Chair

- Presides over meetings and performs Chair duties in the Chair's absence.
- Assumes the position of Chair upon a vacancy until the Board conducts its next leadership election.

Special Assignments

- Leads or supports committees, projects, and initiatives as assigned by the Board or Chair.
- Assists with stakeholder engagement and legislative activities as needed.

Immediate Past Chair

As long as the Immediate Chair remains a voting member the Board, the Immediate Past Chair serves

- In an advisory capacity, providing continuity, mentorship, and institutional knowledge to support effective Board leadership transitions.
- Serves on committees or special projects as requested by the Board or Chair.
- Serves on the Board's Executive Committee.

Leadership Meetings

At the discretion of the Chair, board leadership will meet with the Board Administrator to:

- Identify priorities and coordinate Board business.
- Address emergency issues or concerns.
- Review and approve board meeting agendas and requests.

At least one member of the Board leadership team will attend a monthly meeting with the Board Administrator and DMV fiscal services.

Leadership team is responsible for coordinating annual performance reviews of Board Administrator and other personnel matters with the Board.