

## **MVAC Minutes October 9, 2013**

The meeting was held October 9, 2013 at the Division of Wildlife, Big Horn Conference Room. Ron Clatterbuck started the meeting at 9:10a.m.

### **In Attendance:**

Sunny Bradford – RISK  
Herman Cata – DOR Lottery  
John Flores – DOR Lottery  
Rick Lucero – DOC  
Barb Garcia – DOHE Metro  
Aeron Beck – CDOT  
John Kreitner – CDOT  
Susan Powell – CDOT  
Tim Guidry – DOC  
Alex Hernandez – CDOT  
Olen Teague – GOIT  
Dennis Padilla – CSP  
Sebastian Sassi – Nextraq (Guest)  
Bob Giovanni – SFM  
Ron Clatterbuck – SFM  
Claudia Stevens – SFM

### **On Teleconference:**

Ronnie Hunter – DOR Gaming  
Michael Stadler – DOHE UNC  
Eric Surface – DOHE PPCC  
Raquel Valdez – DOH

Introductions were made around the room.

### **Physical Inventory**

It is time for the annual 2013 Physical Inventory of fleet vehicles. It is an Auditor requirement that State Fleet Management (SFM) inventory all the vehicles in the fleet. The Auditors require that each vehicle be physically checked and accounted for. Claudia will be sending the inventory forms for the vehicles in your Department, Division, and section. You probably already received this information. Please make a paper copy. You must verify you still have the vehicle and that all the information on the form is correct. Make any corrections that are necessary.

Very important, please record the “physical address” of where the vehicle’s is parked when not in service. If the employee is a commuter then their home address is the physical address. If the vehicle is parked in a parking lot adjacent to the office you work

at, or very nearby, then use the office address. The “physical address” is crucial due to the proximity to compressed natural gas (CNG) fueling stations. Each department must designate a Fleet Manager, Fleet Coordinator, or Vehicle Coordinator to verify the information for each vehicle is correct, and they must sign the forms. Please include a current phone number for the person who signs the form, just in case we need to get back with someone if we have any concerns.

Please return the forms via email, fax, or regular/ interoffice mail. If you do use mail please make a copy in case it gets lost. All forms need to be turned in by December 2, 2012. If you have any questions call Claudia Stevens at 303-866-5221 or [claudia.stevens@state.co.us](mailto:claudia.stevens@state.co.us) .

### **FY13 Underutilized Vehicle List**

There are still a few agencies that have not “justified” their underutilized vehicles to Ron. The Joint Budget Committee (JBC) can request the list at anytime so be sure to complete this request. It would not good if I have to put down “no response from the agency” on the report. Each of the vehicles that appeared on the underutilized list two consecutive years will need a justification from the agency as to why they did not meet the minimum mileage requirement for the selected utilization code.

### **Update on FY15 Replacement List**

The FY15 replacement list has been given tentative approval by the Office of State Planning and Budgeting (OSPB) with 777 vehicles, 295 being CNG. The Fleet Decision Item will be submitted to the JBC for consideration.

### **Update on CNG Fuel Stations, CNG Fuel Consumption**

There have been some changes in the fuel stations. The Clean Energy CNG station in Castle Rock closed as of Oct. 15, 2013.

There is a new station that opened up in Parachute, Colorado at 200 County Rd 215, (I-70 & County Rd 215). The site is owned by Encana Oil Company. Until Dec 31, 2013, at this station only the driver must enter an ID number of 2458 first, then they can use the WEX card for payment as usual.

There is also a new Clean Energy CNG fuel site being developed at 6185 Broadway in Denver that is scheduled to open the first week of January 2014.

There is a Clean Energy station located at Ft Carson, southwest of Colorado Springs. The price at this station is usually \$4.50 per gallon, however we negotiated an agreement with them to charge us the average Denver metro rate of \$2.65 to \$2.70 per gallon. Don't be concerned about the \$4.50 price on the dispenser, our monthly bill will be adjusted to reflect the lower price.

CNG fuel consumption is being tracked by month, agency, and gallons. As these new vehicles are being used by the agencies we are seeing an increase of CNG usage each month which is great. Hopefully we will see this grow significantly each month as driver behaviors change, and more CNG vehicles are put into service.

### **Update from RISK Management on Motor Vehicle Record (MVR) Samba Pilot, Driver Training Schedules**

No feedback yet from Samba or the agencies that are participating in the pilot program. RISK is having a meeting next week to discuss prices with Samba which may determine if this will have to go out to bid. They are also working on how to carry over from the pilot program to the real program if Samba will be the company that the state uses. Sunny should have more information after the meeting.

Defensive driver training, and train the trainer classes continue. The goal is to train 500 people per year. RISK is also looking at more options such as online training, or in house training. There will be a defensive driver training class in Pueblo in December. No date yet.

### **Maintenance updates from SFM Call Center, CNG vehicle oil change intervals.**

State Purchasing is working on the purchasing of light duty auto parts in bulk from places like NAPA, O'Reilly, etc. This would be useful for agencies that have their own service facility such as the GEM garages. This had to be put on hold with NAPA due to a complaint with one of their stores. They did not want to go through the purchase order (PO) process for any state agency purchasing parts not in bulk. Bob Giovanni has already discussed with NAPA that it is crucial that we continue with the PO process and we will not pay any bills that do not have a PO. Bob is having another meeting with NAPA to clear this up.

There is a website, westportwing.com, to look up the dealers that are authorized to work on the CNG Ford pickups.

### **NexTraq Presentation – GPS Vehicle Tracking System**

NexTraq is the GPS fleet management solution of choice for a growing number of customers with fleets ranging from 2 to thousands of vehicles. With all operations, development, sales and manufacturing located in the U.S, NexTraq has a representative near you for superior service. NexTraq provides fleet tracking, routing, dispatching, real time alerts, reporting, and integration. They provide additional solutions such as: asset tracking, automatic driver assignment, driver behavior, fuel management, job schedule board, maintenance, mapping, on line driver education. Their GPS is accurate to a few feet. Very cost effective with prices beginning at \$20 per month per vehicle. NexTraq can be reached at 1-800-724-5261, Sebastian Sassi is the sales representative. Or check them out on the web at; [www.nextraq.com](http://www.nextraq.com) to research their products and services.