

**Board of Towing and Recovery Operators  
Executive Advisory Committee**

**January 27, 2010, 9:00 a.m.  
Virginia Dept. of State Police  
7700 Midlothian Turnpike  
Richmond, VA 23235  
Police Academy Rm. 219**

**Draft Minutes**

**Members Present:**

Colonel Steve Flaherty – Chairman  
Woody Herring  
Charles Brown  
Randy Seibert  
Gary Teter

**Staff Present:**

Marc Copeland  
Barbara Drudge  
Kara Corso

**Meeting Called to Order:**

The meeting was called to order at 9:06 a.m.

**Public Comment:**

Roy Boswell expressed his concerns for the cost of the online renewal process and his hopes that System Automation can explain in more detail what the Board would be paying for. Jack Ottensoser of System Automation stated that the proposal for the online renewal process is at a fixed price.

Ken Mitchell inquired about the “state of deliverables”, and expressed his concern for BTRO making a final payment before knowing that the online renewal process system works. Mr. Ottensoser stated that the final payment is after assurance that the system works, and that the payment is expected in thirds.

**Discussion of Renewal Process:**

Jack Ottensoser, of System Automation, responded to concerns expressed by the Committee on the proposed statement of work for the online renewal process.

The Executive Advisory Committee discussed the statement of work for the online renewal process presented by System Automation and evaluated the risks involved in going with that process.

Chairman Flaherty requested a motion to make a recommendation on whether to use the manual renewal process versus the online renewal process. Mr. Seibert moved to not accept the online renewal process proposal from System Automation and Mr. Herring seconded that motion. All were in favor.

Mr. Brown moved to explore a more detailed process of procurement for the online renewal and the manual renewal processes. Mr. Seibert seconded that motion and all were in favor.

**Additional Public Comment:**

There was no further public comment.

**Other Business:** - No other business before the committee.

Mr. Seibert moved for adjournment and Mr. Herring seconded that motion. All were in favor.

The meeting adjourned at 10:00 a.m.