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DEPARTMENT OF GENERAL SERVICES



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July 19, 2023

The Honorable Judge Wendy Getty
Presiding Judge of the Solano County Superior Court
600 Union Avenue
Fairfield CA 94533

Regarding: 2022-2023 Grand Jury Report Entitled: Solano County Fleet Management Division

Dear Honorable Judge Getty:

This letter is in response to the report of the Civil Grand Jury 2022-2023 "Solano County Fleet Management Division" submitted to me on July 6, 2023. The General Services Department appreciates the opportunity to respond to your findings and recommendations.

First Finding and Recommendations

Finding 1 – Electronic controls for dispensing and monitoring gasoline and diesel fuel use, have been successfully implemented. However, there are no similar electronic controls for vehicles using propane or DEF.

Response to Finding 1 – *The General Services Department agrees with this finding.*

Due to the small amount of Diesel Exhaust Fluid (DEF) utilized by the County, DEF is not currently dispensed through a pump; therefore, it cannot be controlled electronically. Instead, the Fleet shop issues DEF to the departments on an as needed basis. Propane tanks belong to the Department of Resource Management, Public Works division. Any electronic controls would be administered by that department.

Recommendation 1 – Investigate implementing dispensing and monitoring controls for usage of both propane and DEF.

Response to Recommendation 1 – *The General Services Department disagrees with this recommendation and it will not be implemented because it is not reasonable. To implement dispensing controls for DEF would require Fleet Management to purchase DEF in bulk quantities of at least 220 gallons (by the tote). However, at the current rate of consumption more than half of the DEF would expire prior to utilization. Therefore, staff purchases DEF in gallon containers which are stored in the Fleet parts room. Monitoring controls are currently in place, as staff does not provide DEF until vehicles need to be refilled.*

Finding 2 – Telemetric monitoring is available in many of the County’s fleet vehicles, but those capabilities have not been activated. Having telematics activated in the County’s fleet vehicles would benefit multiple divisions in required vehicle maintenance, emergency breakdown notification, vehicle location and geo fencing notification.

***Response to Finding 2** – The General Services Department agrees with this finding.*

Recommendation 2A – Update the County’s software to enable electronic communications to and from County fleet vehicles to the maintenance department and divisions within the County for the limited purpose of enabling data for maintenance purposes.

***Response to Recommendation 2A** – This recommendation has been implemented. The County's software is updated and capable of communicating with the vehicle(s) telemetric device.*

Recommendation 2B - Activate the current County’s fleet vehicles that already have the telemetric monitoring systems onboard for the limited purpose of enabling data for maintenance purposes.

***Response to Recommendation 2B** – This recommendation requires further analysis. Fleet Management will turn on the vehicle telemetric devices when directed to by the County. The County Administrator's Office and Human Resources Department are analyzing policy changes and anticipate completing this phase by December 31, 2023.*

Recommendation 2C - Install the needed telemetric hardware in the remaining County fleet vehicles that do not currently have that hardware and activate it for the limited purpose of enabling data for maintenance purposes.

***Response to Recommendation 2C** – This recommendation requires further analysis. Fleet Management will install telemetric devices in vehicles that do not come equipped with a device from the vehicle manufacturer, when approved by the County. The County Administrator's Office and Human Resources Department are analyzing policy changes and anticipate completing this phase by December 31, 2023.*

Finding 3 – Combining the Fleet Management shops has resulted in a loss of workshop space.

***Response to Finding 3** – The General Services Department agrees with this finding. Although one facility was closed and the total shop area was reduced, the existing shop maintains adequate working space for Fleet personnel.*

Recommendation 3 – Fleet Management initiate a request to identify a new location that can handle maintenance requirements for both light and heavy equipment vehicles.

***Response to Recommendation 3** – This recommendation requires further analysis. Fleet Management is working with the appropriate staff in the County Administrator’s Office and Capital Projects to start the process of identifying needs and determining next steps.*

Finding 4 – Twenty percent of the County’s fleet vehicles are being driven less than the required minimum miles each year. The County is experiencing a great deal of underutilized vehicles.

***Response to Finding 4** – The General Services Department agrees with this finding.*

Recommendation 4 – The County should complete an in-depth analysis of the needs of the County’s fleet requirements and determine a realistic minimum number of miles accumulated by each vehicle and the steps needed to utilize available telemetric technology.

***Response to Recommendation 4** – The General Services Department agrees partially with this recommendation. However, we are unable to implement it because an in-depth analysis cannot be performed until we receive telemetric data. Annual mileage is only a portion of the information needed to assess a department’s vehicle needs.*

Finding 5 – Fleet Management is maintaining nearly \$200,000 in overstock and/or obsolete parts.

***Response to Finding 5** – The General Services Department agrees with this finding.*

Recommendation 5 – Contract a third-party vendor to handle the County’s fleet parts inventory and needs. A consignment inventory could free up cash flow as well as keep the needed parts current and up to date on the vehicles the County has within the fleet.

***Response to Recommendation 5** – The General Services Department agrees with this recommendation and it will be implemented. Fleet Management is currently evaluating two vendors for an integrated business solution (IBS). After evaluation, the findings and recommendation will be presented to the Board of Supervisors (BOS). Staff anticipates completing this review within the next 6 months.*

Finding 6 – With recent pronouncements in California concerning the future prohibition of the sale of new gas-powered vehicles. Fleet vehicles ultimately will be largely made up of electric/hybrid vehicles. At present, there are simply not enough County owned charging stations to meet the anticipated needs.

***Response to Finding 6** – The General Services Department agrees with this finding.*

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Recommendation 6 – The County must secure additional charging stations to handle the influx of electric/hybrid County vehicles. Moreover, the County needs to update the driver handbook with County electric/hybrid vehicle operations.

***Response to Recommendation 6** – The General Services Department agrees with this recommendation and it will be implemented. The County has partnered with Engie, Solano Transportation Authority (STA), and Electric Vehicle Charging Solutions (EVCS), a third-party provider. We anticipate 150 EV charging ports will be installed in the next 24-months and staff is evaluating current and future county locations for installation of future EV chargers. The County Administrator's Office and Human Resources Department are currently reviewing proposed changes to the driver handbook with the anticipation of finalizing revisions by December 31, 2023.*

I would like to thank the Solano County Grand Jury for their time invested in this matter and for their report of findings and recommendations. As always, the recommendations and comments of the Solano County Grand Jury are greatly appreciated. If you have any additional questions, please do not hesitate to contact me.

Sincerely,



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