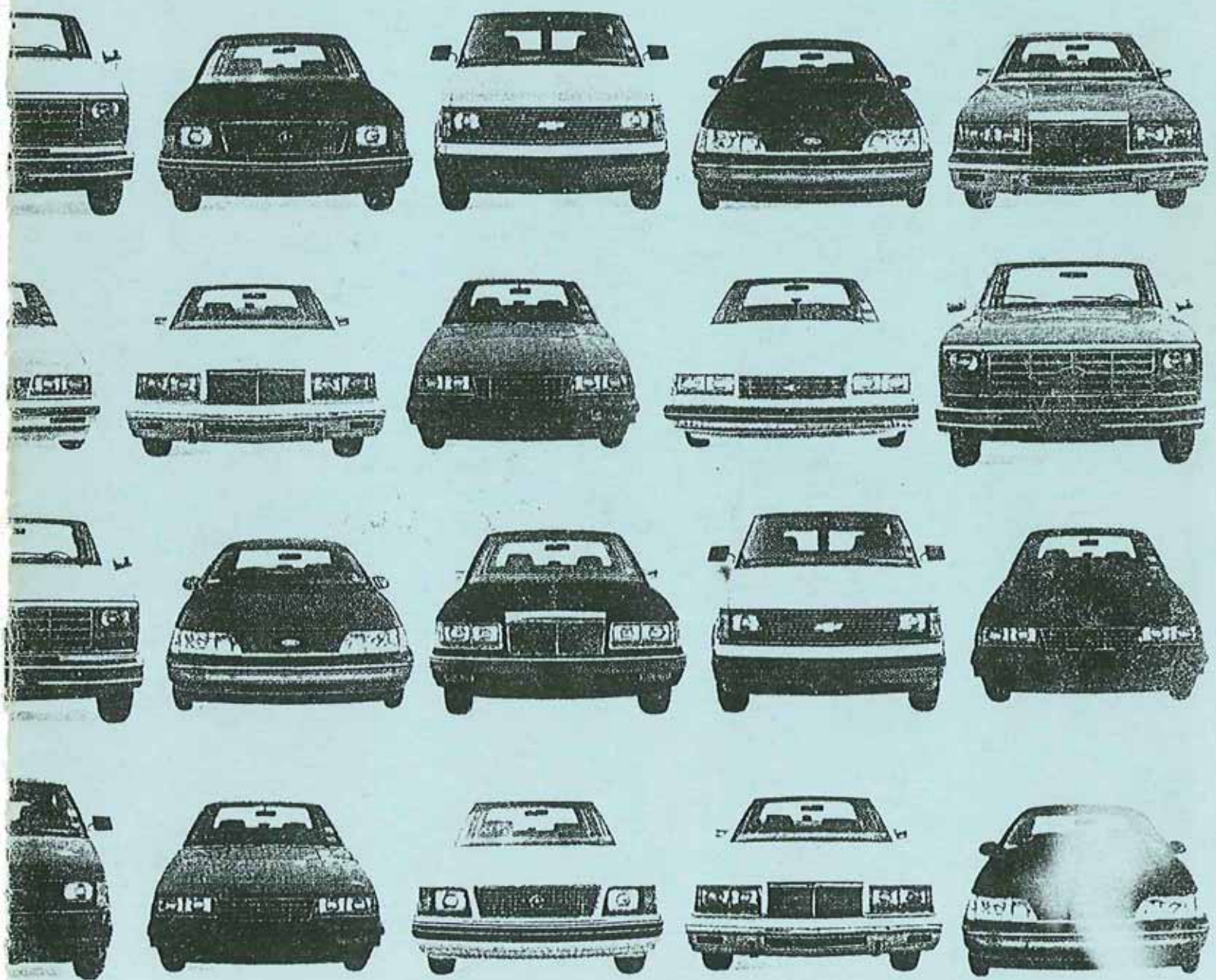


FLEET LINE

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

AUGUST 1988



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

Each year, at about this time, many fleet managers conduct analyses to determine their vehicle needs for next year. Which fleet vehicles need replacement? Which new vehicles offer the best investment? Which ones will be the best to perform certain jobs?

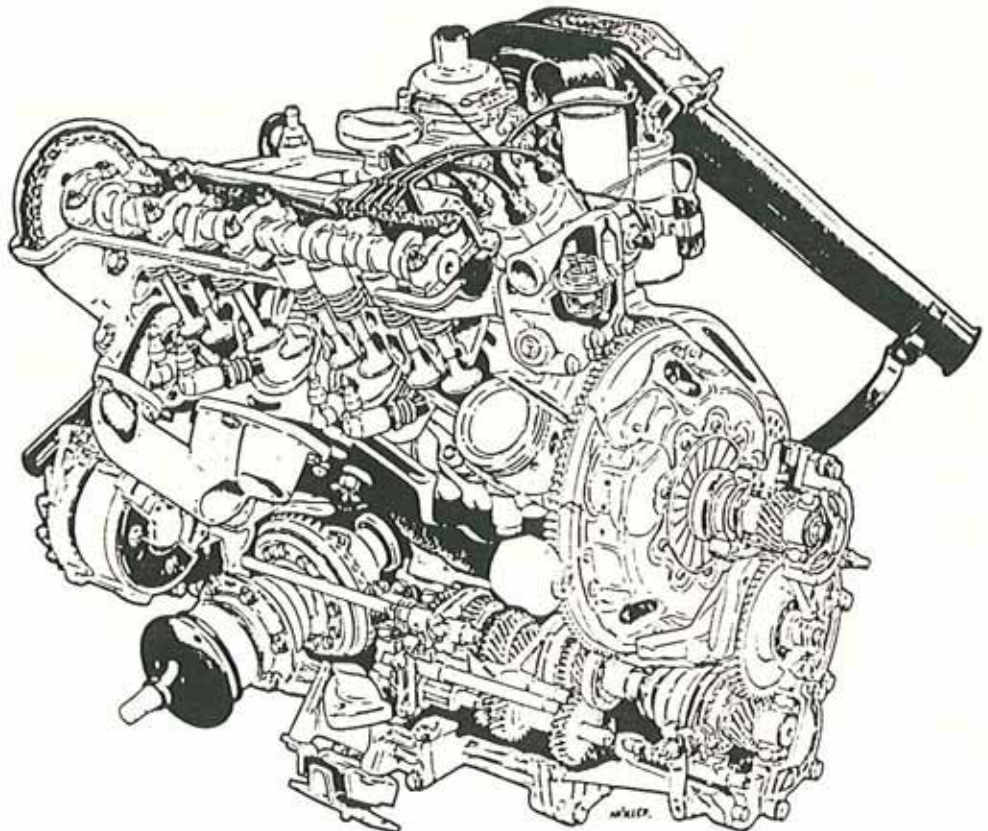
In addition to coping with this task every year, many of these fleet managers are dealing with change -- changes in vehicle designs and styles -- changes in internal management philosophies -- changes made to improve the cost effectiveness of fleet management -- changes in drivers' needs and job requirements. Only one of these changes compounds the already complex process of selecting the right vehicles. Combined, they form a manager's nightmare!

One problem for many fleet managers who face such changes is having the right information at the right time to make these all-important decisions.

Our association provides the ways and means to good reliable information for fleet managers and equipment supervisors. Our association is growing and generating more interest among peers and associates. This association, when you think about it, is one of the reasons you're successful in your own career. Continue to support it; attend the meetings. Make use of the room blocks and special offers to help support your association; after all, it's been worthwhile to everyone. Where else could you find the expertise and information so readily available and so many good folks willing to share their success?

Sincerely,

Dan Burek



OFFICIAL MINUTES

GENERAL MEMBERSHIP MEETING

FLORIDA ASSOCIATION OF GOVERNMENTAL FLEET ADMINISTRATORS

April 21-22, 1988
Hilton Inn, Florida Center
Orlando, Florida

The April General Membership Meeting was called to order at 8:55 am on April 21st by the Association President, Dan Burek. Each attendee introduced himself.

The first presentation was made by Jim Nelson, Vice President, CCG Systems covering the topic Software Systems for the Governmental Fleet Manager. Identified as one of the fastest changing professions in local government, the Fleet Administrator can look to computer software systems to support and assist in the decisions required by these new challenges. Mr. Nelson's presentation covered the scope of a software package, criteria for selecting software, potential benefits, costs, and the characteristics of a well designed software system.

Following a fifteen-minute break, at 10:30 am, Allan W. Fyfe, Manager-Service Center, Baker Equipment Engineering Company, made the presentation Vehicle-Mounted Elevating and Rotating Aerial Devices Maintenance and Safety Regulations. His topic covered certification, periodic inspection and testing, modification, and life expectancy. An informative training film completed his presentation.

The meeting adjourned for lunch at 11:30 am.

The meeting resumed at 1:05 pm with a presentation by Patrick Murphy, President, Murphy and Associates, entitled Shop Management/Shop Productivity. His topic compared the outside contractor with the government shops - why be concerned, and some possible alternatives. Mr. Murphy's presentation was interactive with the membership, provoking questions and discussion.

At 3:40 pm the semi-annual business meeting began.

The Treasurer's report was given stating a balance on April 21, 1988 of \$315.91. Motion by John Neal, seconded by Bill Harris to accept the report. A request was made by the Treasurer for all dues to be paid to help build up the treasury funds. Suggestions were taken for various ways to increase our funds:

1. 50-50 drawing at meetings.
2. Registration fee for meetings.
3. School Board fleets to join membership.
4. Encourage associate members - discussion to limit participation to a percentage of the total membership.
5. Associate members/vendors to host meetings.

The next item of business was the cost of hotel accommodations for members. Discussion included a possible time change for the next meeting, another hotel, stable rates, government rate, free meeting room with a higher room rate to lower cost to the association.

The meeting was adjourned at 4:10 pm.

The April General Membership Meeting reconvened on April 22nd and was called to order at 8:30 am by Dan Burek who introduced Kurt Miller, Director of Fleet, Pinellas County. Mr. Miller's topic was Equipment Specifications, or how to get the best piece of equipment for the best cost for our government entity. Mr. Miller's presentation included information on performance specs, vendor performance, bid evaluation, new or used equipment, multi-year contracts, total cost contracts, and trade-ins. Dan Burek, Director of Fleet Management, Sarasota, also presented information including dating specifications to cover a year time period so that vendor cost can be held for that time, total cost contracts which include a guaranteed maintenance cost, and information available from vendors to assist in preparing specs.

The floor was then opened for a rap session.

Kurt Miller, Pinellas County, handed out list of what is available and volunteered to function as the Film Library Manager for the Association.

Information presented regarding the Holiday Inn for the next meeting. Motion by Kurt Miller, second by Gary Giragosian to move meeting to new location in September.

Gary Giragosian, City of Boca Raton, handed out a survey on police vehicles.

Discussion regarding PRIDE - work and product quality.

Art Hoelderlin, City of Margate questioned mobile service for speedometer calibration.

Fred Chester, City of Temple Terrace, requested policies on vehicle replacement.

A set of tools, presented by CCG Systems as a door prize, was won by Al Cake, City of Deerfield Beach.

Jay Dennett, Pinellas County Sheriff - police package Chrysler Diplomat will be in production only until the second week of September of this year. Questions regarding any problems with Crown Victorias. Gary Giragosian stated that there were few problems except the identical problem which had been handled through recall. Al Cake had steering problems which the dealer had fixed, and Clive Cork mentioned some fuel pump and fuel injector problems.

Clive Cork, City of Coral Gables questioned the cost of an alarm for carbon monoxide when the vehicle is idling. Vern Tucker stated that a strip which sticks to the dash is less expensive.

RoseAnn Hunter, Seminole County questioned information on Motor Fuel Tax Refund. Milton Reid offered assistance.

Greg Schmidt, City of Melbourne questioned anyone taking hazardous cleaning solutions.

Luis Tamayo, City of West Palm Beach questioned information regarding new law concerning sampling antifreeze.

Jim Stephens, Palm Beach County asked if anyone was recycling antifreeze.

Will Massey, City of Gainesville questioned restriction on spray cleaning equipment. John Neal said DURM has, and Luis Tamayo has had a whole system installed recycling washdowns from his garage and car wash. Cost was approximately \$40,000 but the basic system was \$19,500.

Following the Rap Session, at 11:00 an, a film on Tire and Rim Safety was shown.

The April General Membership Meeting adjourned at 11:35 am.



"SUCCESS IS GETTING UP JUST ONE MORE TIME THAN YOU FALL DOWN!"



TREASURER'S REPORT

Beginning Balance as of October 13, 1987 \$540.00

PLUS:

Membership Dues

Regular -	3 @ \$10.00	\$ 30.00
Regular -	27 @ \$15.00	405.00
Associate -	5 @ \$25.00	125.00
Interest/Dividend		<u>1.22</u>

Total Membership Dues Received \$561.22

LESS:

Conference room & refreshments	\$513.36
Bank service charges	34.62
Fleetline production and mailing	224.83
New check order	<u>12.50</u>

Total Expenses \$(785.31)

Ending Balance as of April 21, 1988 \$315.91

Signed

RoseAnn Hunter, Treasurer



GENERAL MEMBERSHIP MEETING ATTENDANCE LIST

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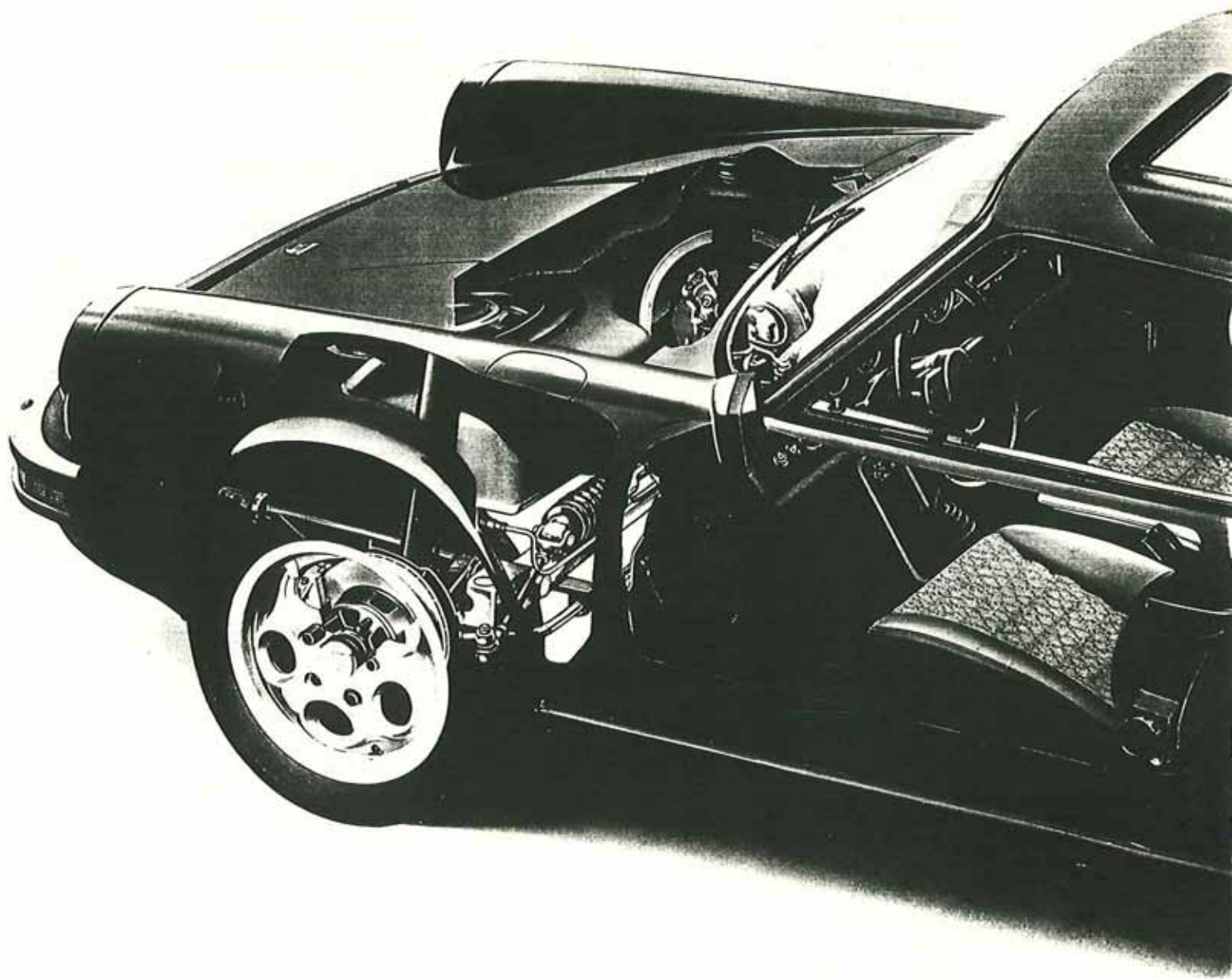
APRIL 21-22, 1988 ORLANDO, FLORIDA

RoseAnn Hunter	Seminole County
Greg Schmidt	Melbourne
Marv VanWormer	Seminole County
Klaus Reinhard	Pompano Beach
Ben Lacy	Pinellas Park
Fred Chester	Temple Terrace
Ronald Emery	Holly Hill
Walt Legacy	Orange City
Gene Bregel	Charlotte County
Bill Harris	Volusia County
Jerry Plummer	South Daytona
Chuck Young	Altamonte Springs
James Rains	Dunedin
Ray Inland	Dunedin
Vern Tucker	Ocala
James Stephens	Palm Beach County
Michael Sams	Cocoa
Luis Tamayo	West Palm Beach
Gary Giragosian	Boca Raton
Elliott Covo	Miramir
William Massey	Gainesville
Dexter Martin	Gainesville
David Sharp	North Miami
Doug Mattocks	Volusia County
Paul Turner	North Miami Beach
Greg Sitnek	Broward County
Al Cake	Deerfield Beach
Robert Smythe	Clermont
Gerald Beduch	Hallandale
Arthur Hoelderlin	Margate
Bob Stone	Holly Hill
Wally Brinkman	Hollywood
Al Biermann	Coral Springs
Jay Dennett	Pinnellas County Sheriff
Gene Sorensen	Satellite Beach
Jim Nelson	CCG Systems
Leon VanBibber	Pinellas County
Kurt Miller	Pinellas County
J.A. Neal	Pinellas County
Dean Tate	Fontaine Truck Equipment
Rob Lutinski	CCG Systems
Richard Collins	Daytona Beach
Milton Reid	Gainesville
Jon Crull	Ormond Beach
Clive Cork	Coral Gables
Dave Craft	Altamonte Springs
Robert Eichorst	Boynton Beach
Bernhardt Schilling	Ormond Beach
Dan Burek	Sarasota County
Pat Murphy	Murphy & Associates, Houston TX
Al Fyfe	Baker Equipment

Porsche 911 Carrera

**FLEET
LINE**

Plaything of the Year



→ FOR FRIVOLOUS USE ONLY ←

- NOT ON STATE CONTRACT AT THIS TIME -



AT THE MOVIES



FLORIDA ASSOCIATION OF GOVERNMENTAL FLEET ADMINISTRATORS

Video & Slide Index
Film Library

Tire and Rim Safety
Two-Speed Axle Operation
Pre-Trip Inspection
Coaching the Professional Driver
Tracks - Accident Investigation
Minimizing Back Strain on the Job
Air Brakes - What You Should Know
VMRS - Work Order Forms
Imperial - Bar Code Ordering Fasteners
Color of Danger - Forklift
Great Betrayal - Forklift
What's In It For Me? - Marketing
What Did I Ask? - Communication
Vehicle Inspection - Pre-Trip
What Did You Say? - Communication
Fleet Management Training - Parts and Why They Broke (Generic)

Kurt Miller
(813) 462-4832



FOR YOUR INFORMATION

NEW MEETING PLACE - Well, we've finally changed our meeting place for our general membership meetings! We've moved up the street away to the Holiday Inn. Those of you who have experienced the service (or the lack of it) at our former meeting place will understand why.

NEW MEETING DATE FOR FALL MEETING - We've moved our fall general membership meeting date to approximately one month earlier. This was done to take advantage of the off-season rates, saving us all a little money.

ROOMS BLOCKED FOR FAGFA - When you call to make your reservation, ask for one of the 20 rooms blocked in the associations name. When we reserve all 20 rooms, the meeting room will be free. (\$48.00/room blocked.)

PREREGISTRATION - You will find a pull-out form in the newsletter to preregistration for the meeting. This serves to let us know what sort of turn-out there'll be and it seeks a little commitment from you. It also helps us to raise a little money to pay for the coffee and donuts. Please fill it out and mail it to the address on the form - QUICK!

50/50 RAFFLE - There'll be a 50/50 raffle requiring just \$1.00/member to enter. Put in a dollar and your business card and cross your fingers. Half the money goes to the big winner and the other half goes into the treasury to help pay some bills.

THURSDAY EVENING HAPPY HOUR - The Holiday Inn will provide a Thursday evening "happy hour" and you are invited. It'll provide a little attitude adjustment for having suffered through the first day of the meeting - which includes the business meeting and election of new officers. C-E-L-E-B-R-A-T-E!

ELECTION OF NEW OFFICERS - If you're interested in the leadership of your association, you should be at the Thursday afternoon business meeting to make your vote a factor.

TRAINING FILMS - There's a list of training films in this issue for the use of our membership. Should you wish to add to the list by making your films available, please let Kurt Miller know at (813) 462-4832.

ATTENDANCE UP AND CLIMBING - The last three meetings, our attendance has been 40,41, and 51. This is just tremendous! Our membership has also risen dramatically, with around 130 members these days!

INTERNATIONAL DRIVE AND CRIME - Please take caution while attending the meeting. There's been some increase in muggings and pick-pockets recently, requiring renewed law enforcement response. It's mostly youth-gangs. The careful, sensible "tourist" should have little worry. Take every precaution to protect yourself and your valuables at your place of lodging as well.

MEMBERSHIP ROSTER - With the rising cost of producing the newsletter, one thing that had to go was the membership roster. With the membership roster growing it just isn't possible to include it in every issue. We plan to have a copy available at the meeting instead.

BY-LAWS REVIEW - Take a look at the By-Laws to see if there's anything in them that needs changing. As time goes by, adjustments need to be made. Let's be prepared to discuss it at this coming meeting.

"TABLE-TOP" VENDOR CONVENTION - In an effort to seek ways to raise funds for the association's needs, the executive committee has discussed the possibility of sponsoring "table-top" vendor demonstrations as a mini-convention in the near future. Another good topic for our meeting!

DUES, DUES, DUES - Roughly half our membership has kept their dues current. The association relies almost exclusively upon your dues to survive. Please mail them to RoseAnn Hunter or bring them to the meeting in September. We can't make it without you! If your "Fleet Line" has a red "X" on the inside back cover, our records indicate your dues are in arrears.

JOB SEEKER - We have received a résumé and letter of introduction from a fleet administrator in Hummelstown, PA. who is seeking employment in our neck of the woods. If you want to review the information received, please contact your editor. Should you want to contact the individual, here's the info:

Mr. George L. Schwarz
R.D. #2 Box 209
Hummelstown, PA 17036
(717) 533-3676

JOB OPENING - The City of Phoenix, Arizona needs an Equipment Management Administrator. Works for the Deputy Public Works Director of Support Services and maintains 5,000 units of equipment. Staff numbers 323 with operating budget of \$42.2 million. Vehicle replacement budget is \$14.4 million. \$40,581 - \$63,939 annualized. Appointment can be made up to \$52,260. Write to: City of Phoenix Personnel Department
135 N. 2nd Avenue
Phoenix, AZ 85003-2018 (602) 262-6277

Ref. 7337 - Equipment Management Administrator TM - P.D. #9707 T & E
(Your editor has a flyer with more info)

FLORIDA ASSOCIATION OF GOVERNMENTAL FLEET ADMINISTRATORS
PROPOSED AGENDA FOR THE SEPTEMBER 1988 GENERAL MEMBERSHIP MEETING

Holiday Inn
 6516 International Drive
 Orlando, Florida 32819

(407) 351-3500

Tower Building

15 & 16 September 1988

THURSDAY, 15 September, 1988

8:30 am - 8:55 am	Registration
8:55 am - 9:00 am	Opening Remarks
9:00 am - 10:00 am	<u>Law Enforcement Vehicle Life Cycle Survey.</u> To be presented by Mr. Gary Giragosian, Service Manager for the City of Boca Raton. (305) 393-7889.
10:00 am - 10:15 am	Break
10:15 am - 10:45 am	<u>Water Reclamation Systems.</u> Presented by Mr. Ron Fink, President and Mr. Kevin Collette, Vice-President of R.G.F. Systems of Ft. Lauderdale, Florida. (305) 735-1888.
10:45 am - 11:30 am	<u>Environmental Tips for Fleet Managers.</u> Presented by Polly Kratman, Environmental Specialist for Seminole County B.O.C.C., Sanford, Florida. (407) 323-9615.
11:30 am - 1:00 pm	Lunch
1:00 pm - 2:00 pm	<u>PRIDE of Florida.</u> To be presented by Mr. John Knoblock, Vice-President for Marketing for PRIDE. Tampa, Florida. (813) 441-1950.
2:00 pm - 3:00 pm	Rap Session
3:00 pm - 3:15 pm	Break
3:15 pm - 5:00 pm	Business Meeting and Election of New Officers.

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