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Fleet Services Committee Final Conference Call Meeting Minutes

December 14, 2000

Present: Warren Laing, Chair
Samuel Lamerato, EMC-APWA Task Force
Ken Nerland, Member
David Higgins, Member
Ron Brohammer, APWA Staff
Teresa Hon, APWA Staff

Absent: Charlie Caudill, Member
Bob Turner, Member
Clarence Wright, APWA Board Liaison

1. Warren Laing asked David Higgins if he stands by his resignation as chair of the Vehicle Equipment Specifications Task Force. David reviewed the reasons for his resignation and stands by the decision. Warren Laing indicated that he would follow-up with Ron Brohammer and Dennis Ross in a phone call after the conclusion of committee conference call.
2. **Minutes Approval** – The minutes from the October 26, 2000, meeting were approved.
3. **Equipment Code Project** – Connie Hartline reviewed where we are with the code book. Layout has taken place and it should be in print after the first of the year.
4. **Publication Projects** –
 - a. *Managing Public Equipment Sales* has already sold 250 from the initial print run. A few are backordered and a second print run of 250 has been ordered. There is a lot of interest and need for this updated copy.
 - b. Warren Laing collected a roster of session attendees at the Kentucky Congress. This list could provide contacts to work on new publications. Warren Laing will work on a publication and anticipates the process will take 3-5 months. Gary Bishop will work on CCG (Class code) and Randy Owen will work on vehicle replacement.
5. **APWA Fleet Directory** – Warren Laing explained the committee's request for a directory of APWA members who have expressed an interest in fleet services. Other professional associations provide a list of their members/peers for use by the association membership. The APWA Fleet Services Committee would like to have access to such a list so that they might discuss common issues and to help pass along information. Past experience of members requesting information via infoNOW has not produced the kind of response committee members feel they

would receive by contacting members directly. Ron Brohammer will discuss the request with APWA staff and report at the next meeting.

6. 2001 Congress

- a. #272 Writing Equipment Specifications – David Higgins and Rob Jamieson are ready to make this presentation.
- b. #273 Hybrid Vehicles & Alternative Fuels – Warren Laing and Rob Jamieson are actively working on speakers for this session.
- c. #274 Preventative Maintenance Scheduling or Best Fleet Management Practices – Lessons Learned – Patricia Kutt joined the call to notify the committee that the committee’s proposed pre-Congress session was accepted by the Program Review Committee. The guaranteed session time slot will address management practices.
- d. The preventative maintenance scheduling topic would still be viable for the 2002 Congress. Discussion led the group to suggest the topic “diagnostic equipment necessary for hybrid vehicles and alternative fuels” as an additional 2002 topic.

7. **Vehicle/Equipment Specifications Project** – With the resignation of David Higgins, it appears that Rob Jamieson will lead the efforts of the task force. Rob shared some ideas and Ron Brohammer feels it is a viable project and thinks we should continue.

8. **Mid-Year Meeting** – Discussion regarding the best time of year to hold a meeting in Kansas City took place. The general consensus was that April 5-7 was most attractive for participants. In the past Randy Owen (DMG) and someone from EMC have attended (at their own expense). It was requested that these individuals be invited to this year’s meeting.

9. Equipment Maintenance Council

- a. Sam Lamerato attended the November 12-14 conference in Cincinnati. Dale Warner is the new president of EMC. The meeting was well attended with over 200 however, it was thought that the location and timing might have hurt attendance. The ASEC testing, which is held twice a year, was scheduled at the same time.
- b. CEM Study Guide – There are 16 modules on the exam study guide. Four of the committee members are going through 3-4 modules at a time for detailed review. The first set of modules is due mid-January. Some sections need more in-depth study than others do. The EMC hopes to have this wrapped up by Philadelphia.
- c. CEM Exam – EMC offers a “cram” one-day study course the day before the conference. Some sessions went hand-in-hand with the study guide. This is a very profitable venture for the EMC – study guide \$195, one-day study session \$150, exam \$195. If an individual does not pass the exam, they may retake only those modules they failed (if less than half). If the fail rate is more than half the modules, the entire test must be retaken. The amount for the fee is under discussion. Sam mentions that this is a tough test, even for seasoned fleet managers. Once an EMC member has passed the test, they receive a plaque

and certificate of certification. The plan is that eventually the APWA will nationally and regionally administer tests and hold study sessions.

- d. Sam suggested that the APWA set up a booth at the EMC Conference, offering publications for sale. The spring meeting is scheduled for Orlando. Likewise, Sam feels it would be beneficial to offer EMC a booth at Congress and/or the Snow Conference.

10. **The next conference call** will take place Thursday, January 18 at 11 am Pacific/noon Mountain/1 pm Central/2 pm Eastern.