

## Tow and Recovery Advisory Board Meeting Minutes

Warrenton Police Department

September 14, 2016

Board Members Present: Aaron Conner, Ron Stanley, 1<sup>st</sup> Sgt. Charlie Crummett- VSP, Steve Wright, Lt. Ray Prudhum- VSP, Dave Foster

Other Attendees: Tracy Gallehr- Deputy County Attorney, Lt. Andy Marshall- FCSO, Lt. Michael Zeets- FCSO, Sgt. Chris Myers- FCSO, Lt. Col. Wilcox- FCSO, Joell Kight- FCSO, Sgt. Steve Lewis- FCSO, Russell (Rusty) Crowe, Kim Walkup- FCSO

Lt. Prudhum opened the meeting at 6:00 pm. He advised that training on FOIA and Conflict of Interest, packets including agenda and draft minutes from June 22, 2016 and allowed time for the Board to review. Lt. Prudhum highlighted the draft minutes. Neil Stribling motioned approval of the minutes, Dave seconded.

Public Time was opened with no speakers.

FOIA Request and Conflict of Interest Training was presented to Board Members by Deputy County Attorney which included copies of Code of Virginia Title 2.2 Administration of Government Chapter 37 Virginia Freedom of Information Act and Title 2.2 Administration of Government Chapter 31. Tracy also covered illegal meetings and closed meetings

Tracy Gallehr reviewed the Tow Board member appointments and explained how the Tow Board positions were set up, all Tow Board positions are appointed at large.

The Board discussed the transport of passengers, Tracy Gallehr informed towers are not obligated to transport people, Tracy Gallehr addressed that from political standpoint can't leave people on the side of the road. Lt. Col. Wilcox will come up with a protocol. Lt. Prudhum advised if a tower is waived off because they don't have the way to transport then they will not lose their place on the list. Prudhum will address the protocol at the next tow meeting. Steve Wright is willing to work with anyone not to put anyone in jeopardy. Aaron Conner asked if they can call another truck to take passengers. Prudhum is going to defer until he hears from patrol on their internal protocol. Further discussion on the transport of people.

Work Session:

Lt. Prudhum introduced Lt. Zeets and Communications Mgr. Joell Kight and summarized work session items.

Joell Kight showed CAD Mapping and Rotation through the projector to all present.

Zeets discussed the tow inventory sheet was still policy to fill on out impound sheet, he showed copy of impound form and the form is supposed to be done anytime the person does not go with the car. Zeets explained the form and specified a copy should be given to the tower. If deputies are not doing it they are supposed to be and he will address with patrol. Prudhum spoke on behalf of the tow board in regards to lack of consistency when filled out. Zeets advised they might not have been getting copies due to it being done on MDT which they cannot print. Patrol is supposed to relay to communications

the tag #, owners request or next request, type of vehicle, heavy duty if trailer what it is hauling, if off roadway and any other information.

Zeets spoke in regards to the owners request tow form and informed that he spoke to Lt. Marshall who does not know why it is not being done. If it is owners request the deputy needs to put over the air, noted in CAD and he would like to have form changed in ordinance, suggestion is to modify the inventory form to have a block on it for owners request and have them sign it. Wright doesn't think that they need to do that just write owners request and operators signature. Neil said whatever it takes to protect what is right is right. Zeets will address with patrol. Prudhum would like to bring Zeets back to next meeting to see what you did with patrol.

Lt. Zeets asked about the radio channel asked how it is going. Ron Stanley advised no one knew they had radios. Zeets will address for patrol.

Joell Kight showed through projector the Computer Aided Dispatch system and how they assign tow companies. She advised that this is training environment not actual list that they are using. Zeets asked if owners request was searchable to see if there is more on one side than the other from a ratio of owners request and rotation. Joell showed tow map in regards to tow zones and discussed with Board Member Stribling. Board Member Wright would like GIS to attend meeting in December in regards to changes we can make.

Lt. Prudhum is deferring window tint, application renewal process to December.

Tow list activity report Prudhum has reviewed the breakdown for August and defer to December and will make a copy so that everyone can see.

Aaron Conner asked a question in regards to if a heavy duty call is requested and the tow company does not utilize the heavy duty and informs the deputy that they did not utilize the heavy duty what happens with the tow company heavy duty status. Prudhum confirmed that they were placed back on top of the list on a call where this occurred and said everything communicated is Patrol.

Next meeting scheduled for Wednesday, December 7 at 6:00 pm., try to have same place.

Motion to adjourn made by Board Member Wright and seconded by Board Member Stribling.

Meeting adjourned 7:24 pm.