

**Fleet Management Review Committee
Regular Meeting Minutes**

DATE & TIME: April 23, 2024 – 5:00 PM
LOCATION: KL Binder Library, 6th Floor, County Office Building, Kingston
PRESIDING OFFICER: Chair Maloney
LEGISLATIVE STAFF: Michael Tierney, Legislative Service Specialist
PRESENT: Chair Maloney, Legislators Hewitt, Levine, Litts, Stewart & Former
Legislator Petit
ABSENT: Legislator Roberts
QUORUM PRESENT: Yes

OTHER ATTENDEES: Deputy Executive Amanda LaValle, Deputy Comptroller Charles Dinstuhl, DPW Fleet Manager Kim Millian, Undersheriff Eric Benjamin, Sheriff Fleet Manager James Wenzel, Deputy Colin Reynolds, Deputy James Riley

Chair Maloney called the meeting to order at 5:02 PM.

Chair Maloney recognized DPW Fleet Manager Kim Millian to give an overview of her role and the processes of the DPW Central Auto and answered questions from members of the Committee.

Committee Member Laura Petit asked if requests are reviewed annually or quarterly. Deputy Executive LaValle stated that all but four vehicles are union positions and come as ancillary benefits. Deputy Executive LaValle highlighted that the County is currently in contract negotiations with CSEA.

Deputy Comptroller Dinstuhl inquired with Fleet Manager Millian if the standard operating procedure is being followed, which Fleet Manager Millian answered affirmatively. Dinstuhl asked if there were any aspects of the SOP that were arduous or difficult. Millian stated the IBM style system is outdated and could be modernized. Deputy Executive LaValle stated that updating procedure and software is operations and the purview of the County Executive.

Chair Maloney inquired if gas cards are used or if those taking a vehicle are reimbursed. Manager Millian stated that they receive gas cards. Legislator Litts asked if miles per gallon are checked in the vehicle. Director Millian stated yes, fuel usage is compared with cost per distance.

Chair Maloney inquired if vehicles have ever been upgraded for accessories unrelated to daily usage of the vehicle. Fleet Manager Millian stated they have not.

Chair Maloney highlighted conversations he has had with DPW employees who state that management level staff receive newer vehicles despite less frequent need for one, while regular staff have to make due with older vehicles of decreasing quality.

Legislator Litts inquired on the procurement process. Fleet Manager Millian confirmed that vehicles are purchased through the OGS marketplace. Legislator Litts inquired what upgrades the County gets to the vehicles. Fleet manager Millian stated that the County orders vehicles with bigger batteries for electric vehicles. Millian further states that the County has contracts with Goodyear for tires and Lynch for aftermarket parts.

Legislator Maloney asked if regular fleet vehicles get tracked. Millian stated they do, and since the Samsara System has been in place Central Auto can receive a better picture of usage to report to departments. Chair Maloney asked how fleet vehicles are determined to be needed for work purposes. Millian stated that all pool vehicles need to be approved by the department seeking to take them out.

Deputy Comptroller Dinstuhl asked:

1. Are employees receiving this benefit on Box 14 of their W2?

2. How is Central Auto tracking the vehicle usage of elected officials?
3. Does Central Auto feel like they are in compliance with reporting.

Deputy Executive LaValle answered these questions in the affirmative, and stated that there may be a few DPW employees who were overtaxed by this benefit and have been working to adjust this.

Members of the Committee inquired on the livery on county vehicles. Executive staff stated that there are a variety of markings used to identify County vehicles beyond the license plate. Members of the Committee agreed that County vehicles should be easily identifiable with large markings.

Chair Maloney recognized Sheriff Fleet Manager James Wenzel to give an overview of his role and the processes of the Sheriff's Department fleet management and answered questions from members of the Committee.

Chair Maloney asked if any employees with take home vehicles live out of the County. Undersheriff Mullen stated there were a few.

Deputy Executive LaValle provided the number of take-home vehicles by department and year, highlighting the number has been decreasing.

Members of the Committee stated that they would like to see a list of positions that have take home vehicles and the number of after hours call outs those positions received to warrant the use of a take home vehicle.

Legislator Litts left the meeting at 6:34 PM.

Chair Maloney asked the Committee to think about the following:

- Does the Committee want to prohibit elected officials from having a take home vehicle?
- Does the Committee want to limit the number of take home vehicles by Resolution?

Motion to Adjourn

Motion Made By: Legislator Hewitt

Motion Seconded By: Legislator Stewart

Votes in Favor: 5

Votes Against: 0

Adjourned: 7:00 PM

Respectfully submitted: Michael Tierney

Approved: May 30, 2024