

# State Fleet Petroleum Reduction Advisory Committee Charter

## November 2008

<b>Name of Organization</b>	The name of the organization is the State Fleet Petroleum Reduction Advisory Committee (Advisory Committee).
<b>Authority to Establish</b>	<p>Public Resources Code §25722.8 (a) On or before July 1, 2009, the Secretary of State and Consumer Services, in consultation with the Department of General Services and other appropriate state agencies that maintain or purchase vehicles for the state fleet, including the campuses of the California State University, shall develop and implement, and submit to the Legislature and the Governor, a plan to improve the overall state fleet's use of alternative fuels, synthetic lubricants, and fuel-efficient vehicles by reducing or displacing the consumption of petroleum products by the state fleet when compared to the 2003 consumption level based on the following schedule:</p> <ol style="list-style-type: none"><li>(1) By January 1, 2012, a 10-percent reduction or displacement.</li><li>(2) By January 1, 2020, a 20-percent reduction or displacement.</li></ol> <p>(b) Beginning April 1, 2010, and annually thereafter, the Department of General Services shall provide to the Department of Finance and the appropriate legislative committees of the Legislature a progress report on meeting the goals specified in subdivision (a). The Department of General Services shall also make the progress report available on its Internet Web site.</p>
<b>Objectives</b>	<p>The key objectives of the Advisory Committee are to:</p> <ul style="list-style-type: none"><li>➤ Provide the Secretary of the State and Consumer Services Agency, Legislature and Governor with a detailed blueprint on how state agencies can reduce petroleum consumption in the state fleet within the target goals set forth in PRC 25722.8 (a).</li><li>➤ Provide a venue for state agencies that maintain or purchase fleet vehicles to contribute to a statewide plan to reduce the consumption of petroleum products.</li><li>➤ Develop a draft plan using fresh ideas and best practices to improve the state fleet's use of alternative fuels, synthetic lubricants and fuel-efficient vehicles.</li></ul>

<b>Executive Sponsors</b>	The Advisory Committee is sponsored by the Secretary of the State and Consumer Services Agency and the Executive Office of the Department of General Services.
<b>Membership</b>	Membership on the Advisory Committee is open to state agencies that maintain or purchase fleet vehicles.
<b>Frequency of Meetings</b>	The Advisory Committee will meet approximately once a month beginning in November 2008 and until a committee approved draft petroleum reduction plan is forwarded to the DGS Executive Office no later than March 1, 2009.
<b>Member Responsibilities</b>	<p>The Advisory Committee members have the following responsibilities:</p> <p><u>Department of General Services</u></p> <ul style="list-style-type: none"> <li>○ Chair each meeting</li> <li>○ Choose the date, time, and location of every meeting</li> <li>○ Identify the issues that need addressing by the committee</li> <li>○ Develop meeting agendas</li> <li>○ Notify members of upcoming meetings</li> <li>○ Record minutes at every meeting and distribute to members</li> <li>○ Maintain committee membership and meeting attendee lists</li> <li>○ Maintain and update the Petroleum Reduction web page at: <a href="http://www.ofa.dgs.ca.gov/AB236/default.htm">http://www.ofa.dgs.ca.gov/AB236/default.htm</a></li> <li>○ Coordinate any external recommendations received or information requests to the Advisory Committee from outside sources</li> <li>○ Keep the State and Consumer Services Agency informed of the Advisory Committee's progress</li> <li>○ Prepare the draft plan on behalf of the Advisory Committee and forward it to the State and Consumer Services Agency for review and final approval</li> </ul> <p><u>Member State Agencies</u></p> <ul style="list-style-type: none"> <li>○ Attend Advisory Committee meetings and provide advise on meeting the goals of PRC 25722.8 (a)</li> <li>○ Provide feedback to your agency's upper management and internal stakeholders on the Advisory Committee's goals and objectives and provide them with progress reports on the petroleum reduction plan as warranted</li> <li>○ Assist in the drafting of the petroleum reduction plan by providing written comments, technical material, source data, existing studies and/or reports to support the plan</li> <li>○ Review draft documents and make timely comments</li> </ul>

All Members

- Be open minded and respectful of others, and afford each member equal opportunity to put forth ideas
- Be ever mindful of the mandate and schedule set forth in PRC 25722.8 (a)
- Share in committee tasks and assignments as needed

**Changes to Charter**

The State and Consumer Services Agency, the Department of General Services Executive Office or Advisory Committee members may request amendments or revisions to this charter.

Suggested changes will be put on the agenda for discussion at the next Advisory Committee meeting.

**Deliverables and Milestone targets**

<b>Deliverable</b>	<b>Complete By</b>
Recruit a committee of departmental representatives and subject matter experts	November 14, 2008
Conduct first committee meeting: deliver charter; brainstorm opportunities for petroleum reduction and benchmark 2003 petroleum consumption; assign sub-groups to develop key ideas	November 28, 2008
Conduct meeting: discuss feedback from sub-groups; prioritize key opportunities for petroleum reduction and rough out plan	December 19, 2008
Conduct meeting: provide members with draft plan	January 16, 2009
Committee members provide DGS with comments and any recommended changes	February 6, 2009
Conduct meeting: discuss draft plan and gain final approval	February 20, 2009
Submit final draft plan to DGS executive staff for review	February 27, 2009
Submit final draft plan to State and Consumer Services Agency	April 3, 2009
Conduct exit meeting: discuss final plan submitted to the Governor and Legislature	Once final plan is approved but no later than July 1, 2009
Implement plan to reduce petroleum and monitor progress	Once final plan is approved but no later than July 1, 2009

**Approvals**

The undersigned approve this charter for the State Fleet Petroleum Reduction Advisory Committee:

Executive Sponsors and Advisory Committee Members

1. \_\_\_\_\_ State and Consumer Services Agency
2. \_\_\_\_\_ Department of General Services Exec
3. \_\_\_\_\_ Dept. of General Services
4. \_\_\_\_\_ Dept. of General Services
5. \_\_\_\_\_ Dept. of Toxic Substances Control
6. \_\_\_\_\_ Dept. of Toxic Substances Control
7. \_\_\_\_\_ Dept. of Transportation
8. \_\_\_\_\_ Dept. of Transportation
9. \_\_\_\_\_ Dept. of Corrections and Rehabilitation
10. \_\_\_\_\_ Dept. of Corrections and Rehabilitation
11. \_\_\_\_\_ Dept. of Corrections and Rehabilitation
12. \_\_\_\_\_ Dept. of Motor Vehicles
13. \_\_\_\_\_ Dept. of Parks and Recreation
14. \_\_\_\_\_ Dept. of Fish and Game
15. \_\_\_\_\_ California State University