FLEET SERVICES COMMITTEE
Meeting Summary
February 11, 2007

Participants: Brenda Herrman, Chair, David Higgins, Member
Bill Ramsey, Member, Clay Sharp, Member
John McCorkhill, Member, John Scharffbillig, Member
Ken Nerland, Board Liaison

Staff: Teresa Hon
Ann Daniels

Guest: Larry Frevert, President-Elect

1. Brenda Herrman called the meeting to order at 8:06 am.
   • Fleet Manager of the Year Award was added to the agenda
   • The January 10, 2007 meeting summary was approved.

2. Director At Large Report – Ken Nerland indicated that he appreciates the great service of this committee and their willingness to accommodate his schedule by meeting on a Sunday.
   He provided a comprehensive report on membership, certification, bylaw changes, meetings and other association business.

3. Review of 2006-07 Business Plan – Attendees reviewed the current business plan item by item and were pleased that nearly all of the strategies had been met or addressed by the committee. Those items not completed are either on track for completion or are no longer viable.

4. Review and discuss draft Mission Statement – David Higgins submitted a draft revised Mission Statement for the Committee. At the conclusion of committee discussion it was agreed that the current mission statement would be retained with minor changes and David’s draft will be adopted as the Committee’s vision statement.

Fleet Services Committee Mission Statement: The Fleet Services Committee serves its members by supporting APWA’s role as the recognized leader in public works by providing its members with the resources for exchanging and developing ideas, information, skills, knowledge, and technologies for the operation, management, and maintenance of public sector fleet assets.
Committee Vision: Our commitment, in support of APWA members, is “Total Quality Service.” Our goal is to be the nexus of information and technology for public works fleet issues – a clearinghouse of current technology and regulation regarding municipal fleet services. The committee will be the “hub and spoke” for fleet related concerns, providing one stop shopping for all facets of information, in support of APWA members.

5. Review and discuss draft Position/Guidance Statement – Since the promised draft position statement from the Emergency Management Committee on Prioritization of Fuel Allocation for public works departments was not received, John Scharffbillig drafted one for the committee’s review. The committee discussed the proposed statement, made minor revisions and, by General Consent, agreed to submit it directly to the Government Affairs Committee as an Advocacy position sponsored by the Fleet Services Committee. Staff will format the statement to meet GAC requirements and forward to the committee for final approval.

6. Update on Certified Public Fleet Professional credentials – Ann Daniels shared Becky Stein’s report that 44 applications were received for review with 35 having met the necessary qualifications. As of this date, three have registered to take the exam on April 21, 2007 in St. Paul, MN at the Snow Conference. At this point only two locations have been scheduled for the exam – prior to the Snow Conference in Minneapolis, MN, and the APWA Congress in San Antonio, TX. While members understood the need to proceed with caution during the initial implementation of the program, several members requested that APWA consider additional sites for testing. Ann reminded the committee the Certification Commission will be making those decisions and that the Blueprint for Certification and Education will also review this information.

APWA has appointed a three-member Certification Commission who will be responsible for supervising all certification councils (Fleet, Construction Inspection, Stormwater, etc.).

APWA President-Elect Larry Frevert joined the group in the middle of the discussion and indicated that he serves as the Board Liaison to the three-member Commission and will be certain to carry any concerns and comments voiced during the meeting to the Commission’s attention.


- “Maximizing Revenue from the Sale of Fleet Assets” – John McCorkhill indicated that speakers are in place for the program.
- “How Fleet Services Managers Prepare for Emergencies” – Clay Sharp has received commitments from Robert Lambert and Judy Workman. He is attempting to locate a third speaker from Florida but feels that because
September is in the middle of hurricane season, he will attempt to secure a fourth speaker as a back up.

- “Ask the Experts” – This 50-minute session was originally scheduled as a place holder for a topic that would emerge from last year’s open forum. There being none the committee discussed emerging issues which could be addressed during this time block (Tuesday, Sept 11, 10-10:50 a.m.). Texas, Oklahoma, Minnesota and Wisconsin are all experiencing issues with ultra low sulfur fuel. John Scharffbillig indicated that Dr. Hunjee (spelling?) might be a good source and will contact him to see if he’d be willing to speak. Bill Ramsey will contact Don Moore (former committee member from Farmer’s Branch, TX) to see if he’d be willing to discuss fuel issues in Texas. Information regarding speakers should be forwarded to Teresa at APWA.

8. Status of publications under revision

- “Shop Rate Guide” – John McCorkhill and David Higgins have submitted their material to Randy Owen. Randy indicated that he should have the material to APWA in the next two weeks. APWA will provide copies of the draft text to committee members for individual review and feedback.
- “Equipment Code Update” – Judy Workman indicated to Brenda Herrman that progress is being made; however, Judy had no timeline for submission of a manuscript.
- “Rental Rate Guide” – Judy Workman had taken on this project. Following discussion within the committee it was decided to drop this project as some of this information will be contained in the Shop Rate Guide.

9. Review of Current Publications and discussion of need to form Publications Sub-Committee – Committee members reviewed the current publications and determined there are no publications requiring update and it appointing a Sub-Committee would not be necessary.

10. Brainstorming discussion of any needed new publications – No new publications were identified.

11. Education/Click, Listen & Learn – APWA staff recently met to discuss potential educational topics. Maintenance of alternative fuel vehicles was a topic which offered promise. The committee felt this would be difficult to develop because at this time there is no training available. Manufacturers of alternative fueled vehicles are insisting that maintenance be done at the dealership. Two other topics surfaced as possibilities for educational programs: Bill Ramsey championed the topic of Building Design for Maintenance Garages (master planning, lessons learned-Roger Thompson potential speaker) while David Higgins championed the issue of how warranty is adjudicated (using the time and labor guide).

12. Develop Draft 2007-08 Business Plan – Using the 2006-07 plan as a start, the committee developed a draft plan for next year which will be reviewed periodically prior to adoption in September.
13. Discussion of topics for proposed Guaranteed Education Sessions for Congress 2008 – The following topics were suggested for consideration:
   a. Update on alternative fuels and on- and off-road engine specs – John McCorkhill
   b. Using grant programs to fund unfunded mandates (e.g., Blue Sky) – John Scharffbillig
   c. Low Carbon Standards – John Scharffbillig (David Higgins could get someone from Massachusetts since MA has adopted the California standard)
   d. Interoperability and how it affects fleets – David Higgins (possibly with Emergency Management Committee)
   e. Benchmarking/Time & Labor Guide (# of hours a manufacturer will compensate a dealer for warranty work) – David Higgins could find a warranty administrator to explain the process

14. Discussion of topics and authors for articles for the August edition of the Reporter. Articles should be 800-1200 words and are due by June 15, 2007. The following topics will be considered for the Fleet issue:
   a. Scenario planning (e.g., trend analysis, not projecting the future/what are ramifications of change in engine specs/enactment of stricter regulations/what to do to prepare for potential disaster and operational events in the future/etc.) – Bill Ramsey
   b. Cooperative purchasing – Brenda Herrman
   c. Developing a fleet business plan – John McCorkhill
   d. Naperville’s vehicle replacement policy – Ann Daniels with contact person
   e. Winnipeg fleet story suggested to Reporter Editor Kevin Clark
   f. CDL requirements – David Higgins

16. Peer Review of Fleet Chapter of new “Public Works Administration” Publication – Once John McCorkhill has collected the contributions to the Fleet chapter of the new publication, committee members will be afforded the opportunity to individually review and comment on the text.

17. Brainstorming of potential new exhibitors for Congress and/or the Snow Conference
   a. John McCorkhill will forward contact information for Honda to Diana Forbes
   b. Toyota should be encouraged to exhibit
   c. Cummins – engines & generators
   d. International (who is introducing a new hybrid medium duty cab and chassis which is claiming 20-120% increase in fuel economy), Packar, Mack and Sterling who are all introducing hybrids
   Members are encouraged to locate the names of specific contact persons within these organizations and forward to Diana Forbes at APWA national (dforges@apwa.net).

18. Update on status of Nominations received for committee for upcoming Year – All members eligible for an additional term have been nominated. The deadline for submission of nominations is March 1.
19. Fleet Manager of the Year Award – Ann Daniels reminded members that the deadline for nominations for the Fleet Manager of the Year Award is March 1 and the committee reviewed the criteria.

20. Completion of agenda items led the committee to discuss several issues not on the agenda:
   a. Fleet management workshop – John McCorkhill had recently served as a speaker for the APWA Fleet Management Workshop in San Diego, California. Paul Koch was also a speaker and indicated that he was pleasantly surprised by the enthusiasm of APWA members in attendance. John indicated that of those 62 there were 10 who thought the course would help them to pass the certification test. While the course is one of several resources listed as avenues to assist individuals in preparing for the exam, it has never been insinuated that by taking the course attendees are guaranteed they will pass the test. Ann and members thoroughly discussed the need for APWA to maintain a distinct division between marketing of the education courses and the certification program so that accreditation of APWA as a certification agency will be possible in the future.
   b. Various agencies and associations use differing equipment typing and classifications. Members expressed serious concerns over the lack of continuity and a desire to be a part of any initiative underway to standardize the classifications. Currently members of the APWA Emergency Management Committee are working on a classification system which will be submitted to DHS Committee. John Scharffbillig and David Higgins agreed to work with those individuals and offer their expertise to the discussion. Staff will schedule a subcommittee conference call with the appropriate individuals involved.
   c. Better communication between the chapters, technical committees and House of Delegates is an ongoing concern. Ken Nerland reported that it has been suggested that Technical Committee reports be made to the House of Delegates during the joint meeting at Congress. The APWA Board of Directors and the HOD staff liaison Kaye Sullivan will consider the suggestion.
   d. This year’s Congress schedule has been changed to a combined meeting of all Technical Committees on Saturday, September 8 from 8:00am to noon. Individual committee will meet Saturday afternoon from 1:00-5:00 pm.

21. The next conference call meeting of the Fleet Services Committee will take place Wednesday, March 14 at 12:30pm Pacific/1:30pm Mountain/2:30pm Central/3:30pm Eastern.