

MVAC MINUTES AUGUST 8, 2007

The meeting was held on August 8, 2007 at Dept of Wildlife, Big Horn Conference Room. Art Hale started the meeting at 9:05 a.m.

In attendance: Michael Stadler – DOHE UNC, Donna Lillie – CDOT, Carol Hoisington – CDOT, Barb Garcia – DOHE Metro, Barb Crawford – DOW, Krista Meulengracht – DOR, Kelley Waite – DOHS, Patrick Hamel – CDPHE, Ray Nelson – DPA DOIT, Elling Myklebust – DONR Parks, Kyle Shelton – CSP, Patti Torres – DOLE, Fred Trujillo – DOL, Kathy Baum – DOC, Brenda Hardwick – RISK, Joel Hirschboeck – RISK, Representing Fleet – Art Hale, Sonny Otero, Bob Giovanni, Terry Sisneros, Renee Covard, Claudia Stevens.

Introductions were made around the room.

Wright Express Update – Terry

Terry can set up anyone to have read only access into the Wright Express database. This way the vehicle coordinators can see the reports regarding fuel usage for their vehicles. Also can verify card and plate numbers. Let Terry know if you want to be set up.

Vehicle Turn-in Requirements - Claudia

No changes but reminders: 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. Remove all 2-way radios. Remove all decals or emblems from the vehicle. This is very time consuming. If they are not removed fleet will have to send it to a shop and the charges will be passed on to the department.

Reduce Fuel Consumption and Vehicle Miles Traveled – Art

Art passed out the document “Greening of State Government: Detailed Implementation” which is the Governors Executive Order. Section C deals with Fleet issues. Art encourages each department to find out who represents their respective departments as their Energy Manager, and try to arrange a collaborative effort since Fleet programs and Energy conservation efforts have common goals. Please share our information with them and invite them to the MVAC meetings. We need to work with these people on the Greening of State Fleet, 25% petroleum reduction in 5 years (June 2012). Elling Myklebust is the energy mgr for Parks and has joined today’s meeting. For the Parks they are working on incorporating more electric plug in vehicles. Along with this they are working on a grant proposal with City of Boulder to provide mobile solar fueling stations for these electric vehicles so the electric vehicles can be plugged in and charged off the grid.

Safety – Bob

Bob passed around one of the Smart Drive Cameras. He explained how it works. They have been able to reduce accidents with the use of these cameras as much as 50%. The camera has a wide angle lens both forward and in the cab. The rates average about \$1 per day per vehicle, can get at a department level since SFM is currently posting to achieve state wide pricing agreements. As well as accident reduction the cameras can be used to manage reduced fuel consumption. The other company that has similar cameras is Drive Cam they are also participating in the current RFI product demonstration. To find out more info check out their web sites: www.smartdrive.com and www.drivecam.com.

Accidents: Bob has been noticing that drivers are not calling the police when they have an accident. Advise your people to always call the police (or appropriate law enforcement), no matter what the cost issue is. Let the law enforcement decide if they will respond or not.

Insurance for SB015 Vehicles - Sonny

Many of the oversize vehicles have been insured by Marsh. At this time they want to continue with the Marsh insurance. SFM is proposing that agencies who have Marsh coverage for oversized vehicles, maintain such coverage, and then SFM will plan to cover the \$1000.00 deductible. Since we don't have enough data regarding oversized vehicle liability and the history of physical damage claims, and in order to maintain our current rate structure for everyone, we believe Marsh is the most cost efficient plan for now. Some of the oversize vehicles have other insurance providers. We need to get everything on one plan to get the best volume discounts. Joel Hirschboeck in Risk Management is going to work with Marsh to add about 500 oversized vehicles. Art will provide Joel with more info on the oversized vehicles. He would like all the agencies to let him know how each department handles accidents, and if they have a written policy that requires review of motor vehicle records for the employees that drive state cars. You can fax this info to Joel at 303 894-2409 or email at joel.hirschboeck@state.co.us.

Fleet Commander – Sonny

State Patrol is now using the fleet commander. Per Kyle they are still exploring different ways to manage and utilize the benefits of the program, but CSP feels it will work good for them.

OIL SAMPLE KITS

Please make sure you or the maintenance vendor writes the vehicle number on the oil sample bottle whenever preventative maintenance is performed! Many people are writing the vehicle number on the oil sample kits (Typically found in the trunk) before the vehicle is taken in for service.

Billing - Renee

If you need utilization changes email the changes and why to Renee so she can change them. The billing rates changed 7-1-07 for FY08. If the variable rate seems wrong call Renee so she can check on why the rate changed.

There are two billing reports. The "SFM 01R" report is in Document Direct. This report lists each vehicle per section and gives all the basic info like fixed and variable rates or billing codes. If you need to get signed on to Document Direct contact Sue Schiffmacher at 303 239-5879 or sue.schiffmacher@state.co.us. The other report is "SFM 07R" which is a more detailed report of each vehicle. This could be helpful if you have a lot of attachments (toppers, plows, etc.) on your vehicles because it breaks down the rates on each attachment. If you would like a copy of this report you need to call Renee because she has to send this out manually. Renee cbr 303 866-5483. When you turn in your vehicles the rates will be prorated.

Renee will be sending out in the next month the Annual Commuter Review Authorization form. The form needs to be signed by your director.

When you turn in a vehicle and fleet has to send that vehicle to a repair shop to have the radio removed or the decals removed, pursuant to fleet rules, the charges associated with non-compliant vehicle turn-ins will be passed on to the department. This will be done on a manual basis. Fleet intends to entertain the idea of providing this service if they can re-establish a maintenance shop. One of several benefits associated with having a SFM controlled shop will be to minimize the cost of the turn-in vehicles by performing these types of services in house, rather than sending them to vendors.

Renee gave a demo on how to look up the billing history.

I have included an attachment from Risk "Vehicle Use Guide" as requested