

MVAC MINUTES – JANUARY 10, 2007

The meeting was held on January 10, 2007 at Division of Wildlife. Art Hale started the meeting at 9:10 am.

In attendance: Barb Crawford-DOW, Barb Garcia-DOHE METRO, Bruce Burgess-DOHE AURARIA, Amy Abalos-OEMC, Kourtnie Harris-OEMC, Ray Nelson-DOIT TELECOM, Ronni Hunter-DOR GAMING, Michael Stadler-DOHE UNC, Fred Trujillo-DOL, Patti Torres-DOLE, Deann Valadez-LOTTERY, Kyle Shelton-CSP, Carol Hoisington-CDOT, Karen Neuschwanger-CDOT, Douglas Herr-DOC, Kathy Baum-DOC, Emily Dorman-DONR PARKS, Kelley Waite-DHS, representing State Fleet-Art Hale, Ron Clatterbuck, Sonny Otero, Bob Giovanni and Claudia Stevens

Introductions were made around the room.

E85 Status-maps and info sheets – Art

Kourtnie Harris will be taking over the new Governors E85 Committee. Art brought maps and info sheets for anyone that needs them. They are looking at assisting with build-out of 20-30 potential new E85 sites around the state. Sounds like the new Governor will be behind the E85 coalition. Ellie and Sean will have some training with the new alternative fuel vehicles such as the CNGs, E85, Electric, and Electric Hybrids. If the departments are not sure if one of these vehicles will meet their needs they can rent one through the motor pool and try one out. E85 has a 15% reduction in fuel efficiency but not a noticeable power loss. Bio-diesel burns cleaner, has a nominal MPG variance, and also does not have a noticeable power loss.

SB06-015 Vehicles – Ron

If there are any more SB06-015 oversized vehicles previously unaccounted for send to Ron ASAP. All fuel cards have been sent out. Make sure to distribute the fuel cards to the people in the field. We have been getting a lot of calls from the users who are not aware what the new fuel cards for. Please advise them to immediately start using the fuel card and destroy or turn-in the old card. If they are not using the fuel cards or reporting the maintenance on these vehicles to SFM this could hurt the agency when it comes to future appropriation of funds. Please advise your personnel to get prior approval for repairs from the Authorizations Call Center at 800-356-3846 or 303-866-5566. Be sure to get a PO# prior to repairs being done to avoid any unauthorized repairs. SFM needs to capture this data so the agency will not be shorted on future appropriations. We are currently doing pass through billing on these vehicles. You need to let your billing people know we want them to send SFM the bills for fuel and maintenance. SFM will pay the vendor and then bill it back to the agency. Please have your billing personnel contact Renee Covard at 303-866-5483 if they have any questions. We need to capture this data on these vehicles so we can establish accurate rates in the future.

Replacements on SB06-015 vehicles- Ron

At this time SFM does not have the spending authority to replace these vehicles. In the near future SFM will establish a replacement procedure much like the one that exists for the under 1ton vehicles. Agencies who will be replacing some of these vehicles this year will have to pay for the vehicles up front like they have in the past and then submit the vehicle information to SFM to be enrolled & assigned. Please advise SFM if you are replacing SB06-015 oversize vehicles so that we are aware of the situation.

Vehicle attachments and attachment transfers – Ron

Please let Terry Sisneros or Dave Russell know when attachments are moved from one vehicle to another. It is very important for us to keep track of these assets when the vehicle is sold or equipment is transferred.

New Vehicle ordering update – Ron

Terry Sisneros will be sending out the Final Order Sheets on January 31. You need to review these right away and be sure everything is correct and let Terry know if anything needs to be changed. We need a quick seven (7) day turn around on this information. If everything is correct send Terry an e-mail saying you have reviewed the sheet and everything is accurate.

In the same packet of information Terry will send out the New Vehicle Registration Report that asks for the correct billing codes for both the fixed and variable, the physical address of the vehicle, and the utilization code. We need another quick turn around on these. We will need these back by Feb 20th, 2007. Terry or Ron can send a sheet with the utilization codes to any of the agencies who need them. If you are ordering any busettes or ADA compliant vans or trucks with special equipment submit you spec's to Terry by February 16th, 2007.

Vehicle Turn in Procedures – Claudia

There are several vehicles that were scheduled to be turned-in by 12-31-06 that have not been turned into SFM. Please turn those vehicles in ASAP.

We are fast approaching our busiest time of year so we thought we would go over the vehicle turn-in procedures. By following the vehicle turn-in procedures it will assist the SFM staff in evaluating & reassigning the vehicles for seasonal use or disposal.

1. Turn in vehicles are accepted Monday – Friday 8:00am to 4:30pm.
2. Remove all 2-way radios, cell phones and hands free equipment, security cages, law enforcement lighting or any other special equipment. The agency is responsible for destroying official law enforcement Red & Blue light bars. The agency & officer will be responsible for this.
3. Remove all decals or emblems from the vehicle. If we have to send the vehicle to an auto shop to have the decals removed this charge will be passed to the agency. Remove undercover plates and install the State plates on the vehicle. You must have the State plates on the vehicle and the current registration to turn in. The outside of the vehicle should be reasonably clean or washed before turning in.
4. If the vehicle is in an enhanced emission area, please get an emissions test if the test is over 9 months old. Bring the original vehicle inspection report when

- turning the vehicle in. If you are not in the enhanced emission area you are not required to get an emissions test. However, if your people have time we sure would appreciate if they could get the emission test locally in Denver.
5. Vehicles should be cleaned out; remove all personal items, trash, cans, paper, etc. and vacuum the vehicle before you turn it in. Vehicle should have at least ¼ tank of gas.
 6. When you arrive at Fleet Management; park vehicle in any available space in the public parking lot. Record the odometer reading, gather up all keys, credit card and the blue packet with the current registration and go to Room A18.
 7. At the front desk; fill out the vehicle turn in sheet with the odometer reading and vehicle description. Identify any known or suspected problems that the turn in vehicle might have.
 8. Vehicle Coordinators should verify if the loan obligation for the turn-in vehicle has been met, if not your agency will be billed for the remaining balance.

On law enforcement vehicles you don't have to remove the illegal tint on the windows.

Safety Matters – Risk Mgmt – Bob & Duane

Duane brought some handouts of tools that the safety committee has developed to help the agencies regarding safety.

1. Accident Report – an example of an accident report that was faxed in and was very illegible. Duane asked that you please make the form legible. It can also be scanned and e-mailed instead of faxed but follow up with a hard copy
2. Volunteer Acknowledgement Form – The agency should have a volunteer sign this form before driving any state vehicle which advises them that the State's liability cover attaches to the driver but workers compensation does not apply. The agency can tailor this form to their needs and they may also want to run it by their legal staff.
3. Ride-Along – If an agency is having multiple accidents (3 to 4) with a certain employee a ride along can be arranged and the check sheet can be used to help identify the possible problem. This can be used as a tool for disciplinary action.
4. Vehicle Accident Cost – 6 month mark – This is a visual of the amount of liability the State is paying out per agency. Year to date for the fiscal year in liability is \$307,669. Also the equipment repairs from Fleet year to date for this fiscal year is \$354,477. The safety committee is using this to try and target where they can improve and reduce some of these costs.
5. Driver Risk Indexing – This tool may be used to evaluate the level of risk associated with employees whose job functions require them to drive on state business. This was taken from the state of Oregon and can be a useful tool for Colorado.
6. Colorado State Fleet Safety Committee Policy – The committee has committed to the following 5 items.
 1. Developing vehicle safety initiatives which protect the state's human and material assets to include, but not limited to, the following specific areas:

- employee training, vehicle maintenance and upkeep, and vehicle safety products.
2. Developing vehicle safety policies that protect the state's human and material assets to include, but not limited to, the following specific areas: driver safety, equipment safety, and employee safety.
 3. Determining, developing, implementing, and evaluating safety training programs to include, but not limited to, the following specific areas: traffic safety, equipment safety, and employee safety.
 4. With the assistance of the Fleet Manager and/or his representative communicating Committee policies and initiatives effectively to all state agencies.
 5. Holding itself accountable to the Fleet Manager and all State agencies for providing leadership in the area of vehicle safety.

Duane will be providing Claudia with the minutes from the Safety Committee's meetings and she will include them in the MVAC minutes. Risk will be providing a safety driver course but it is limited to 14 attendees so sign up early to ensure a slot. Bob asked that the fleet managers advise their drivers to read the driver handbook that is in all of the vehicles. We are getting a lot of questions that are covered in the handbook.

Oil analysis, Fleet Commander, Motor Pool Status, Overdue PM's – Sonny

Sonny is developing preprinted labels for the vehicles to put on the oil sample kits so it will be one less thing that needs to be filled out. He will also send out more oil sample kits to anyone who needs them.

The demolition of the downtown motor pool is virtually done. They just need to do some cleanup, and install security devices. After Feb. 15 cars can start being put in the lot. The gas pump should be working today. They are also looking into getting an E85 pump.

Fleet Commander is going live on Feb 1.

Overdue PM's have doubled due to the oversized vehicles being enrolled. Very few people have given any history on these vehicles so the PM is showing up as overdue. Also don't fail to get the scheduled maintenance because this could void the warrantee. Parks has tried to be proactive in getting their PM's done prior to a big trip but they get turned down because it is being done too early. Per Sonny if they advise the authorization group of this reason, prior to going to a service facility, it will be approved.

06-07 Physical Inventory – Art

The physical inventory has been completed successfully. The state controllers wanted it to be done at the end of the fiscal year but we fought to keep it in Sept since the end of the fiscal year is our busiest time of year with the old vehicles being turned in and new vehicles coming out. The controllers agreed to keep it in Sept.

Vehicle Utilization -Ron

Since we are at the halfway point in the year you may want to look at your vehicles utilization report to ensure your agencies vehicles are deployed properly. Make adjustments now to avoid having vehicles show up on the under-utilized vehicle report. It is very important to SFM, the state, and the taxpayers that vehicles are being utilized effectively. Some of the vehicle coordinators have the ability to change the code but if not you can call Terry Sisneros, DaveRussell, or Renee Covard in SFM to change the utilization code.

SB06-016 Biodiesel use B20 when available. Copy maps. – Art

Art passed out a list of the qualified biodiesel stations. Use the Wright Express cards to purchase. SB06-016 is effective Jan 1, 2007 and it states that State Fleet vehicle users are expected to use B20 fuel when it is reasonable. Don't go 20 miles out of the way, only if it's in-route, convenient and reasonable. Begin using biodiesel B20 blend as soon as possible. When possible, try to send SFM copies of fuel invoices until we are confident that the new biodiesel fuel codes NACS-Wright Express are fully implemented. The maps of the 20 available sites are attached to your meeting agenda. Try to utilize the sites in route when possible and when there is not a site near your office or dispatch location. When ordering replacement vehicles, check to make sure that the B20 diesel option is selected on the order form. The diesel-biodiesel engine option enables state fleet to consider longer lifecycles, improved MPG performance (>20%), improved durability, and expand design limitations of towing and off road job activities when compared to gasoline powered vehicles. The B20 option incorporates some fuel system modifications that typically involve a fuel heater / water separator / block heater. The new clean-diesel 07 models, are now a engine option available for ¾ and above trucks and most vans. State Fleet is currently working on partnerships with several Municipalities and Counties within the state to expand the fuel infrastructure of renewable fuels and reduce fuel cost at the pump.