

Motor Vehicle Review Committee



September 25, 2012

MINUTES

Motor Vehicle Review Committee Members in attendance:

Kim Hood, Chair, absent	Department of Administrative Services
Tyler Burningham	Department of Natural Resources
Roxie Huntsman, absent	Department of Corrections
Mike McKay	Department of Public Safety
Steve McCarthy	Department of Transportation
Paul Mash, Substitute Chair	Division of Purchasing
David Rees	University of Utah
Dave Duey for Robin Erickson	Utah Clean Cities
Scott Harding	Larry H Miller

Fleet Operations and Guests in attendance:

Sam Lee	Division of Fleet Operations
Scott Bingham	Division of Fleet Operations
Gary Robertson	Division of Fleet Operations
Jeff Done	Division of Fleet Operations
David Higley	Department of Alcoholic Beverage Control
Lynn Hansen	Governor's Office of Planning and Budget

On Tuesday, September 25, 2012 the Motor Vehicle Review Committee held their regularly scheduled meeting in room 250 of the State Capitol, Salt Lake City, Utah. The meeting was called to order at 9:12 am by Substitute Chair Mash.

1. Approval of Minutes from the March 27, 2012 meeting.

MOTION: Dave Rees motioned to approve the minutes from March 27, 2012. Second by Roxie Huntsman

Motion passed unanimously.

2. Full-size Van Protocol Status Update

Sam Lee stated during previous meetings we have discussed the Full-size van protocol. Risk Management and Fleet Operations have had discussions and have decided to keep the existing Full-size van protocol.

Roxie Huntsman stated the protocol states 12 and 15 passenger vans. Does this mean the eight passenger van is not part of the protocol. Sam Lee stated he recommends the eight passenger vans follow the same protocol but it is not required.

Sam Lee stated the full-size van protocol will be turned over to the Division of Risk Management instead of the Division of Fleet Operations.

3. Dual Rear Wheel Conversion Process for Full-size Vans

Scott Bingham stated over the past year Fleet Operations and Risk Management have worked together to test the single wheel full-size vans and then tested the dual wheel full-size vans. The study determined it was safer to have the dual rear wheels on full-size vans. Fleet Operations has been working with a vendor to have the full-size vans converted to dual-rear wheels. Currently there are 63 full-size vans left to convert. As they have been completed customers have stated the van feels more stable.

Dave Rees asked if Fleet has talked to the vehicle manufacturer's to see if the dual rear wheel could be made into a standard. Scott Bingham stated Fleet Operations has not talked to the manufacturers.

Paul Mash stated talking to the vehicle manufacturers on a national level through the Division of Purchasing could be an option. Scott Bingham said Fleet may look into it.

4. Take Home Approval Process

Scott Bingham stated the take home process is done on an annual basis. Scott Bingham then discussed what is considered a take home vehicle. Currently the driver, the driver's direct supervisor and the department director need to sign off on the take home authorization. Fleet Operations would like to change R27-3-6(1) to state "Each petitioning agency shall, for each driver being granted commute or take home privileges, annually submit an online take home spreadsheet from the DFO take home website. Take home authority is granted when the Agency Executive Director, submits the

spreadsheet form to DFO designating his/her approval.” This will simplify the process for the agencies.

Paul Mash asked when the employee currently are they signing for anything such as rules. Scott Bingham stated the new form will have a list of new and existing take home operators needing authorization. The new section of take home operators will state take home operators understand the rules for take home.

MOTION: Dave Rees motioned to recommend Fleet Operations go forward with the rule change as stated. Second by Scott Harding.

Motion passed unanimously

5. CNG Memo of Understanding signed by Governor Herbert

Sam Lee stated Fleet Operations wanted to update the committee on what is happening with compressed natural gas (CNG). Governor Herbert signed a memo of understanding with other states concerning future purchases of CNG vehicles. Sam Lee then highlighted the details of the memo.

Sam Lee stated as part of the replacement process the agencies will need to justify the reason for not accepting a CNG vehicle where it is available.

David Duey asked if the study will be published. Sam Lee stated it is public information and when Oklahoma posts the results of the contracts. Paul Mash stated the State of Utah will sign a participating addendum and it will be posted on the Division of Purchasing’s website.

Tyler Burningham asked if there have been any incentives made by the state to create infrastructure for CNG sites. Sam Lee stated Fleet Operations and fuel do not have any plans to create new CNG sites.

Dave Duey stated there are several new CNG sites which are opening. Per capital Utah has the highest number of CNG public sites.

Tyler Buringham stated he has noticed the cost associated with the compressors at the sites is expensive and he has seen several sites close down their sites because of the maintenance costs. Dave Duey stated the new equipment is less expensive now than it was 10 years ago.

Motion to adjourn 9:37 am by Dave Rees