

MVAC MINUTES MARCH 12, 2008

The meeting was held on Mar 12, 2008 at Dept of Wildlife, Big Horn Conference Room. Art Hale started the meeting at 9:04 a.m.

In attendance: John CoCo – Telecomm, Natalia Swalnick – Clean Cities, Alan Stocker – CDOT Motor Pool, Carol Hoisington – CDOT, Bill Pierce – Port of Entry, Barb Garcia – DOHE Metro, Wendy Mckenzie – DOW, Kyle Shelton – CSP, Michael Stadler – DOHE UNC, Brenda Hardwick – RISK Mgmt, Kerry White – DPA DCS, Jason Trujillo – DNR PARKS, Melany Propp – DNR PARKS, Rick Malinowski – DPA Representing Fleet – Art Hale, Ron Clatterbuck, Sonny Otero, Bob Giovanni, Claudia Stevens. On conference call: Nancy Martinez – DOHE Pikes Peak, Deanna Valdez – Lottery.

Introductions were made around the room.

Safety Matters – Risk Management & Insurance issues. New online Accident Form – Bob, Joel, Brenda

Brenda: Nothing new on the insurance. Art is trying to get the GVWR correct in the system so we can better identify the oversize vehicles. If anyone has a 1-ton vehicle could you check the info on the door jam. That is where the GVWR is. Please verify if that is correct in the system and if not let anyone at fleet know; or if you are not sure call fleet. Frequently people mix up the GVWR with the GVW. The GVW is the actual weight of the vehicle and the GVWR is the maximum amount of weight the manufacturer has rated the vehicle for.

Brenda wanted to advise us that the age-old question of who can ride in a state vehicle has surfaced again. They have received numerous calls regarding this subject. I have attached the information sheets on this and we suggest the vehicle coordinators send this out to their drivers.

Bob: Accident reports still need a Supervisors signature. Let fleet know if you want any backup alarms or sonar installed on your new vehicles. We can put them on before you pick them up.

Commuting – Renee Covard

The revised commuter form has been approved and is on-line. Everyone has to reauthorize their commuters on the revised form dated Feb 2008. The form is under “Hot Topics” on the My Fleet website. You can fill in the form on-line and then print it out to get your authorizing signature. The deadline for returning this form is 3-31-08. Please be sure all the questions are answered because it will be returned if not filled out correctly. The Division Director and the Executive Director needs to sign off. If the commuter is taxable don’t forget to notify payroll. We at fleet are required to track the individual commuter not the vehicle they are driving. The division should be tracking what vehicle that person is driving.

Energy Efficiency, Greening Government – Rick Malinowski

Rick is setting up focus groups to help each agency in meeting the 25/5 fuel reduction. Rick proposed some questions in order to get the perception/knowledge of the drivers.

Do you feel that the drivers understand what a flex fuel vehicle is? Not really.

Do the drivers know what a hybrid vehicle is? They are only now starting to learn.

Do the drivers understand what the E85 fuel is about and where to get it? Most of the drivers that have the older non-E85 vehicles don't pay attention. To find an E85 station, go to www.eere.energy.gov select Alternative Fuel Station Locator. Drivers are concerned about losing power and efficiency. Some of the car dealer mechanics are advising the drivers not to use E85. The downtown motor pool fuel pump is being changed to E85 fuel and will be up and running July 1, 2008.

Are drivers aware of or believing in the greening initiatives? With all the media controversy on this subject some people are not really convinced and think this is just the fad of the month for the state. Some agencies are taking this seriously and changing routes and procedures to make a difference.

Do the drivers believe that Global Warming is a reality? There is so much conflicting information from the media. Who do you believe?

How do people feel about air pollution? It is a reality because it can be seen "the brown cloud".

It was suggested to have anyone from the agencies listen it on the MVAC meetings via the conference call so they can hear all the things we discuss regarding greening issues. Also if anyone would like to spend a day at fleet to really see everything we do. It was brought up once again about the minimum mileage requirement that still is preventing the drivers from saving on fuel and miles. Art continually points this out to the powers that be so hopefully this can be relaxed so we can go on with the greening efforts. Rick is going to take all of this info to help him plan on the information he will cover in the focus groups.

Fuel Card – Wright Express new code settings. Setting up user view. Turn-in's, New Car Deliveries – Claudia

There is nothing new with the fuel card or the coding. It's that time of year again for New Car Deliveries. The new cars are starting to be delivered to fleet. After fleet receives the new vehicle, Terry Sisneros has to get them plated and a gas card for each. Terry is asking for the vehicle coordinators help. Please advise your drivers not to call her every day, week, month to ask if their new vehicle is in. The more time she spends on the phone taking to the drivers the less time she has to get the new vehicles ready for pick up. She doesn't mind if the vehicle coordinators periodically call in to check on the

status. Be assured that as soon as the vehicle is ready Terry will call the vehicle coordinator. We also need to get the new vehicles out of fleet as soon as possible so more new vehicles can be delivered. On that same note many old vehicles will be turned in when the new vehicle is picked up. When the vehicle coordinator advises whoever is going to turn in the old and pick up the new vehicle, please send them a copy of the turn-in requirements. I have included a copy with these notes. Many times the person turning-in the vehicle has never seen or heard of any turn-in requirements. There are many seasonal requests in for used vehicles but the more time Dave Russell has to deal with turn-in requirements that were not done the slower he will be able to reassign these vehicles to agencies in need.

Overdue PM's, Oil Sample Analysis, Vehicle Maintenance, Warranty, TBA – Sonny

We have been having a problem with the drivers taking the vehicles to vendors that are not on our approved list of vendors to use. Then after the vehicle has been repaired they advise the vendor that they have to go through fleet for payment. The vendor is not cooperative with accepting a PO and our RFQ procedures. It is imperative that the drivers use the list of approved vendors. Our vendors are required to call us prior to the repair to get an approval and a PO number so there is no problem with payment. We are going to put the burden on the driver if they are not going to follow the procedures and they can pay the bill. I have included an example of a bill that was not done correctly. In the CARS system there is a list of the approved vendors as well as in the Vehicle Operator's Manual. If anyone is in doubt about a vendor call our authorization center to verify.