

MVAC MINUTES – SEPTEMBER 13, 2006

The meeting was held on September 13, 2006 at the Division of Wildlife. Art Hale started the meeting at 9:11 am.

In attendance: Kelley Waite – DOHS, Doug Herr – DOC, Ronni Hunter – DOR Gaming, Barb Crawford – DOW, Carol Hoisington – CDOT, Amy Abalos – GOV OEMC, Julia Rodriguez – DOH, Barbara Garcia – DOHE Metro, Rachael Nickless – DONR CGS, Emily Dorman – DONR Parks, Michael Stadler – DOHE UNC, Fred Trujillo – DOL, Patti Torres – DOLE, Nestor Lujan – DOR, Duane Whitfield – RISK, Karen Neuschwanger – CDOT, representing State Fleet – Art Hale, Ron Clatterbuck, Sonny Otero, Bob Giovanni and Terry Sisneros.

Introductions were made around the room.

Vehicle Replacement Methodology Review Presentation - Ron Clatterbuck
Summary of how vehicles are selected for replacement consideration:

Group 1 – Low use vehicles

Projected > 150,000 miles

High usage & High cost => 12,000 miles per year & Maintenance % Diff > than 50% of avg.

Very High cost = Maintenance % Diff > than 200% of avg.

CSP Criteria:

Select all A5, A7, A8, & M1 (motorcycles)

Patrol > 80,000 miles & M1 > than 40,000 miles

Other Criteria – All other vehicles:

High cost = Maintenance % Diff > than 100% of avg.

High miles => than 140,000 miles projected

CBI - > 60,000 miles

Other law enforcement > 120,000 miles

SFM also reviews vehicles with >than \$3000 in maintenance costs in the most current year to determine if some of those vehicles should be retained because of an engine replacement for example, or if the vehicle should be replaced because it is constantly breaking down with minor repairs due to age & miles.

07 Vehicle Information – SFM

- Agencies submitting additional vehicle requests for 07 need to check with their OSPB representative to verify if their requests have been processed before the deadline.
- SFM will be sending out the approved FY07 vehicle replacement list in the near future.
- SFM will award the vehicle bids the 3rd week of October 2006.
- It was asked if there would be more Hybrid vehicles on the 07 awards. SFM hopes there will be more bids and more selection of Hybrids.

- If a diesel is needed for example towing, please look at the diesel option on the order form. A diesel should last for approximately 250,000 miles. This will increase the life cycle of the vehicle.
- No grill guards will be ordered on 07 vehicles. Vehicles with grill guards have a minimum 15% chance of the air bag not deploying & bend the vehicle frame when involved in a front-end accident.
- Fleet Website – SFM will be putting the 07 vehicle ordering instructions on the website and in the New Vehicle ordering packet that will be mailed in November.

Safety Matters – Risk Management – Duane and Bob – Volunteer and Contract Employees – Insurance Coverage – Can they drive a State vehicle?

- Is the person a State Employee? If you have a contract employee working for the State, and they receive Workers Compensation and benefits through the State, they can drive a State vehicle. If they do not receive these items they are not covered on the liability insurance and may not drive State vehicles.
- Authorized Volunteer – they are not entitled to Workers Compensation, but they are entitled to coverage. Their duty must benefit the State solely and with no reimbursement.
- SFM would like these issues to be addressed by the AG’s office at a future meeting.
- Passengers – unless they are State employees or authorized volunteers they are not allowed in State vehicles. If a passenger has their own liability coverage, they may be okay. This is not clear. It is recommended they take their own vehicle.
- Federal Employees working for State Agencies – are they allowed to drive State vehicles? Duane will follow up on this.
- SFM and RISK need more people to participate in the Safety Committee, please contact Bob Giovanni 303-866-5556 or Duane Whitfield 303-866-4971.
- Bob Giovanni – when ordering 07 vehicles please look at the safety options, example side curtain airbags and backup alarms that are factory installed.
- The Safety Committee minutes will be added to State Fleet website.

Oil Analysis, Fleet Commander, Motor Pool Move – Sonny Otero

- Oil sample kits – SFM is sending out the kits to agencies to be put in the used vehicles.
- Motor Pool is in the process of demolition. Half of the vehicles are at Fleet and the other half are downtown. Motor Pool will be receiving 2 Honda Civic GX – dedicated CNG vehicles. If you would like to test drive these vehicles please contact SFM.
- Fleet Commander – new security and internal management.
- Water Resources has new OE tires available, 245/70/16 and 245/70/16; contact Sonny Otero 303-866-5565 if you are interested.
- MyFleet Website – the PM module is not longer compatible with CARS. You can get information directly from CARS. If you need to request an account call Renee Covard 303-866-5483.
- SFM is getting several severity #3’s back on oil samples from the new vehicles. SFM will follow up with the manufacturers. Some are due to “break in” of the new vehicle.

SB06-015

- SFM is in the process of receiving the requested information on vehicles to be enrolled per SB06-015. Please submit this information as soon as possible it was due 9/7/06.
- Will oversized vehicles be on the physical inventory? Yes, SFM will try to establish an agreement with the State Auditors Office to perform a physical inventory every 3 years due to the fact that SFM is now reconciling the vehicle inventory every month with the new physical inventory module in CARS that was created during 2005.
- These vehicles will be on the replacement list going forward, but until SFM can implement a replacement process for these vehicles, it will be business as usual for each agency. SFM may charge a higher management fee to allow agencies to retain auction fees.
- If agencies request to retain auction proceeds due to certain funding requirements within their agency SFM may have to charge a higher management fee to allow agencies to retain auction fees.
- MVAC may need to create new utilization codes for some of these vehicles. Other vehicles will fall into the specialized equipment and federal funded or grant categories. They will most likely be exempt from utilization requirements.
- SFM will need to work with JBC/OSP to educate them on specialized equipment vehicles and fund splits for oversized vehicles.
- SFM would like agencies to submit any replacement history they have on the oversized vehicles.

Physical Inventory – Art Hale

- Physical inventory packets were distributed at the meeting, if you were unable to attend you will receive yours in the mail. Check to make sure the VIN number matches the license plate, sign and return to SFM. There are no stickers this year, disregard the sticker column. They are due the end of October.
- Art will send a list of E85 vehicles out to agencies requesting this information.

SFM will have someone from the Attorney General's Office attend the October or November meeting to address:

- Commuting tax laws.
- After hours usage of vehicles if the driver is out of town on business.
- Taking a vehicle home to use for business the next day.
- Who is allowed to drive and ride in a State vehicle?
- New immigration laws.

The meeting was adjourned at 11:05 am.