



State Fleet Petroleum Reduction Advisory Committee Meeting Minutes

Meeting Date: November 25, 2008

Meeting Location: Office of Fleet and Asset Management HQ Office

Committee Member in Attendance

Kathy Hicks, Department of General Services
Rick Shedd, Department of General Services
Rick Slama, Department of General Services
Bob Boughton, Department of Toxic Substances Control
Dale Greep, Department of Transportation
Phil Garthe, Department of Transportation
Lourdes Conrad, Department of Corrections and Rehabilitation
Cara Vallot, Department of Motor Vehicles
Libbey Guerra, Department of Motor Vehicles
Case Belltawn, Department of Parks and Recreation
Bo Bohanan, Department of Fish and Game

Committee Members Absent

Edward Benelli, Department of Toxic Substances Control
Debra Moreno, Department of Corrections and Rehabilitation
Nina Martinez, Department of Corrections and Rehabilitation
Charlene Minnick, California State University

Welcoming Remarks and Introduction

Rick Shedd, called the meeting to order at 9:08 a.m. and thanked everyone for their attendance. Each committee member introduced themselves and stated which department they represented. John Kennedy, Department of Transportation, stated that he was attending the meeting as an observer.

Overview of Public Resources Code §25722.8 (a)

Rick Shedd gave the committee an overview of the Public Resources Code §25722.8 (a), stating that the main points are to improve the State Fleet's use of alternative fuels, synthetic lubricants and fuel efficient vehicles and reduce or displace the consumption of petroleum products when compared to the 2003 consumption level which is 10% by January 2012 and 20% by January 2020. He indicated that much of the 2003 gasoline consumption level could be obtained through Voyager Fuel Card; but the bulk fuel levels might be more difficult to obtain.

Rick Shedd updated the committee members on the current Mandates and Policies:

EPACT & W-100-94	Requires the purchase of 75% Alternative Fuel Vehicles
Bio Energy Action Plan	Requires the purchase of 50% Bio-fuel Vehicles
PRC 25755.5(d)	Requires the use of Alternative Fuels
PRC 25722.5(D)(3)	Discourage the use of 4x4's & SUV's; but if justified, it encourages the use of alternative fuel and Hybrids
PRC 25722.7	Requires state fleet vehicles meet a higher MPG Standard

Rick Shedd continued with the overview of Code §25722.8 (a), and stated that this should be a transparent process. In addition, he would coordinate the recommendations from the committee and would like to provide the committee with a draft of the plan in January 2009 and submit the final draft to agency by April 3, 2009.

Rick Shedd stated that the meeting minutes would be sent out to each committee member and would be made available on the Office of Fleet and Asset Management's internet website.

Discussion of Committees Charter

Rick Shedd reviewed the key objectives, milestones, and deliverable dates of the Advisory Committee:

- 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).
- 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.
- 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.

Rick Shedd gave an overview of the Advisory Committee member responsibilities:

Department of General Services

- Chair each meeting.
- Choose the date, time and location of every meeting.
- Identify the issues that need addressing by the committee.
- Develop meeting agendas.
- Notify members of upcoming meetings.
- Record minutes at every meeting and distribute to members.
- Maintain committee membership and meeting attendee lists.
- Maintain and update the Petroleum Reduction web pages at: <http://www.ofa.dgs.ca.gov/AB236/default.htm>.
- Coordinate any external recommendations received or information requests to the Advisory Committee from outside sources.

- Keep the State and Consumer Services Agency informed of the Advisory Committee's progress.
- 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.

Member State Agencies

- Attend Advisory Committee meetings and provide advice on meeting the goals or PRC 25722.8 (a).
- Provide feedback to your agency's upper management and internal stakeholders on the Advisory Committee's goals and objectives and provide them with the progress reports on the petroleum reduction plan as warranted.
- Assist in the drafting of the petroleum reduction plan by providing comments, technical materials, source data, existing studies and/or reports to support the plan.
- Review draft documents and make timely comments.

All Members

- Be opened 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.

Deliverables and Milestone Targets

Rick Shedd reviewed the high-level completion dates and indicated that the first two targets have been met:

- Recruit a committee of departmental representatives and subject-matter experts by 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.

Rick Shedd asked if any of the committee members had any comments regarding the Charter. There were no comments made by the committee so the Charter was passed out for signature by committee members.

Opportunities for Petroleum Reduction

The committee discussed opportunities for petroleum reduction and the potential changes that would need to be made to current fleet contracts, policies and standards.

Case Belltawn, Phil Garthe, and Bob Boughton, stated that the Department of General Services management memos would need to be revised and that the committee would need to set the standards to meet the charter especially in regards to providing data so that future fleet related reports are accurate.

Bob Boughton stated that other agencies should be held accountable for the inputting of data for these reports. He also indicated that using the biggest state agencies for exact

data would likely afford us the ability to extrapolate measurements across the entire fleet when making projections.

Dale Greep stated that there were issues with the codes for fuel payment from merchants and there is no consistency with the codes that are used thus merchants will use a miscellaneous code. He also indicated that we need to be mindful of vehicle warranties when extending oil change intervals.

Kathy Hicks told the committee that the State needs to have the ability to track these items using the same coding system for the Voyager fuel card and that consistent reporting is vital.

John Kennedy stated that Ford Motor Company is recommending that more frequent oil changes are needed when using synthetic blends. He also suggested the new guidelines need to be established for oil changes and they are currently too frequent.

Phil Garthe said that there are different guidelines for medium and heavy duty equipment that would also need to be addressed. He also said a statewide contract with the provision to capture and report on bulk oil use would be beneficial.

Kathy Hicks told the committee members that the DGS executive office and management are collectively revisiting policy and looking into making changes to management memos and working with policy development with other departments so that policies are not short sighted.

Phil Garthe and Bob Boughton agreed that there were issues with current contracts and inaccuracies and inconsistencies in data that would need to be addressed. They also mentioned having vehicle contracts include tire pressure monitoring and oil change interval technology as part of the state vehicle specifications.

Bo Bohanan stated that control agencies, such as the Air Resources Board should also be contacted for updates on the use of synthetic lubricants for any standards and regulations.

Kathy Hicks assured the committee that they were not only revisiting policy and management memos, but diligently working with the DGS Procurement Division making sure that what is needed is built into the contracts and they are creating a check and balance system for its contracts.

Rick Shedd, asked the committee members to take a look at the prevailing suggestions for the reducing the use of petroleum and make any suggestions:

Procurement:

- Alternative Fuel and High Fuel Efficiency Vehicles.
- On-board tire pressure, oil condition and fuel efficiency monitors.
- Low rolling resistant tires.
- Synthetic oil usage

- Alternative fuel usage.

Conservation:

- Extend oil change intervals
- Reduce Vehicle Miles Traveled (VMT)
- Teleconferencing
- Car-pooling
- Home storage of vehicles
- Reduce Idling
- Eco-driven training

Rick Slama said that he would like to add fuel efficiency monitor to the “Procurement” suggestions.

Libby Guerra and Cara Vallot discussed how to reduce idling time, such as: pulling over to make a phone call (Hands-free rule); park your car and walking into an eatery instead going through the drive-through; and perhaps turning off the ignition while waiting for a train are other ways of reducing idling time. They also stated that vehicle drivers are often uneducated on alternative fuel vehicles and the use of alternative fuels.

Rick Shedd stated that we need to get the message out to state workers to make this work and that perhaps the “Flex Your Power at the Pump” outreach campaign could be resurrected. He also suggested that Eco-driven training somewhat like the Department of General Services Safety Driver Training could be developed to include components of learning new techniques on how to drive economically.

Expected Deliverables and Follow-up Meeting Date

Phil Garthe, Dale Greep, and Bob Boughton agreed to work together to compile suggestions for heavy duty equipment based on the work they compiled earlier with Caltrans on lubricants and extended oil changes.

Rick Slama offered to contact the Air Resources Board to set-up a discussion and/or consultation to give committee members some insight on synthetic lubricants.

Rick Shedd and Bob Boughton agreed to work together on a pilot of extended oil changes for light duty vehicles using the DGS fleet

Rick Shedd stated that the next State Fleet Petroleum Reduction Advisory Committee Meeting will be scheduled in mid December if possible.

Adjournment

Rick Shedd thanked the committee for their attendance and the meeting was adjourned at 11:50 a.m.