

## **MVAC Minutes February 11, 2015**

The meeting was held on February 11, 2015 at the Division of Wildlife, Big Horn Conference Room. Scott Madsen started the meeting at 9:07a.m.

### **In Attendance:**

Rick Lucero – DOC  
Tim Guidry – DOC  
Doug Herr – DHS  
Julie Rhodes – JUD Public Defender  
Aeron Beck – CDOT  
John Kreitner – CDOT  
Olen Teague – GOIT Telecom  
Brenda Dahley – DOR Lottery  
Barb Garcia – DOHE Metro  
Shawn Hermosillo – DNR CWP  
Elgin Turner – DNR Water Conservation  
Herman Cata – DOR Lottery  
Michael Stadler – DOHE UNC  
Markie Davis – DPA RISK  
Ron Olson – DMA  
Deb Monroe – DOL  
Jacob Shafer – CDOT  
Sunny Bradford DPA RISK  
Claudia Stevens – SFM  
Scott Edwards – SFM  
Scott Madsen – SFM

### **On Teleconference:**

Kyle Phannenstiel – DHS  
Kelly Phannenstiel – DHS  
Brianna Beasley – DNR Water Resources  
Jeanne Pace – CDPS Emerg Mgmt  
Johnie Abad – DNR  
Deborah Reyes – DOC Parole  
Roni Hunter – DOR Gaming  
Ken Price – DOR Lottery

### **Introductions**

Scott Madsen introduced Scott Edwards who is the new State Fleet Manager. Scott has been engaged in active fleet management and maintenance for over two decades. He most recently held the position as the interim Assistant Director of Transportation at

University of Colorado including the continued long time duties as the Fleet Manager for the organization over the past decade.

Scott Madsen also thanked Ron Clatterbuck for doing an excellent job and being a great Fleet Manager. Ron has taken the fleet to a very strong level.

Per Scott Madsen a Fleet Assessment has just been completed which will drive activity in the future. Some of the concerns that came out of this assessment are about choices in the bid contract process. This is one of the things that will be addressed to help support the agencies needs. The focus of the assessment was around alternative fuel vehicles and how do we improve acceptance in the fleet.

Introductions were made around the room.

### **General Discussion of Fleet Objectives**

State Fleet Management (SFM) wants to work on Fleet Objectives and Goals. There are improvements and opportunities that can be done to the (SFM) Website. Some feedback from the attendee's: Motor pool could use more vehicles, calendar of important dates in the vehicle ordering process.

### **RISK Update**

RISK is still waiting for a final decision from the Attorney General's office regarding the implementation of Motor Vehicle Review (MVR) checks at the State. Privacy is still the biggest concern. It looks like the only verification the State will be able to do is to be sure the employee has a current and valid drivers license. No other information will be available to us.

April is Safety Awareness month. RISK will be focusing on cell phone usage in vehicles.

Driver Training is continuing. There will be a class every 4<sup>th</sup> Friday of the month at 1525 Sherman, downtown Denver. They will also be having classes in Glenwood Springs in the fall. If interested you can sign up on the DHR/Training website or contact Sunny Bradford.

### **New Vehicle Turn-in Vehicle Requirements and new SFM contact list.**

New vehicles will start arriving soon which means old vehicles will also start being turned in. We went over the Turn-in requirements which have not changed. SFM wants to remind everyone to remove the decals and make sure the vehicle is up to date on emissions test. These seem to be the things that are forgotten. Please keep in mind that the "Turn-in Vehicle Requirements" are requirements not suggestions.

Distributed the new contact list for SFM.

**New Vehicle Registration Reports are due 2-17-15.**

**MVAC Minutes March 11, 2015**

The meeting was held on March 11, 2015 at the Division of Wildlife, Big Horn Conference Room. Scott Edwards started the meeting at 9:04a.m.

**In Attendance:**

Barb Garcia – DOHE Metro  
Deb Monroe – DOL  
Steve Cordova – CDOT  
Aeron Beck – CDOT  
Julie Rhodes – Public Defenders  
Michael Stadler – DOHE UNC  
Herman Cata – DOR Lottery  
Dennis Padilla – CSP  
Candace Padilla – CSP  
Shawn Hermosillo – CPW  
Rick Lucero – DOC  
Raquel Valdez – CDPHE  
Deborah Reyes – DOC Parole  
Olen Teague – GOIT  
Markie Davis – DPA RISK  
John Kreitner – CDOT  
Bob Giovanni – SFM  
Claudia Stevens – SFM  
Scott Edwards – SFM

**On Teleconference:**

Brianna Beasley – DONR Water Resources  
Kelly Phannenstiel – DOHS  
Johnnie Abad – DONR  
Ronnie Hunter – DOR Gaming  
Jeanne Pace – CDPS Emerg Mgmt

Hector  
Eric Surface – DOHE PPCC  
Doug Herr – DOHS

Introductions were made around the room.

The annual Commuter Review is underway. Please get your forms to Renee Covard, 303-866-5483, [renee.covard@state.co.us](mailto:renee.covard@state.co.us)

The new vehicles for FY15 are starting to be delivered. We anticipate April to be very busy with deliveries. Please coordinate your turn-ins with Ron Clatterbuck, 303-866-5481, [ron.clatterbuck@state.co.us](mailto:ron.clatterbuck@state.co.us)

### **Proposed Change of MVAC Date.**

Scott made a proposal of changing the date of the MVAC meeting from the 2<sup>nd</sup> Wednesday of the month to the 3<sup>rd</sup> Wednesday of the month. The group was open to the change. State Fleet Management (SFM) will check on the availability of the conference room to see if and when this is feasible.

### **SFM Web page Function**

The statistics show that the SFM Web page is rarely used. SFM may look at some training in order to make the web page more useful. The group expressed the need for reports and maintenance training in the CARS system. Markie Davis from DPA RISK also added that the SFM web page should possible update some of the information from RISK on who should drive a state vehicle.

### **Pre-Order Vehicle Planning, Joint Budget Committee (JBC) pre-approval vehicle list.**

The JBC has tentatively approved 634 vehicles for FY16. This number is not final until the Long Bill is signed.

SFM is currently working on the ordering of the FY16 new vehicles. SFM would like to improve the process so it will be more proactive than reactive. This is the time to start pre-order vehicle planning. The State has to order alternative fuels vehicles and Compressed Natural Gas (CNG) is the focus. Each agency needs to identify the needs for that agency. Check to be sure you are ordering the correct size of vehicle. Keep in mind DOT regulations so a vehicle is not overloaded due to the attachment of a trailer. The CNG tank in the back of a pickup does take up some of the room. Will this meet your agencies needs? If you need guidance with these ordering issues contact Terry Sisneros at 303-866-5482, [terry.sisneros@state.co.us](mailto:terry.sisneros@state.co.us)

State Fleet Management is looking into an incentive program for purchasing CNG fuel. SFM has a tracking method for the consumption of CNG fuel to show agency usage.

## **Fleet Maintenance – Recalls, GM Vehicle Service 2yr/24 mos.**

The call center would like to remind the drivers to read the Vehicle Operators Manual. The majority of the questions that people call about are answered in the manual. We are in the process of updating the manuals; so, let SFM know if you have any suggestions.

Dave Russell is now working full time on accidents. Dave can be reached at 303-866-5565 [david.russell@state.co.us](mailto:david.russell@state.co.us)

When turning in a vehicle be sure to remove decals, radios, law enforcement lights, and any specialized equipment added by the agency. Sunny Bradford from DPA RISK also reminded the group that some specialized equipment needs to be removed by a qualified person. RISK is currently working on a claim where an employee was injured when removing equipment from a vehicle. Dennis from CSP reminded the group that the CSP maintenance shop can remove decals and equipment. The CSP shop can be reached at 303-273-1666.

## **MVAC Minutes May 20, 2015**

The meeting was held on May 20, 2015 at the Division of Wildlife, Big Horn Conference Room. Scott Edwards started the meeting at 9:05a.m.

### **In Attendance:**

Shawn Hermosillo – CPW  
Karen Griggs – CSP  
Art Hale – SFM  
Chris Volkert – CDOT  
John Kreitner – CDOT  
Aeron Beck – CDOT  
Herman Cata – DOR Lottery  
Doug Herr – DHS  
Tim Guidry – DOC  
Mike Sweeney – DOC

Deb Monroe – DOL  
Amy Volleberg – CDOT  
Michael Stadler – DOHE UNC  
Veronica Buchanan – DOHE UNC  
Alex Schroeder – NREL (guest)  
Markie Davis – RISK  
Cabell Hedge – CFO  
Jacob Shafer – CDOT  
Deb Reyes – DOC Parole  
Raquel Valdez – CDPHE  
Sunny Bradford – RISK  
Bob Giovanni – SFM  
Scott Edwards – SFM  
Claudia Stevens - SFM

**On Teleconference:**

Matt O’Leary – CDPS Fire Prev  
Brianna Franco – DONR Water Res  
Jeanne Pace – CDPS Emerg Mgmt  
Roni Hunter – DOR Gaming  
Julie Rhodes – JUD Pub Def  
Eric Surface – PPCC  
Ted Sears – NREL  
Darlene Steward – NREL

Introductions were made around the room.

**Compressed Natural Gas (CNG) Reimbursement Program, National Renewable Energy Laboratories (NREL) Fleet Dashboard**

Last year Vision Fleet Inc. worked with the Colorado Energy Office (CEO) and provided the State with the “Colorado State Fleet Opportunity Assessment” study. The objective of the study is to outline near-term, cost-effective opportunities for the State to work toward its petroleum reductions and air quality goals. NREL is part of the Federal Dept of Energy and they are working with the CEO to provide the State with a tool “FleetDash” to help achieve the State’s petroleum reduction goals. Alex Schoreder from NREL presented FleetDash to the group. NREL provides technical support for state fleet compliance with federal EPACT requirements. FleetDash identifies successes as well as missed opportunities for dual fuel vehicles. If a vehicle purchases fuel it will collect data that will show where they could have purchases alternative fuel within a 5 mile radius. With the purchase of CNG hybrid vehicles, the State can use this data to identify successes and missed opportunities to purchase CNG fuel. Twenty-one federal

agencies are using FleetDash and Colorado will be the first state government to use the tool. The tool is scalable to each agency's needs.

In an effort to increase CNG fuel purchases State Fleet Management (SFM) is initiating the CNG Fuel Incentive Program. SFM will reimburse every dollar spent on CNG back to the agency. These rebates will be done monthly and the money will be sent to the controllers of each department.

Cabel Hodge from the CEO spoke on the ways that the Regional Air Quality Council (RAQC) is working on air quality as it relates to petroleum reduction. The RAQC provides funding for the infrastructure of public and private CNG fueling stations, idle management, and stop/start technology. The RAQC can help the State achieve their goal of petroleum reduction.

Art Hale will be extending invitations to the members of the Greening Government Leadership Council (GGLC) to attend the MVAC meetings.

Please see the attachment on the email for information on the CNG Fuel Incentive Program.

### **FY16 Rate Overview**

The proposed overall rate reduction of 10.6% has been projected. This will be announced later one solidified.

### **Registration and Physical Location PDF**

In the State Fleet Management (SFM) website there is an editable PDF form to send to Dept of Revenue (DOR) for vehicle registration changes only. This form cannot be used for title changes. This form can be mailed, faxed, or presented to DOR in person. They do not accept it on email.

<https://www.colorado.gov/pacific/sites/default/files/Application%20for%20Title%20Form-Secure%20%284%29.pdf>

### **Fleet IT Pain Points Dialogue**

SFM is working with IT to develop CARS to better serve its users. Does anyone have concerns, or needs that could improve CARS? One thing that came from the group was

to increase the time before CARS locks you out. It is currently 20 minutes for some users. Please send all concerns to Scott Edwards, [scott.edwards@state.co.us](mailto:scott.edwards@state.co.us)

### **Vehicle Maintenance and Accidents**

It is hail season. Please get your claims in asap as it can take months to complete.

Some of the new Jeep Cherokee's and Dodge Durango's have problems with the transmission light coming on. These need to be taken to the dealers for them to reflash the transmission.

There have been several fatal accidents in the last month. Our condolences. .

#### **Drivers Please be Careful**

### **RISK**

The Safety Expo is set for September 8, 2015 at the Marriot South. Flyers will be coming out.

Defensive Driving – This year RISK is developing the training content to better fit the State's needs. RISK is also developing online training.

RISK is partnering with Colorado Department of Transportation (CDOT) on the "Zero Death Campaign". They will focus on all the reasons that cause deaths.

### **Vehicle Request Questionnaire**

Please see the attachment to the email. It is a vehicle ordering questionnaire you can provide to your end users that SFM is developing. Your input is appreciated and warranted.

### **MVAC Minutes June 17, 2015**

The meeting was held at CDOT HQ Conference Room 225. Scott Edwards started the meeting at 9:12a.m.

#### **In Attendance:**

John Kreitner - CDOT  
Herman Cata – DOR Lottery  
Debra Monroe – DOL  
Julie Rhodes – JUD Public Defender  
Raquel Valdez – CDPHE  
Sunny Bradford – DPA RISK  
Bob Giovanni – SFM  
Claudia Stevens – SFM

Scott Edwards – SFM

**On Teleconference:**

Kelly Phannenstiel – DHS  
Brianna Franco – DNR Water Res  
Shawn Hermosillo – CPW  
Corrie Martinez – DOR MED MAR ENF  
Michelle Muller – Parole Board  
Candace Padilla – CSP  
Doug Herr – DHS  
Michael Stadler – DOHE UNC  
Brenda Dailey – DOR Lottery  
Ken Price – DOR Lottery

Introductions were made around the room.

**Compressed Natural Gas (CNG) Reimbursement Program**

In an effort to increase CNG fuel purchases State Fleet Management (SFM) is initiating the CNG Fuel Incentive Program. SFM will reimburse every dollar spent to purchase CNG back to the agency. This program will be managed for the next year. All information regarding the CNG Fuel Incentive Program has been added to the SFM website. Some proposed new CNG fueling stations coming up are in northern Colorado, West & Southwest Denver Metro, Copper Mountain, & Rifle. These are just a few of the proposed sites. State Fleet Management (SFM) is thinking of putting an advisory tag (laminated card) in each of the new CNG vehicles with all of the current CNG fueling stations on it. This tag would have the QR code that you can scan with a smart phone to take you to the fuel locator.

**Ford CNG Recall**

Ford is recalling approximately 17 of our CNG pickups for the wrong engine being installed. The engines could fail as early as 35 to 45k miles. It takes 1 to 1.5 weeks to change out. If this is a real hardship for the agency SFM will try to find a loaner for the agency. If anyone has a problem with a dealer please let SFM know.

**FY17 Replacement Overview and Agency Input**

Scott went over the FY17 Suspect List. Instructions are at the top of the spreadsheet. The list started with 2146 vehicles. After SFM narrowed down the list there are currently 778 vehicles on the list. Under current body codes the highlighted in red ones are opportunities for a CNG vehicle. Keep in mind that new CNG fueling stations may be in the areas you are ordering vehicles for. Please give feedback on the right side of the spreadsheet. You must consider choosing the vehicles with the highest mileage, highest

cost, and oldest age. Identify the attachments on these vehicles such as: toppers, winches, and law enforcement equipment. Also include feedback on adds. If you need adds get with Terry Sisneros soon so SFM can project the costs. If you have any questions let Scott know.

SFM is still waiting for delivery of 352 FY15 vehicles. We have had some delays due to hail damage. They are being fixed and Terry Sisneros will notify when they are ready for pick up.

### **Vehicle Request Form**

On the MVAC Minutes from May, SFM included the Vehicle Request Form. It is a vehicle ordering questionnaire you can provide to your end users that SFM is developing. Your input is appreciated.

### **IT Pain Points**

SFM did receive some feedback on this and it is being presented to IT.

### **RISK**

Defensive Driving classes are going to be more State specific, not just the National Safety Council program. RISK is partnering with Colorado Department of Transportation (CDOT) on the "0" Death Campaign. The goal is to get all types of employers across the State to commit to safety focused on "0" deaths. The State of Colorado will be the 1<sup>st</sup> employer to commit. More information will be forth coming.

## MVAC Minutes July 15, 2015

The meeting was held on July 15, 2015 at Colorado State Patrol, Training Room. Scott Edwards started the meeting at 9:04a.m.

### In Attendance:

Jeanne Pace – CDPS Emerg Mgmt  
Karen Griggs – CSP  
John Kreitner – CDOT  
Amy Vollebert – CDOT  
Candace Padilla – CSP  
Aeron Beck – CDOT  
Herman Cata – DOR Lottery  
Julie Rhodes – JUD Public Def  
Barbara Garcia – DOHE Metro  
Deb Reyes – DOC Parole

Dennis Padilla – CSP  
Olen Teague – OIT  
Bob Giovanni – SFM  
Scott Edwards – SFM  
Claudia Stevens – SFM

**On Teleconference:**

Kelly Phannenstiel – DHS  
Patti Penn – CBI  
Don Kritzer - DOR  
Matt O’Leary – CDPS Fire Prevention  
Michael Stadler – DOHE UNC  
Shawn Hermosillo – CPW  
Tim Guidry – DOC

Introductions were made around the room

We would like to thank Karen Griggs for the room today at CSP, and thank you for the lunch!

**Commercial Motor Vehicle Presentation/Webinar**

Officer Jeremy Guddat presented the “Commercial Vehicle Operations” webinar. He went over all of the current laws and regulations on commercial vehicles. A commercial motor vehicle means a motor vehicle designed to used to transport passengers or property. A vehicle with a towing unit and the GVWR or combined GVWR of over 10,000 lbs is considered a commercial vehicle however a CDL drivers license is not required. If a vehicle or combination of vehicles have a GVRW or GCWR is over 26,000 lbs a CDL drivers license is required. Please see the attached power point from Officer Guddat.

When you are ordering new vehicles please remember the commercial motor vehicle requirements if your vehicle(s) are over these limits.

**Executive Order (EO) Update for Greening**

The EO for Greening has not been announced yet. We are trying to prepare for ordering new vehicles even before the EO is finalized. There is a lot of funding available especially for electric vehicles or electric charging stations. The RAQ is providing much of the funding. Propane vehicles are being used for school busses. Some agencies are using the Telematics for efficiency. If you are working on causing less emissions from vehicles, electric is cleanest, then CNG, then propane, then gasoline.

**FY16 Rate Summary**

The overall variable rate was a 2.5% reduction. There was a \$7.00 per month reduction on the management fee. The reduction in rates was due to fuel cost reductions.

### **Ordering vehicle additions**

State Fleet Management (SFM) has not received or heard of many vehicle additions (not replacements) for FY16 or FY17. Start working on these and work with SFM so the agencies get the type of vehicles they need.

### **Vehicle Maintenance**

Recalls for the Takata airbags, the State has about 96 vehicles statewide. Most of the vehicles are 2003-2011. The recall says this problem is only in high humidity for extended periods of time. Our vehicles are mostly in Chrysler products. Recalls will be in CARS.

The overdue maintenance list has gone down. Thanks for keeping up on those oil changes.

## **MVAC Minutes August 19, 2015**

The meeting was held on August 19, 2015 at the Division of Wildlife, Hunter Ed Building. Scott Edwards started the meeting at 9:13a.m.

### **In Attendance:**

Herman Cata – DOR Lottery  
Barb Garcia – DOHE Metro  
Jeanne Pace – CDPS Emerg Mgmt  
Aeron Beck – CDOT  
John Kreitner – CDOT  
Amy Volleberg – CDOT  
Dennis Padilla – CSP  
Rick Lucero – DOC  
Don Krentzer – DOR  
Rodney Johnson – DOR  
Raquel Valdez – CDPHE  
Debra Monroe – DOL  
Deb Reyes – DOC Parole  
Olen Teague – OIT  
Elgin Turner – CWCB  
Mike Voycheske – DOC Sterling

Sunny Bradford – DPA RISK  
Scott Edwards - SFM  
Bob Giovanni – SFM  
Art Hale – SFM  
Claudia Stevens – SFM

**Guests:**

Kris Kielty – Ward Energy  
Gary Winslow – Ward Energy  
Joe Limone – Ward Energy

**On Teleconference:**

Kelly Phannenstiel – DHS  
Brianna Franco – DONR Water Res  
Patti Penn – CBI  
Michael Stadler – DOHE UNC  
Susan Galvez - CDOT  
Eric Surface – DOHE PPCC  
Roni Hunter – DOR Gaming  
Corrie Martinez – DOR MED MAR ENF  
Brian Chesher – DORA PUC

Introductions were made around the room.

**Compressed Natural Gas (CNG) Incentive Program Update, Executive Order for Greening (EO) Update, Cartasite State Fleet Management (SFM) Telematics Pilot Update.**

The Governors Executive order is expected to be signed within the month.

The SFM CNG Incentive program is underway. SFM will reimburse the agencies gallon for gallon the money spent on CNG fuel. Are the people in the finance department of your agency aware of the reimbursements from SFM for CNG fuel? SFM is refunding through the incentive program thousands of dollars to agencies and we are not sure it is not being recognized as any advantage to the department. SFM's challenge for the MVAC is to be more evident in our process and provide more guidance to the leadership of the agencies. We have approximately 250 people on the MVAC list and in order to impact what we are trying to accomplish, we would like to see the information from the SFM to be taken to the leadership of the department. This applies to all of the greening efforts being implemented.

Colorado Department of Transportation (CDOT) and Department of Personnel and Administration (DPA) Mail Services have implemented 250 Telematics. The FleetDash Fuel Opportunity report is set to come out 8-24-15. This report is a tool to realize

missed opportunities to use alternative fuels, focusing on CNG fuel. Idle reduction is showing great trends with savings of over \$1K per month so far.

### **CNG Vehicle Presentation and Up-fit Options**

For the State to make more of an impact on CNG fuel usage we have to get more vehicles in place. In order to accomplish this we need the fueling infrastructure and CNG up-fit options for the vehicles. Joe Limone, Kris Kielty, and Gary Winslow from Ward Energy gave a presentation on CNG up-fit options. Ward Energy is the main company in Colorado for up-fitting fueling infrastructure and vehicles.

Kris and Gary's presentation showed many fuel tank configurations for applications on light, medium, and heavy duty vehicles (pickups, utility trucks, delivery vans). Could the state use a large delivery van with CNG instead of a one ton pickup? Think outside the box.

Most of the CNG fueling stations are older technology. Ward Energy will be updating to newer technology at these older stations. They will provide variable fill pressures, both high flow hoses and regular low flow hoses.

New Ward Energy CNG fueling sites have opened in Greeley and Castle Rock. Sites in Henderson and Fort Collins are scheduled for 4<sup>th</sup> quarter 2015 or 1<sup>st</sup> quarter 2016. The SFM website has a list of current and projected CNG stations.

Ward Energy provides roadside emergency fueling as well as fueling and safety training. The SFM website also has their CNG fueling tutorial video.

Ward Energy 720-941-2791 [www.wardenergy.com](http://www.wardenergy.com)

### **Vehicle Additions FY16 or FY17 How does the process start?**

Start thinking about the need for additional vehicles (not replacements). One way to start the process is, do you have new programs being implemented, hiring new people, any changes that could need a vehicle. Then you need to think about the budgeting of these vehicles. SFM can help with the rates, costs, grants, timelines, vehicle options, & special needs. All of this information also helps SFM when submitting information to the Joint Budget Committee (JBC). The earlier you talk about it the better your chances are in getting what you really need.

### **FY15 Underutilized Vehicle Report**

Scott went over the FY15 Underutilized Vehicle Report. The report is a tool for the department to know how the vehicle is being used. It is every agencies responsibility to ensure that the state vehicles are appropriately utilized, and are within 10% of their minimum mileage requirements. Make sure you have selected the utilization code that best reflects how the vehicle is currently being used. Vehicles that have appeared on

the list two consecutive years will need a justification from the agency on why this occurred. Here are some reasons that can be used to justify underutilization:

- Partial classification to a higher or lower utilization code.
- Errors – Coding or mileage reporting error that can be validated through documentation.
- Pending Disposal – Vehicle will not remain on inventory records for more than six months.
- Vehicle Not Available – Vehicle could not be driven for extended period due to driver illness or due to very lengthy repair.
- Other Unique Situations – SFM will work with the MVAC to evaluate unique situations on a case by case basis.

### **Call Center Update, Recalls, U-connect reflash.**

Air Bag recalls. Takata is hiring competitors to help replace the airbags. This will go on for a long time.

U-connect recall, Chrysler still has 35 to 40 days to get out to the public the fix for this. You can go to their website and download the fix to a memory stick and try it yourself. The CDOT garage can also fix it.

### **RISK**

Markie Davis will be out of the office until 9-21-15. Call Sunny Bradford if you have any concerns. You can sign up for Defensive Driving on the DHR website under Training Defensive Driving.

## **MVAC Minutes October 21, 2015**

The meeting was held on October 21, 2015 at the Division of Wildlife, Big Horn Room. Scott Edwards started the meeting at 9:07a.m.

### **In Attendance:**

Olen Teague – OIT  
Barb Garcia – DOHE Metro  
Dennis Padilla – CSP  
Julie Rhodes – Public Defender  
Herman Cata – DOR Lottery  
Deb Reyes – DOC Parole  
Suzanne Kubec – DPA RISK  
Dave Sloan – CDOT

John Kreitner – CDOT  
Chris Volkert – CDOT  
Tim Guidry – DOC  
Jeanne Pace – DHSEM  
Amy Volleberg – CDOT  
Nancy Martinez – PPCC  
Art Hale - SFM  
Bob Giovanni – SFM  
Scott Edwards – SFM  
Claudia Stevens - SFM

**On Teleconference:**

Ken Price – DOR Lottery  
Michael Stadler – DOHE UNC  
Kelly Phannenstiel – DHS  
Roni Hunter – DOR Gaming  
Johnnie Abad – DNR  
Nicki Rainey – Natural Res  
Don Krentzer – DOR Tax  
Patti Penn – CB I  
Gwen Carter – CDLE  
Corrie Martinez – DOR MED MAR ENF  
Nickki Carillo – CDOT  
Raquel Valdez – CDPHE

Introductions were made around the room.

**Compressed Natural Gas (CNG) Utilization, CNG Location Update, Executive Order (EO) Update, Fleet Dash, Telematics.**

Art Hale presented the CNG utilization report for May-September usage. The utilization of CNG went down about 1%. This information is also available in the State Fleet Management (SFM) website under Greening Fleet, SFM reimbursement for CNG use. Art also presented a map of the current and proposed CNG fueling sites. The Trinidad CNG fueling site, Sparq, is now open, at 806 E Goddard Ave, Trinidad 81082.

The EO is expected to be signed on 10-28-15. On page 2, number 2 of the EO reflects the Governors goals and on page 4, number 3 reflect the Fleet goals. The National Renewable Energy Lab (NREL) Fleetdash, CNG consumption, & idling reduction are tools to meet our greening goals.

We still need to focus on CNG consumption. How do we get more CNG fuel processed through the vehicles. With the purchase of replacements for 2016 consider where the vehicles will work for CNG. Also look at other alternative fuel vehicles (AFV) such as electric hybrids, plug in hybrids, full electric.

SFM received an award of #40 on the National Greening Fleets. These awards are due to the efforts of the agencies work with AFV usage.

The Federal Alternative Fuel Funding has been released. If your agency has a need for hybrid electric, full electric, or plug in electric get with Art Hale. Federal funding is available but has to be done up front before purchase.

### **FY16 Vehicle Order Status, FY16 AFV Vehicles**

The Joint Budget Committee (JBC) FY16 vehicle replacement list has been out since July. Agencies should be using this list to plan their FY16 replacements. Do the vehicles still fit the profile of their original use? Have programs or locations changed? How can you fit CNG use into the process? If you need guidance get with Scott Edwards or Terry Sisneros.

### **Vehicle Transfer Document-Adoption**

Shawn Hermosillo from Colorado Parks & Wildlife (CPW) has helped SFM develop a new form for the transfer of vehicles to another section. This new form will be on the SFM website. Thanks, Shawn.

### **Physical Inventory**

It is an annual auditor requirement that each vehicle in the fleet be accounted for. It is time for the physical inventory to be sent out. In the past it had been requested that the forms be fillable. We are working with OIT but could not accomplish it for this year's inventory. We are hoping by next year we will have some other options. For this year we have tried to make the process more paperless. The inventories will be sent out in PDF format. All inventories will be sent out by the end of October. They are due back by 11-18-15. Call Claudia Stevens if you have any questions, 303-866-5221.

### **Call Center Update, Recalls**

On the new vehicles, check the maintenance mileage intervals. Many of the mileages are new. Keep in mind that if the check engine light come on, take to a dealer no matter what the mileage; and have the dealer notify SFM that the light is on so it will be authorized.

If you need accessories on new vehicles such as backup alarms or cameras, let Bob Giovanni know before picking up the vehicle so he can have it installed. We have a contract with CARTOYS.

The airbag recall continues. These recalls are only valid in high heat and humidity areas of the country, in other words, not valid in Colorado.

The bad CNG engines are still being worked on.

The question has come up if Bluetooth can be removed from vehicles. This is not available on any vehicle. Due to the safety issue this feature cannot be removed from a vehicle.

## **RISK**

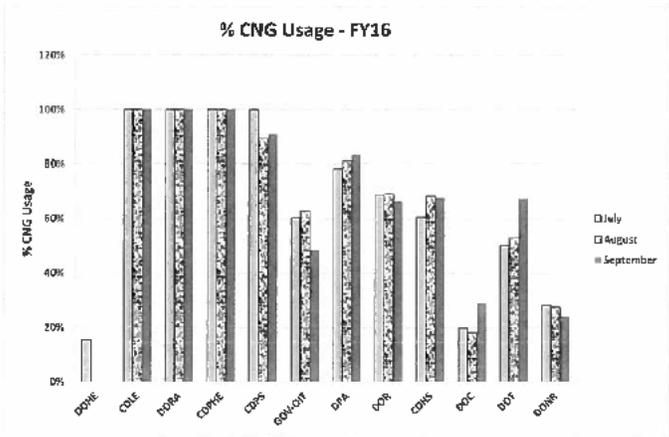
Suzanne Kubec is taking over for Markie Davis. On the RISK website there is a document on "who can be in a state vehicle". Suzanne can provide quarterly reports to any of the agencies on the liability claims; this could be helpful to see any trends to help the drivers improve.

CNG Usage by Department

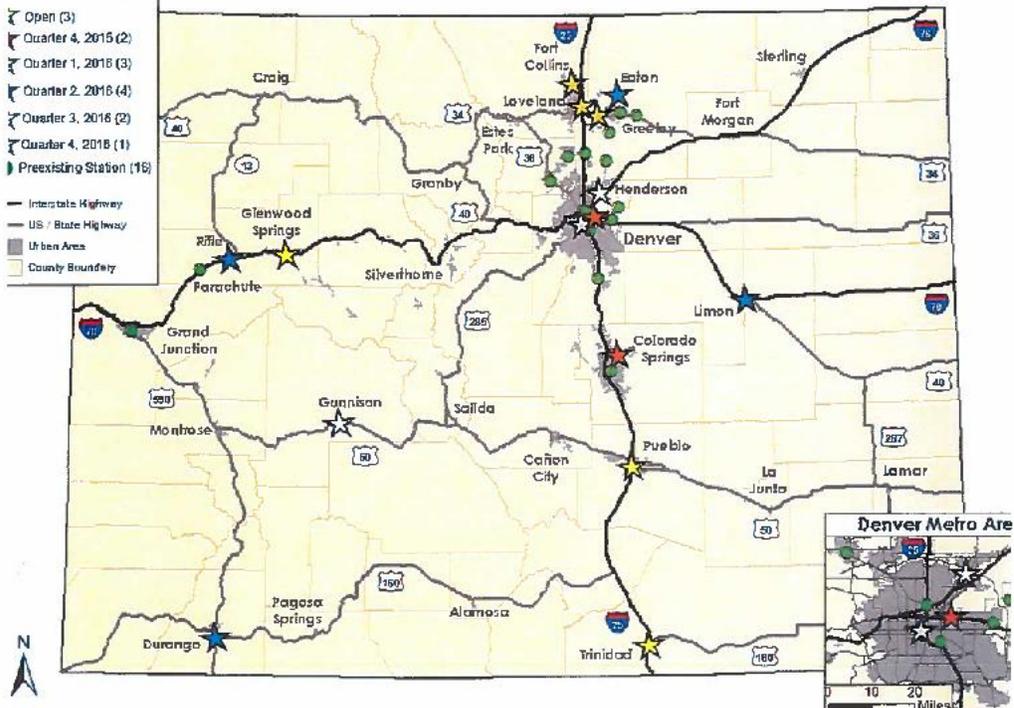
FY16

This report shows only those departments that currently have any CNG vehicles. The percent of CNG fuel usage are only for the CNG vehicles. The %CNG compares the actual CNG usage to the potential CNG usage for CNG capable vehicles (both dedicated and dual fuel).

Department		July	August	September
CO Department of Higher Education	DOHE	18.8%	0.0%	0.0%
CO Department of Labor and Employment	CDLE	100.0%	100.0%	100.0%
CO Department of Regulatory Agency	CDRA	100.0%	100.0%	100.0%
CO Department of Public Health and Environment	CDPHE	100.0%	100.0%	100.0%
CO Department of Public Safety	CDPS	100.0%	89.4%	91.0%
Governor's Office / OIT	GOV-OIT	60.4%	62.8%	48.4%
CO Department of Personnel & Administration	DPA	75.4%	81.3%	83.6%
CO Department of Revenue	DOR	88.9%	69.2%	88.3%
CO Department of Human Services	CDHS	80.6%	68.3%	87.6%
CO Department of Corrections	DOC	18.8%	18.1%	28.9%
CO Department of Transportation	DOT	50.1%	52.9%	67.3%
CO Department of Natural Resources	CDNR	28.2%	27.4%	23.9%
<b>Grand Total</b>		<b>37.1%</b>	<b>36.3%</b>	<b>35.0%</b>



- Publicly Accessible, at-fill CNG Stations**
- Open (3)
  - Quarter 4, 2015 (2)
  - Quarter 1, 2016 (3)
  - Quarter 2, 2016 (4)
  - Quarter 3, 2016 (2)
  - Quarter 4, 2016 (1)
  - Preexisting Station (16)
- Interstate Highway
  - US / State Highway
  - Urban Area
  - County Boundary



CNG INCENTIVES BY MONTH

Cabinet	May	June	July	August	September	Totals to Date
CDHS	674.28	755.13	766.05	727.02	1,209.28	4,131.76
CDLE	35.69	28.02	43.05	5.19	47.84	159.79
CDPS	274.81	447.48	450.71	450.95	500.99	2,124.94
DOC	449.29	490.96	465.14	490.44	559.17	2,455.00
DOHE	-	40.01	38.56	-	-	78.57
DOMR	6,952.73	6,853.50	7,375.93	7,372.78	9,038.64	37,593.58
DOR	705.07	766.27	957.47	894.19	897.64	4,220.64
DORA	-	-	30.62	33.02	7.34	70.98
DOT	2,379.27	3,227.42	3,586.23	3,929.20	4,756.13	17,878.25
DPA	602.57	749.15	968.62	832.72	936.87	4,089.93
DPHE	44.13	44.93	34.13	25.11	46.91	195.21
GOV	173.79	254.18	786.66	559.10	749.10	2,522.83
<b>Totals</b>	<b>\$ 12,291.63</b>	<b>\$ 13,657.05</b>	<b>\$ 15,503.17</b>	<b>\$ 15,319.72</b>	<b>\$ 18,749.91</b>	<b>\$ 75,521.48</b>

## MVAC Minutes November 18, 2015

The meeting was held on November 18, 2015 at the Department of Human Services. Scott Edwards started the meeting at 9:10 a.m.

### In Attendance:

Michael Stadler – DOHE UNC  
 Tim Guidry – DOC  
 Suzanne Kubec – DPA RISK  
 Raquel Valdez – CDPHE  
 Julie Rhodes – JUD Pub Def  
 Joyce Nelson – DYC  
 Rodney Johnson – DOR Reg  
 Don Krentzer – DOR Tax  
 Sunny Bradford – DPA RISK  
 John Kreitner – CDOT  
 Dennis Padilla – CSP  
 Karen Griggs – CSP  
 Debra Monroe – DOL  
 Art Hale – SFM  
 Scott Edwards – SFM

Claudia Stevens – SFM

**On Teleconference:**

Matt O’leary – CDPS Fire Prev  
Deb Reyes – DOC PAROLE  
Jeanne Pace – Homeland Sec  
Roni Hunter – DOR Gaming  
Nickki Carillo – CDOT  
Steve Akers – CDLE  
Brian Chesher – DORA PUC  
Herman Cata – DOR Lottery  
Amy Volleberg – CDOT  
Rene Ahl – SFM

**Guests:**

Ian McGee – McGee Company-Autosock  
Chuck Abourezk – McGee Company- Autosock

Introductions were made around the room.

**Compressed Natural Gas (CNG) Utilization Update, CNG Location Update, Executive Order (EO) Update-Signed, Fleet Dash, Telematics Committee, Regional Air Quality Council (RAQC) Grant Application, AFV Interest**

Art Hale presented the monthly CNG utilization report. This report is available in the SFM website under greening. The Executive Order has been signed. Telematics is going well with Colorado Department of Transportation (CDOT), Department of Corrections (DOC), and the Colorado Department of Public Health (CDPHE). The State just submitted a RACQ grant application for funding that could credit up to \$7k for approx 116 proposed CNG vehicles. This funding can be applied to the FY17 vehicles. With this in mind, the agencies need to start talking now about the FY17 vehicles and how can CNG or other alternative fuel vehicles fit into the plan. It takes about one month to find out if we get the grant. The Colorado Energy Office and Clean Cities have agreed to provide remote training on alternative fuel/energy. If your management or drivers have this training need contact Art Hale 303-866-5531. All of the above are tools to help the State meet the greening goals of the EO. For those interested in participating in your agencies area goals contact Art Hale 303-866-5531.

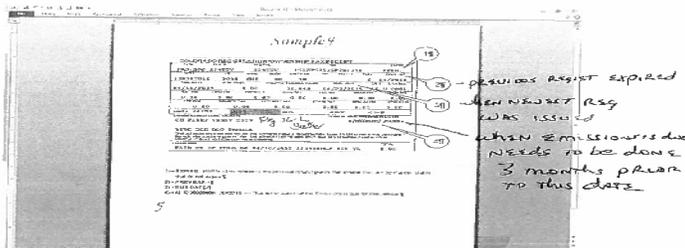
[CNG Usage by Department 3 mo Comparison](#)

**Recall Process and Notifications**

There has been some media coverage regarding recalls. SFM discussed the process and the importance that each vehicle coordinator has within the process.

1. Make sure all of the vehicles are registered to the correct address. This is where the recall will be sent to. There is a document on the SFM website to correct your registration's addresses in DOR. There is also a tool to check any vin number at safercar.com for recalls on each vehicle. There is a link to this in the SFM website.
  - a. The SFM Call Center has rerun all the vins and entered them into CARS. SFM will be sending a list to each agency with open recalls. Also when vehicles are in for service the Call Center techs will be reviewing for outstanding recall notifications
2. If your vehicle gets a recall notice it is imperative that you notify SFM so it can be recorded. Keep in mind, the dealers may not have all the parts available to complete all recalls. To help with reading registrations, here is an example with definitions.
3. Once the recall has been completed send a copy of the documentation to SFM Call Center to ensure the record has been made in CARS.

Below is a copy of your registration and a break down on how to read this document.



## FY16 Vehicle Order Status, Ordering Instructions

The FY16 bids for new vehicles should be awarded in approximately a week. There are 634 vehicles on the FY16 replacement list. Once the bids are awarded, Terry Sisneros will send out the ordering instructions.

## Physical Inventory

SFM has received many of the physical inventories. The deadline is Nov 18, 2015. Please send them in. If you have any questions contact Claudia Stevens 303-866-5221.

## **CDOT 15/16 Rules**

If weather conditions require, CDOT can implement Passenger Vehicle Traction and Chain Laws.

### **Traction Law (Code 15)**

During an active Traction Law, motorists will need to have either snow tires, tires with the mud/snow (M+S) designation, or a four-wheel/all-wheel drive vehicle – all tires must have a minimum 4/32 inch tread. You can also install chains or an alternative traction device (like [AutoSock](#)) to be in compliance with the law if your tires aren't adequate.

### **Passenger Vehicle Chain Law (Code 16)**

During severe winter storms, CDOT will implement a Passenger Vehicle Chain Law. This is the final safety measure before the highway is closed. During a Passenger Vehicle Chain Law, every vehicle on the roadway is required to have chains or an alternative traction device (like [AutoSock](#)).

<https://www.codot.gov/travel/winter-driving>

## **AutoSock Demo**

Ian McGee and Chuck Abourezk from the McGee Company gave a demo on the AutoSock. AutoSock is the easy to use textile cover designed to help vehicles get traction on snow and ice. While using the AutoSock a truck can drive up to 20 mph and a car can drive up to 30 mph. The AutoSock is put on the drive wheels only. Proper use of this product is crucial for effectiveness. The AutoSock will freeze so it must be removed after use, don't spin the tires, use the correct size, avoid excessive speed. SFM will not purchase this product; it will be up to the agencies. Here are some of the sizes and prices:

195/65-15 AS645 your cost 49.95

185/65-15 AS600 your cost 50.97

225/60-16 AS685 your cost 59.97

225/60-17 AS695 your cost 59.97

215/60-16 AS685 your cost 59.97

If interested contact Chuck Abourezk 720-219-0142 [www.autosock.us](http://www.autosock.us)

## **RISK Training**

RISK is redeveloping defensive driving training to be more State specific. This training has been based on the University of California-Berkley's current DDC system. He would like to set up a subcommittee to brainstorm on how to implement this program. They would like to better define what is needed, such as: what is an occasional driver, what are high risk drivers, where are they driving. March is the goal for the first training. If anyone would like to volunteer to be on this committee contact Sunny Bradford 303-866-3609 or Scott Edwards 303-866-5416.

Karen Griggs made recommendation to change the DRM-01 accident form to remove operators personal information and refocus towards the agency contact address. Risk and SFM will redevelop before next MVAC.

SFM held first Fleet Jeopardy Challenge:

160. What is the average number of fleet vehicles are delinquent reporting their vehicle mileages each month by the due date?

Each year. How often do you need to check your vehicle registrations?

35%. What is the CNG usage for the month.

4/32 minimum tire tread depth. What is the minimum tire tread depth?