

MVAC MINUTES NOVEMBER 14, 2007

The meeting was held on November 14, 2007 at Dept of Wildlife, Big Horn Conference Room. Ron Clatterbuck started the meeting at 9:-05 a.m.

In attendance: Melany Propp – PARKS, Jason Trujillo – PARKS, Julia Rodriguez – DOH , Barb Crawford – DOW, Rick Malinowski – DPA, Michael Stadler – DOHE UNC, Carol Hoisington – CDOT, Beth Ann Wieder – CDOT STAFF, Bruce Burgess – DOHE AURARIA, Kathy Baum – DOC, Alan Stocker –CDOT MOTOR POOL, John Coe – DOC DNV WOMANS COR FAC, Patti Torres – DOLE, Brenda Hardwick – RISK

Introductions were made around the room.

Ron – It is very important as we go forward with the Greening State Government initiatives that all Fleet Coordinators have access to the Wright Express accounts so that you can view your progress on a monthly basis because you will be responsible for your departments 25% reduction of petroleum consumption over the next 5 years. Dave Russell is here from Fleet to explain the new code settings and how Fleet Coordinators can get online access to the WEX fuel data.

Fuel Card – Wright Express new code settings, and setting up users so they can view WEX data to track fuel usage by department. - Dave

Dave – We have a new contact in our office for Wright Express fuel cards, her name is Theresa Harris and she can be reached at 303 866-5489. SFM is recommending that all Fleet Coordinators have read only access into Wright Express online account so you can monitor your 25% reduction of petroleum on a monthly basis. Some of the things we have done in the past you will be able to do yourself with the read only access. You will have access to the authorization activity report to be able to check why a card is not working. Fleet will still be responsible for setting-up customer profiles to establish purchase amounts, and the number of transactions allowed per day. SFM will still be responsible for entering any changes into the WEX database, and ordering any lost or stolen cards, but you will be able to troubleshoot to find potential problems. Another great feature you will have is “fuel price mapping” which will give you the fuel prices for each station in your area. The report will also include E85 prices. We currently have approximately 50 E85 stations in Colorado but anticipate 100 stations by next December.

Once you have access to the Wright Express website you can choose which “exception reports” you want sent to you. For example; the exception reports can send you alerts on suspicious fuel card activity for purchases after hours or on weekends, purchasing a fuel types not used by the vehicle, or a report with fuel prices on it, and etc. After you have access we can set up a training session with a Wright Express representative. It takes about 1.5 hrs and is done at your desktop. To get access and training contact Theresa Harris at 303 866-5489 or send her an email at theresa.harris@state.co.us We are still having problems with the gas stations using the wrong categories for coding our purchases. Please let us know what station is denying your people so we can pass this on to Wright Express and they will contact the station and educate them.

Safety Matters – Risk Mgmt – Insurance – Brenda

Brenda – Joel is still working on the Marsh insurance issue. No new information to be shared, but he still needs information on every agencies current policies. Send information to Joel at joel.hirschboeck@state.co.us

Ron - We currently have approx 483 vehicles on the SB06-015 oversize vehicle list. If there are vehicles on this list that you are contemplating getting rid of, you may want to wait until we get more details on the vehicle reduction recommendation issued by the GEM folks. The GEM group is the one proposing the 2% reduction originally on the commuter vehicles but we are trying to persuade them to make the reduction to the entire fleet instead. We feel it would be more difficult to reduce just the commuter side.

Greening State Government Initiatives, Fleet Optimizer, Fleet Vehicle User Survey – Rick

Greening State Government – They have been working on the transportation efficiency audit to pool ideas on how to reduce petroleum by 25% by 2012. The long-term plan is to replace less fuel-efficient vehicles with more fuel-efficient vehicles and also replacing non flex fuel vehicles with flex fuel vehicles. The short-term plan is to drive less or get better mileage on current vehicles by doing things like making sure the tires are not under inflated. You can get 1 more mpg if your tires are at the correct pressure. We are going to try to get a tire gauge in all the vehicles and encourage everyone to check the tire pressure often. The idea is to raise

awareness to save fuel. They currently have approx 35 recommendations on how to save fuel.

Trip Optimizer – A link has been added to Enterprise Rent-a-Car if you need to rent a vehicle. Use your travel card for this. The state has a great deal with them. We still want to encourage you to first check out our motor pool. They have a little more flexibility on rates plus if they can't accommodate your needs they can help you get a rent-a-car. Please utilize our motor pool as much as possible. The trip optimizer will help you figure out the most efficient way to take a trip. We are trying to discourage the use of personal vehicles. The State had 9 million miles of reimbursed mileage last year.

Fleet Vehicle User Survey – We have about 700 responses so far. It is really great feedback for us. Please encourage your people to take the survey. Rick is working on the problem with the “other” category. This should be fixed very soon.

Also Rick is working on an on-line accident form. We are hoping this will be easier for the user instead of filling out the paper form. RISK is making sure that the general public cannot access this form so they do not circumvent the current procedure for the public to put in an accident claim.

Ron and Sonny – Another initiative for Greening State Government is promoting the use of ride sharing whenever possible. When making a motor pool reservation through Fleet Commander, the system has the capability to identify car-pooling possibilities. There is a Car Pool section you can fill in to see if anyone else is going to the same place at the same time.

A suggestion was made that it would be great if the Fleet Commander system could do this automatically with all requests. Sonny will check on this. Other ideas for reducing fuel consumption are: teleconferencing or videoconferencing, reduce or eliminate idling time, there may be anti-idling policy from the GSG, and many cities already have ordinances for anti-idling. Make sure vehicles are serviced according to the maintenance schedule. It is very important to check and change the air and fuel filters on a regular basis, check the air pressure at least twice a month, and reduce sudden starts and stops.

Several members of the MVAC committee are concerned about the utilization code mileage requirements. Currently agencies have to meet certain mileage requirements per utilization code, and if they don't meet

these mileage thresholds they may have to turn-in the vehicle due to under utilization. The issue is why would the state penalize an agency for reducing vehicle miles traveled (VMT) when its part of the executive order to reduce fuel consumption? Several people in attendance had the same idea, if we are to reduce fuel consumption by 25% then the utilization code mileage requirements should be also be reduced by at least 25% from their current levels. SFM will present the idea to executive staff for consideration. Remember to always review your fleet's utilization throughout the entire year so vehicles can be rotated to high or low use as needed. Waiting until the last 3 months of the year will probably be too late. A suggestion was made regarding the new initiatives if they could be tied to performance. This could help people change their behaviors. Ron will send out the baseline figures for 06 and the new 07 figures so you can see where you are at on reducing fuel. OSPB is on board with SFM/GEO by allowing more hybrid vehicles to be considered as a replacement vehicle for FY09. We should know by late March how the JBC feels about the recommendation.

Vehicle Bids, Vehicle Ordering, SB06-015 Variable Rates – Ron

The vehicle bid awards were a little later than normal this year so your immediate attention and response on returning your orders to SFM by December 14th, 2007 is very important. The ordering instructions will be mailed out the week of November 19th. This gives you a 3-week turnaround to get your orders in. **Remember: All 4x4's will need EDO approval.**

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

The JBC is proposing the use of state facilities for repairs in Denver only. We are gathering information now but we are looking at 3 locations. The proposed locations are the State Patrol shop in Golden, CDOT yard off of East Arkansas, and Oxford and Lowell.

The NAC (National Automobile Club) is being abused. It is for after hours use only. Sonny is working with the NAC to redirect the calls to the authorization group if it is before 5pm.

Get your oil changes done on time. We have about 4% of the fleet vehicles that are overdue on oil changes. It seems to be the 2007 vehicles that are

late in getting their first or second oil change. If they burn up an engine due to this it will be an agency responsibility to replace it.

Stop using the Myfleet website, it is obsolete. Please use the CARS system, it is live data and accurate. We are working on a new system but there are still problems yet to be resolved before it can be implemented.

The December MVAC meeting will be held at the Community College of Denver which is located next door to Fleet at 62nd and Downing instead of at Dept of Wildlife.