

# FLEET LINE

SEPTEMBER 1987

OFFICIAL NEWSLETTER OF THE  
FLORIDA ASSOCIATION OF GOVERNMENTAL  
FLEET ADMINISTRATORS, INC.



THIS NEWSLETTER IS A PUBLICATION OF THE FLORIDA ASSOCIATION OF GOVERNMENTAL FLEET ADMINISTRATORS (FAGFA) AND IT IS PUBLISHED TO KEEP FAGFA MEMBERS INFORMED ABOUT THE ASSOCIATION'S ACTIVITIES AND OTHER MATTERS OF INTEREST TO FLEET MANAGERS. THE FAGFA HOPES TO PUBLISH THIS NEWSLETTER, AS A MINIMUM, ON A BIENNIAL BASIS, BUT, MAY FROM TIME TO TIME DO SO MORE OR LESS FREQUENTLY.

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FROM THE PRESIDENT

I would like to take this opportunity to welcome new members to our organization, and to compliment continuing members on their increased participation, as was evident at our Spring meeting.

Our Fall meeting will include the election of new officers. Please come prepared to make your selection from this talented group of professionals. As the replacement cost for units in our fleets continues to increase and their designs become more sophisticated, so is our challenge in controlling the cost of operation. Together we can meet the challenge, and the sharing of our knowledge is perhaps the most enjoyable and cost-effective approach.

Looking forward to seeing you in October - and best of luck on your FY '87-'88 budget.

Sincerely,

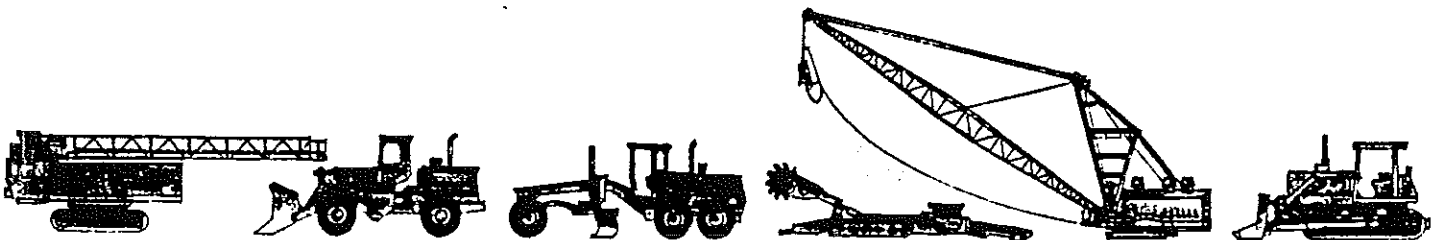
Milton R. Reid  
President

GEORGE BAY'S SWAN SONG

After 23½ years of service in Jacksonville's government, George will enter into retirement in June of 1988. Leaving his post as Equipment Supervisor will apparently be something he looks forward to. George is anticipating the time he'll be able to devote to his family and to travelling. He's planning to try his hand at gardening - even if he has to spray paint both his thumbs green to make the stuff grow!

George said that he's enjoyed every minute of his association with FAGFA, and he's gotten more out of it than he has gotten from any other organization. George has given a lot to FAGFA in return. He was at the very first meeting, making him a charter member. He has been an ardent supporter through thick and thin, serving several terms as our Secretary/Treasurer.

George plans to attend the meeting this October and wants to reassure the FAGFA that retirement will not dampen his enthusiasm for the association.



OFFICIAL MINUTES

## GENERAL MEMBERSHIP MEETING

FLORIDA ASSOCIATION OF GOVERNMENTAL FLEET ADMINISTRATORS

23 — 24 APRIL 1987

ORLANDO, FLORIDA

MEMBERS PRESENT - See attached listing.DAY 1 THURSDAY, 23 APRIL

The meeting was called to order at 8:55 AM by Milton Reid, City of Gainesville, who welcomed all members of the meeting, and read the meeting agenda. The rescheduling of the "TRACKS" presentation for Thursday morning instead of Friday morning was announced.

The first order of business was the start of the rap session. Session items were as follows:

- a. Kurt Miller, Pinellas County - Hazardous waste management.
- b. C.S. McKay, Hillsborough County - Suggested the establishment of a central clearing house of data and training materials for the organization. Mr. McKay volunteered to compile and maintain a listing of available video materials.
- c. Jay Dennett, Pinellas County Sheriff's Office - Purchase of vehicles from Avis.
- d. Dan Burek, Sarasota County - Oral survey of the 35 members present:

- 8 lease cars
- 7 buy used lease cars
- 17 have vehicle replacement plans
- 19 operate from internal service funds
- 9 utilize a sinking fund for vehicle replacement
- 26 fleet managers directly involved in developing specifications for vehicles and equipment
- 10 fleet managers are directly involved in leasing or purchasing used lease vehicles
- 0 have additional vehicles authorized from replacement funds
- 35 are required to have requests for the purchase of additional vehicles approved by elected officials
- 5 charge a separate vehicle operating cost per mile
- 22 work from a budget

At 3:27 PM, the organization business meeting was conducted. The following items were addressed:

- a. Milton Reid, City of Gainesville, observed that the minutes from the October meeting were not available, and the membership voted to proceed without them.
- b. John Neal, Pinellas County, read the Treasurer's report. Kurt Miller, Pinellas County, moved to accept, Greg Schmidt, City of Melbourne, seconded, and the motion was carried by the general membership.
- c. Gary Giragosian, City of Boca Raton, moved to explore options for another meeting place, Al Cake, City of Deerfield Beach, seconded, and the motion was carried by the general membership.
- d. An organizational name change was discussed at length. John Neal, Pinellas County, indicated that a name change would cost approximately 25% of the organization's funds. Wally Brinkman, City of Hollywood, moved to not change the organization name, John Neal, Pinellas County, seconded, and the motion was carried by the general membership.
- e. Discussion ensued regarding the development of a membership package including a brochure detailing the organization's history and purpose, and a membership certificate. The concept of an annual or a one--time membership certificate was then considered. Gary Giragosian, City of Boca Raton moved that the Secretary/Treasurer investigate the development of an annual certificate, and it was seconded by Al Biermann, City of Coral Springs. After further discussion, Mr. Giragosian modified his motion to state that certificates be issued to members in good standing each year at a cost not to exceed \$200.00. This motion was again seconded by Mr. Biermann, and was carried by the general membership.
- f. The length of the general membership meetings was addressed by Milton Reid, City of Gainesville. He indicated that the meeting agenda should reflect the planned length of the meeting, and suggested lengthening the rap session from 1:00 PM to 4:00 PM on the second meeting day.
- g. C.S. McKay, Hillsborough County, offered to bring plans for Hillsborough County's new paint and body shop to the Friday meeting.
- h. The value of the regional meetings was discussed at length. Greg Schmidt, City of Melbourne, indicated that he had encountered difficulty in encouraging mechanic participation in the regional meetings. Milton Reid, City of Gainesville, stipulated that the focus of the regional meetings should be kept at a technical level. The morale building aspects of mechanic participation in the regional meetings was discussed.

- e. Milton Reid, City of Gainesville - Oral survey of shop labor rates charged to using agencies ranged from \$15 to \$38 per hour.

At 10:53 AM, Dan Burek, Sarasota County, presented a videotape titled "Tracks" regarding vehicular accidents and the resulting liabilities. He subsequently conducted a discussion.

The meeting adjourned for lunch at 12:00 noon.

The meeting reconvened at 1:02 PM, and the rap session continued as follows:

- a. Gary Giragosian, City of Boca Raton - Employee drug testing
- b. Richard Collins, City of Daytona Beach - Control over personnel hiring
- c. Greg Schmidt, City of Melbourne - Changes in Chrysler police cars - engines, front end alignment
- d. Angel Ramos, City of Gainesville - Fuel flooding problems with 302 Ford engines
- e. Greg Schmidt, City of Melbourne - Fuel flooding of small auxiliary engines connected to vehicle fuel lines
- f. Jay Dennett, Pinellas County Sheriff's Office - Engine problems with the 5.0 liter engines in Ford Broncos
- g. Gary Giragosian, City of Boca Raton - Accident review and investigation process
- h. Elliott Covo, City of Miramar - Investigation of fatal accidents not involving public vehicles by fleet management organizations
- i. C.S. McKay, Hillsborough County - Insufficient backup alarm volume on BADGER excavators
- j. Arthur Hoelderlin, City of Margate - Revocery of insurance deductibles from county employees involved in at-fault accidents.
- k. Luis Tamayo, City of West Palm Beach - Performance of ALLISON MT654 automatic transmissions
- l. Angel Ramos, City of Gainesville - Heater core troubles
- m. Greg Schmidt, City of Melbourne - Wear problems with GOODYEAR 20.5 x 25 loader tires
- n. Doug Mattocks, Volusia County - Speedometer calibration vendors

At 2:19 PM, the rap session was interrupted, and Milton Reid, City of Gainesville, made a presentation on the privatization of public fleet management. Afterwards, Mr. Reid moderated a discussion on privatization.

- i. Greg Schmidt moved to end the business meeting, an unknown individual seconded, and the motion was carried by the general membership.

Angel Ramos, City of Gainesville, initiated discussion on total cost bidding.

A video presentation on Bar Coding for inventory was conducted by Dan Burek, Sarasota County. After the presentation, Mr. Burek fielded questions and headed a discussion on bar coding, and its applicability to the fleet management discipline.

The meeting adjourned for the day at approximately 5:15 PM.

#### DAY 2 FRIDAY, 24 APRIL

The meeting was called to order by Milton Reid, City of Gainesville, at 8:33 AM.

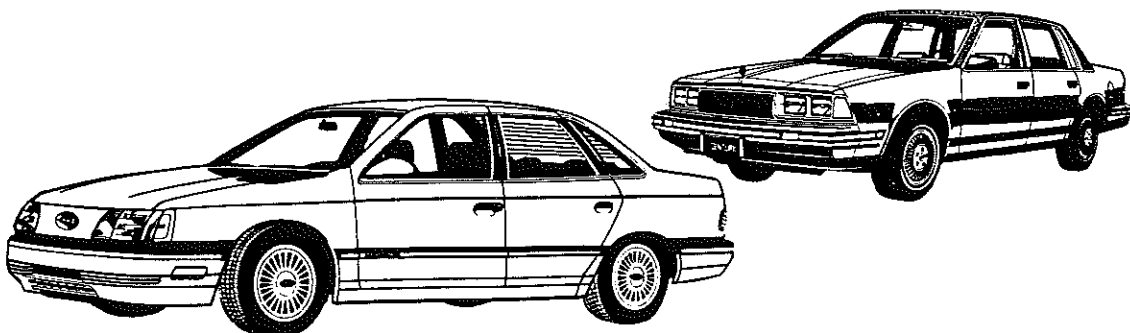
The first order of business was a presentation by Dan Burek, Sarasota County, on the promotion and selling of fleet management to top management. The presentation included slides depicting vehicle overloading and accident damage. A discussion on this topic ensued after the presentation.

At 9:39 AM, a presentation on hydraulic systems was made by Mr. Dan Cox, Vice President of Sales for the Altec Corporation.

At 10:30, Mr. Stephen Carroll, Purchasing Director of Pinellas County, made a presentation on developments in public purchasing, and how purchasing departments and fleet management organizations can work together. Mr. Carroll entertained questions from the membership following the presentation.

Charles Swarens, City of Tampa, suggested sending a letter to the management of the Hilton Inn Florida Center regarding inconsistencies in billing rates.

The general membership meeting adjourned at approximately 12:20 PM.



ATTENDANCE LIST  
GENERAL MEMBERSHIP MEETING  
23 - 24 APRIL 1987  
ORLANDO, FLORIDA

Al Cake, City of Deerfield Beach  
Milton Reid, City of Gainesville  
Ronald Emery, City of Holly Hill  
Robert Stone, City of Holly Hill  
Dick Boyer, City of St. Petersburg  
Vern Tucker, City of Ocala  
David Means, City of St. Petersburg  
John Neal, Pinellas County  
Dan Burek, Sarasota County  
C.S. McKay, Hillsborough County  
Lewis Jones, Palm Beach County  
James Rains, City of Dunedin  
Luis Tamayo, City of West Palm Beach  
Angel Ramos, City of Gainesville  
Will Massey, City of Gainesville  
Gene Bregel, Charlotte County  
Doug Mattocks, Volusia County  
Rose Ann Hunter, Seminole County  
Marvin Van Wormer, Seminole County  
Duane Vandenberg, City of Tampa  
Clive Cork, City of North Miami  
J. Kurt Miller, Pinellas County  
Klaus Reinhard, City of Pompano Beach  
Wally Brinkman, City of Hollywood  
Al Biermann, City of Coral Springs  
Richard Collins, City of Daytona Beach  
Elliott Covo, City of Miramar  
Greg Schmidt, City of Melbourne  
Gary Giragosian, City of Boca Raton  
Arthur Hoelderlin, City of Margate  
Carlin Dial, City of Margate  
Charles Swarens, City of Tampa  
A.Jay Dennett, Pinellas County Sheriff's Office  
Tom Blanke, Metro--Dade County  
Gene Sorensen, City of Satellite Beach

FOR YOUR INFORMATION

PRIVATIZATION - If you want to obtain some free information about why public services should not go private, you need only write to the American Federation of State, County, and Municipal Employees for their informative booklet. Their address is:

AFSCME  
1625 L Street, N.W.  
Washington, D.C. 20036

Tel. (202) 429-1000

FAGFA LOGO - The newly adopted FAGFA logo is proudly displayed on the cover of our newsletter. The logo was selected from several examples by the general membership at the Spring GM Meeting. The bulldozer and the sedan represents the spectrum of vehicle types and the sun rising is symbolic of our Sunshine State, which is itself rising to prominence in this nation.

WHAT'S HAPPENING - If you know of some event or development that may be of interest to our membership, take the opportunity to share it. All you have to do is write or call the Fleet Line editor, Vern Tucker, and give him the news. It will appear in the next Fleet Line under this column. Transfers, retirements, job openings, technical information, and management techniques are the types of information we want. Speak up and reach out to the membership. Be an active part of what's happening!

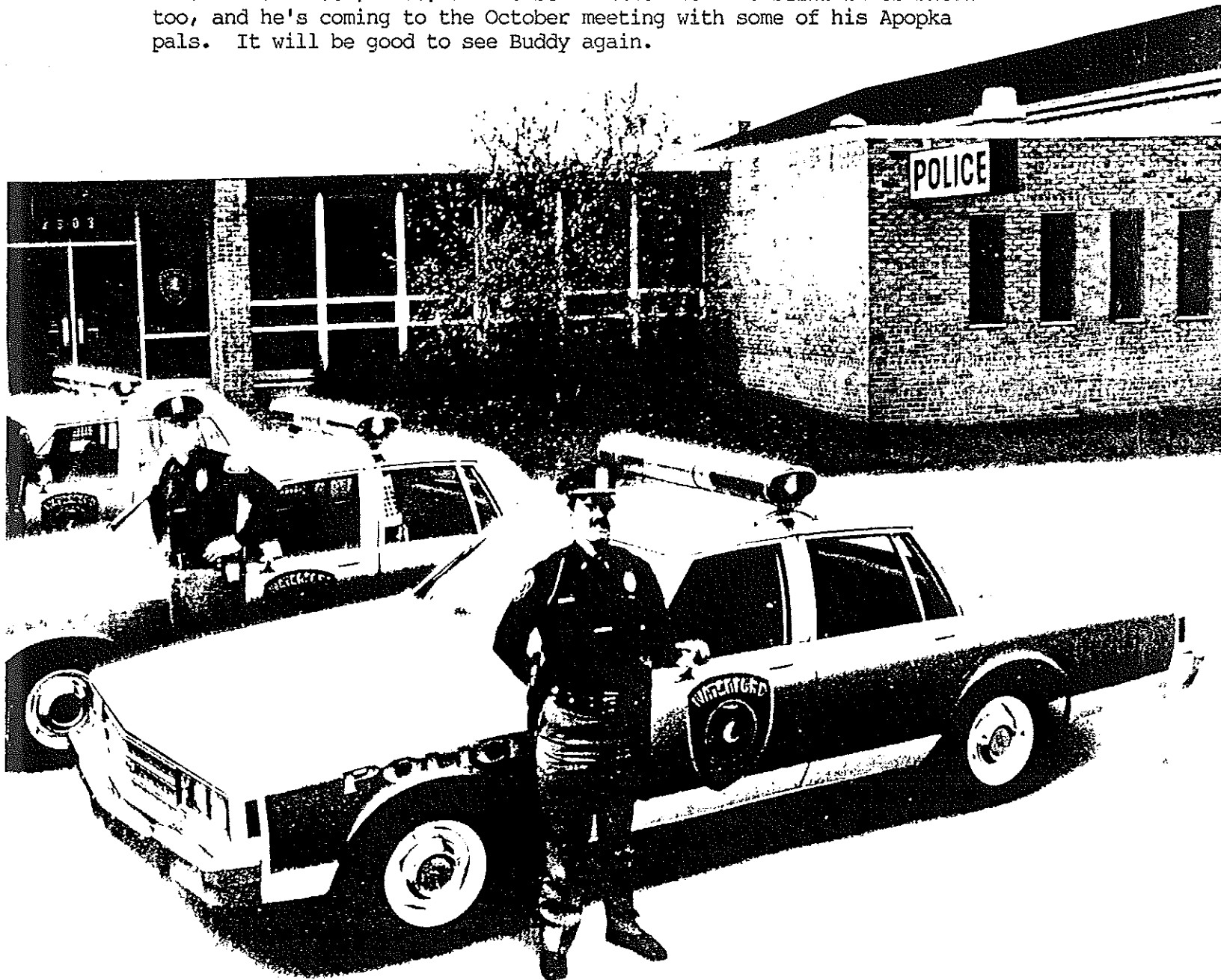
BAR CODING - If you've looked at our next meeting's agenda, you'll see that there's a one-hour presentation on bar coding. These machine readable series of dark bars separated by light spaces represent information in a machine readable format. You've seen them being processed every time you've stood at the supermarket check-out counter and watched the clerk pass your groceries over the optical reader. By allowing faster and more accurate data processing (one error in 3.8 million transactions), your parts inventory and repair order processing demands can be significantly reduced. With costs ranging from \$1,000. to \$5,000. (it can go higher), you might find the conversion to bar coding is an inexpensive way to streamline your operation. Be at the October meeting and get the data first-hand from Pete Paquette of JP Systems.

MANAGEMENT - Management is a great deal more than a collection of techniques. It is a process, an outlook, a way of looking at the world. Successful managers continuously readjust their way of looking at their organizations, their products, and their customers. Management, to the successful manager, is a way of life.

FOR YOUR INFORMATION -Continued.

QUALITY - Quality must be a concern throughout every step of the production process, and it cannot be introduced at the final point of that process. Quality should not be measurement of production, but rather, the very essence of it. Every employee and every process should be promoting the quality of your product. Reduce your costly delays and rejections, and find a new job for your inspector(s) because you've put quality first rather than last.

BUDDY RENEAU - Buddy has found a home in Apopka! Rumor has it that he's actually unpacked his suitcases this time. I called Buddy to confirm this. He reluctantly admitted that his overnight bag is well-equipped (with resumes no doubt) and rests right next to his maps and darts in the trunk of his car. His title these days is that of Public Services Director, and he directs the management of the Garage, Sanitation, Streets, Water/Waste Water, Parks, Recreation and general services. He's been there since December the 15th, 1986, and he still likes it. He still likes FAGFA too, and he's coming to the October meeting with some of his Apopka pals. It will be good to see Buddy again.



EMCA

FLORIDA ASSOCIATION OF GOVERNMENTAL FLEET ADMINISTRATORS  
PROPOSED AGENDA FOR THE OCTOBER 1987 GENERAL MEMBERSHIP MEETING

Hilton Inn Florida Center  
7400 International Drive  
Orlando, Florida

Magnolia Room

15 & 16 October 1987

THURSDAY, 15 OCTOBER, 1987

8:30 am - 8:55 am	Registration
8:55 am - 9:00 am	Opening Remarks
9:00 am - 10:30 am	Rap Session
10:30 am - 10:45 am	Break
10:45 am - 11:30 am	John Neal's presentation on "Capital Budgeting for Fleet Administrators."
11:30 am - 1:00 pm	Lunch
1:00 pm - 2:30 pm	Rap Session
2:30 pm - 3:30 pm	State-of-the-art bar coding applications for fleet management, by Pete Paquette of JP Systems.
3:30 pm - 3:45 pm	Break
3:45 pm - 5:30 pm	Business Meeting and election of new officers.

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FRIDAY, 16 OCTOBER, 1987

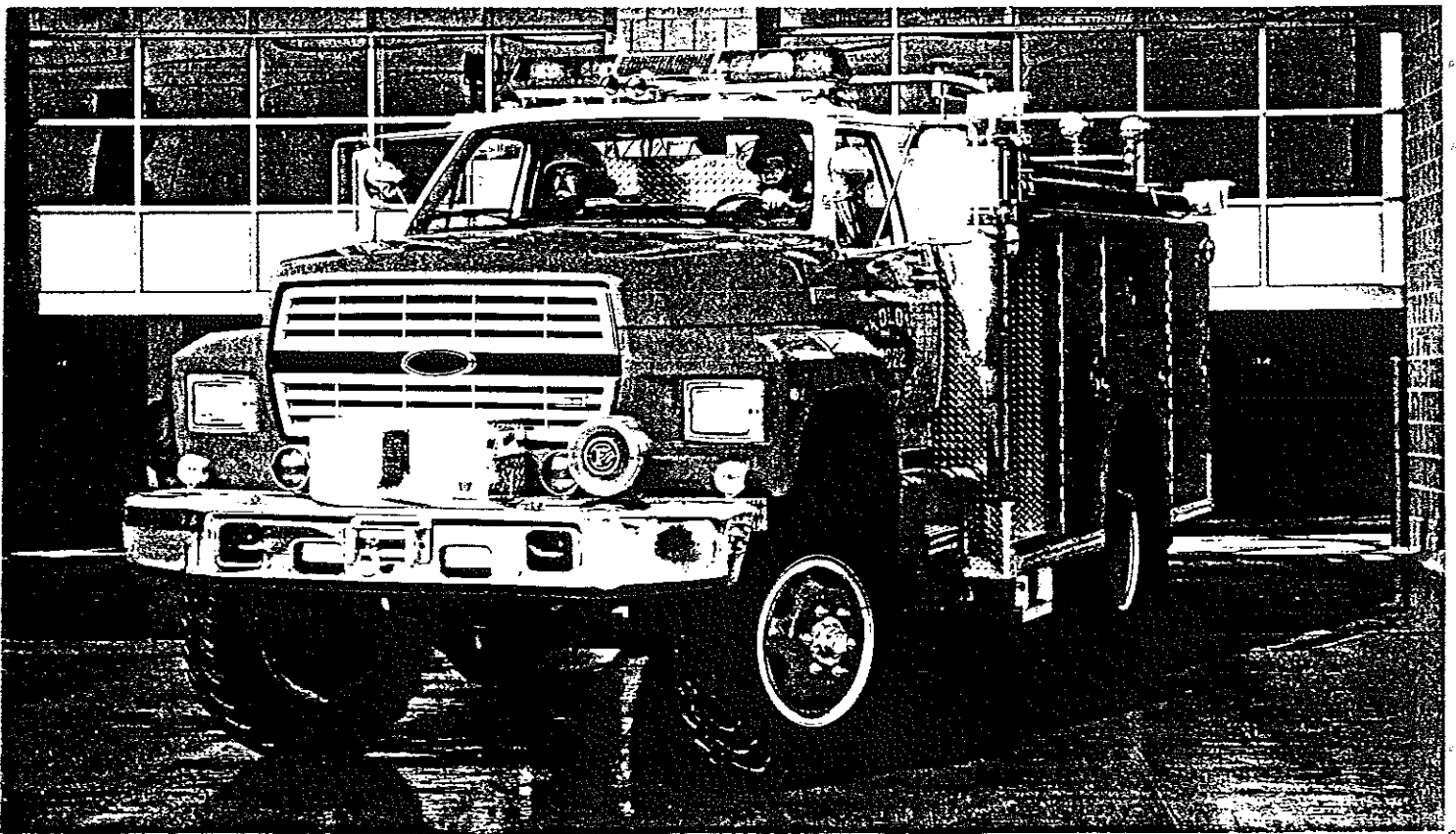
8:30 am - 9:30 am	Rap Session
9:30 am - 10:30 am	An overview of the Equipment Maintenance Council's (EMC) activities and future plans, by Jack Mears, Executive Director of the EMC.
10:30 am - 10:45 am	Break
10:45 am - 11:45 am	Representatives of John Deere, Ford, and Coastal Power will provide tips for spec'ing and maintaining heavy equipment components.

(Continued)

FLORIDA ASSOCIATION OF GOVERNMENTAL FLEET ADMINISTRATORS  
PROPOSED AGENDA FOR THE OCTOBER 1987 GENERAL MEMBERSHIP MEETING

(Continued)

11:45 am - 1:00 pm	Lunch
1:00 pm - 3:00 pm	Rap Session
3:00 pm - 4:00 pm	Orientation of new officers



FLORIDA ASSOCIATION OF  
GOVERNMENTAL FLEET ADMINISTRATORS  
ACTIVE MEMBERSHIP ROSTER

AS OF:

12 AUGUST 1987

\*\* IDENTIFIES ASSOCIATE MEMBERS

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*Kahoe*

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