

## **MVAC MINUTES – FEBRUARY 8, 2006**

The meeting was held on February 8, 2006 at the Community College of Denver. Art Hale started the meeting at 9:06 am.

In Attendance: Beth Ann Wieder – CDOT, Deann Valadez – DOR Lottery, Michael Stadler – DOHE UNC, Julia Rodriguez – DOH, Barb Crawford – DOW, Linda Sumrall – DOR Lottery, Ronni Hunter, DOR Gaming, Karen Neuschwanger – CDOT, Janine Higgins – DOHE School of Mines, Markie Studwell – RISK, Duane Whitfield – RISK, Kyle Shelton – CSP, Dennis Padilla – CSP, Karen Griggs – CSP, Nestor Lujan – DOR, Emily Dorman – DONR Parks, Dave Monson – DOC, Don Thordsen – DPA Mail Services, representing State Fleet – Art Hale, Sonny Otero, Bob Giovanni and Terry Sisneros.

Introductions were made around the room.

### **Risk Management** - Duane and Markie

- The Advisor (handout) on Personal Vehicles Used for State Business.
- RISK is working on the FAQ document on their website. It has been brought to their attention it is somewhat confusing. They will be sending out a draft to get feedback on. Art has asked them to send this to Shelly and she will forward it.
- Markie would like to get an estimate on the number of vehicles taken out of state each year. They may be able to get the premiums down depending on the numbers. RISK needs to talk with DOHE they may have several that are taken out of state each year.
- Personal Vehicle Use – personal vehicles are not covered by the State Liability Fund or in Statute. When driving a personal vehicle for State business you must rely on your own insurance. This could increase an individual's insurance rate. If you drive more than incidental, notify your insurance company that you are using your vehicle for business. Some insurance companies may cancel your policy. The business rate could be very costly. Workers Comp will still cover the employee. If the employee is not at fault Risk will subrogate against the other driver.
- Art Hale – the proposed legislative rate of return for mileage is proposed to go up 75% (\$.34), 80% (\$.36) then 90% (\$.40) over a three year period.
- DOH pays the difference on business insurance for employees using their own vehicles.
- Markie – Risk is putting together a pilot group for safety training on 15 passenger vans, defensive driving, etc. They are asking for volunteers to participate. State Risk has videos for driving and will provide training. DOR Lottery is interested in the Driver Training Program. Ryder has DOT approved driver training, could possibly pilot and use.

### **Presentation**

Sonar Safety Alert Systems – Vonda Wheeler Kaesbauer

- Questions – Is the system hard wired? Yes it is wired not radio. Do you have local suppliers? No, they have mobile installers.
- DOR Lottery – brought a van with the Hindsight set up. The beeping is on the inside of the vehicle not the outside.

### **Safety Matters** – Bob Giovanni SFM

- OSHA handout for drivers on rules and laws.
- Accidents are up approximately 50%. State fault accidents are up and are costing more, due to the fact some are on the newer vehicles. Repair costs are approximately \$8000 - \$11,000 per vehicle. This is showing on the P & L report. The majority of accidents are driver error, rollovers and driving too fast for weather conditions. Dave Monson suggested that Fleet enforce a deductible for at fault accidents. Fleet is in favor of this. It was asked if Fleet can enforce this or if it needs to be a legislative action.
- Art Hale – Fleet is pursuing working with DOR to generate reports like Drivers Records, confirm Drivers License is valid to minimize the risk to the State.
- It was suggested that the Commute Form have a place to verify the Drivers License.
- Bob Giovanni – will start bringing pictures and stories to the MVAC on various accidents.
- Annual accident expenses run approximately \$330,000, this covers vandalism also.
- Linda Sumrall asked how far back a person should be from the steering wheel because of the airbags. A person should be as far back as they can and still reach the pedals. Use a 4/8 had position on the steering wheel and no overhand turning. If the air bag deploys this could catch your hand.

### **Pending Legislation (Biodiesel-Ethanol)** – Art Hale

- Variable Rate – the variable rate went up 18% and will remain the same unless there is a drop in fuel. The JBC gave 80% of the requested supplemental.
- Alternate Fuel Bill 06-016 Biodiesel Bill – run 20% biodiesel blend in state vehicles ¾ ton and less. SFM has 10 vehicles that fit this description at the moment. It was suggested that SFM look at the warranties if it uses biodiesel in these vehicles.
- Senate Bill 06-015 Centralize Fleet – this bill would include 1-ton vehicles (weigh 1 ton) in Fleet. Reclassify State Fleet with the exception of CDOT. Need to change the language to read, “rated 1-ton”. This would add approximately 1000 vehicle to Fleet.
- Senate Bill 06-038 Ethanol Bill – 5% by volume into State vehicles. Fleet will go up every year. There are 400 E85 vehicles in Fleet and use approximately 1000 gal/year.
- Bill to change light duty diesel emissions to every 2 years instead of every year.

### **Fleet Project Updates** - Art Hale

- Fleet Commander – the motor pool online reservation pilot program is being used this week by 1 participant. See Art or Sonny for more information.
- Oil Sampling Program – Fleet will receive the sample kits on 2/10/06. They will be replaced in the vehicles as they are used.

- Purchasing – SFM is working on an agreement with Ryder for bulk purchasing of filters. The pricing structure for fuel filters will be sent out by email to the shops. All vendors who repair State vehicles would be able to purchase from this agreement for State and vendor use. The filters are being sold at a considerable discount.
- Intra State Shop Agreements – if any agencies would like to have their shops repair SFM vehicles, please let Art know. CSP has opened their shop to repair SFM vehicles, \$46.00/hour. Bob G. asked if CSP's tow truck is available for tows? It is available if they have an operator, but only for tows from the office to their shop, not for highway breakdowns.

**PM's, CARS Training, Oil Sample, Purchasing, CSP Service** – Sonny Otero

- The PM module may be out in the next CARS update.
- CARS Training – the February 06 class has been cancelled
- Oil sample kits – the first kits will be placed in vehicles that are overdue on their PM's. They will be replaced when used for the life of the vehicle. Results will be available from the lab within 24 hours. The kits will be placed in the FY06 vehicles. It was asked if the oil sampling would be worth the cost. SFM can predict the lifecycle of equipment and forecast replacement of the vehicles. It will also help SFM justify the retention time on vehicles.
- The CSP garage is open for fleet business. Please call Dennis Padilla for directions at 303-273-1666. The map that was emailed out was incorrect.

New vehicle registration reports will be mailed to vehicle coordinators the week of 2/13/06.

The meeting was adjourned at 10:35 am.