

PLANNING AND ENVIRONMENT COMMITTEE

El Dorado County Fleet Maintenance Facility

Reason for the Report

The Grand Jury selected the County Fleet Maintenance facility for one of its sites to review.

Scope of the Investigation

The members of the Grand Jury:

- Visited the facility on February 25, 2003;
- Was briefed on the operations of the fuel dispensers, computerized fueling system (Gas Boy) and the vehicle repair facilities by the Fleet Maintenance Supervisor;
- Interviewed the Special Services Department Head Fleet Maintenance Manager;
- Interviewed the Fleet Maintenance Superintendent;
- Interviewed the Fleet Maintenance Accountant.

Background

The facility is located within the El Dorado County Transportation Department yard. The Grand Jury visited the facility to inspect the area for environmental issues. The Grand Jury saw no environmental violations with the possible exception that gasoline cans were stored on an open shelf in the sign shop without being placed in a metal cabinet. There are several environmental problems currently being added within the County Environmental Department which are associated with Gas Boy, gas pumps and the storage tanks.

The Grand Jury was informed that an accountability problem exists with Gas Boy. The system was out of service and had been for at least seven months. All aspects of Gas Boy including billing, calibration, monitoring usage, and dispensing have been out of order from time to time for two and one half years. The Gas Boy system is obsolete, since hardware and software are difficult to maintain. When Gas Boy is inoperative, fuel is dispensed on the honor system and lacks security. During the times that Gas Boy is down department billing was very difficult due to the fact that the collected fuel data covers only 40 percent of the fuel being dispensed by the County.

The County uses approximately 16,000 gallons of gasoline and 5,000 gallons of diesel fuel per week. The Committee observed that no one at the facility met the tanker truck upon its arrival and during the unloading of fuel. Some County vehicles using the fueling system are neither marked nor numbered making it difficult to identify them from private vehicles. The County maintains 600 plus vehicles including Sheriff's Department vehicles.

The front gates of the Fleet Management facility are open until midnight on weekdays, at which time Department of Transportation staff locks the gates using a combination lock. The gate is to remain closed on weekends. An electric gate is locked at the rear of the facility and is used by the Sheriff's Department after midnight and on weekends. The electric gate may be opened by remote gate control or key. Sheriff vehicles have remote gate openers which are permanently affixed to the visor. This gate is frequently left open by the Sheriff Officers, exposing all DOT equipment and fuel to vandalism and or theft.

Fleet maintenance of the County's 600 plus vehicles is performed in a two-bay garage that was part of DOT when built in the 1950's. Of the two hydraulic lifts, only one can be used on most of the fleet vehicles. The larger in-ground lift was designated for the larger DOT trucks. With only one designated lift, less repair work on fleet vehicles is possible. The second lift that is above ground is rated at only 7,000 pounds.

Currently, repair orders for County vehicle maintenance are manually written, making it time consuming to maintain a comprehensive maintenance record. A software program for computer maintenance records have been purchased and not used at this time.

There has been no personal performance evaluations given and no in-depth job descriptions are available. The new manager is working on personal evaluations and new job descriptions to improve work performance.

Findings

- F1. Gasoline cans are stored on open shelves in the sign shop.
- F2. The fuel dispensing facility has inadequate security, is not always locked and accountability is often based on the honor system.
- F3. The Gas Boy system has been out of order from time to time for two and one-half years.
- F4. The Gas Boy hardware and software are out-dated and difficult to maintain.
- F5. Fleet maintenance staff did not meet with the tanker truck driver to verify fuel meter.
- F6. The fuel dispensers have not been calibrated; therefore the readings are not accurate which makes cross-checking the usage and purchase of fuel impossible.
- F7. Billing for fuel usage by fleet management depends on entries made on the clipboard sheets kept at each fuel dispenser and best guesses by office employees. County departments are charges for fuel they did not use because of inaccurate accountability.

- F8. Not all County vehicles are marked making it difficult to differentiate between County and private vehicles at the pumps.
- F9. The gate nearest the fuel dispensers is not locked until midnight when DOT swing shift leaves at which time a combination lock is used. The combination is known by the Sheriff Deputies past and present.
- F10. An electric gate located in the rear of the yard is used after midnight and on weekends by the Sheriff Deputies. Their vehicles have remote gate openers which are permanently affixed to the visor of the patrol cars. However, to close the gate the drivers must get out of the car and use their key. This gate is frequently left open, including on weekends, exposing all DOT equipment to potential vandalism and theft.
- F11. Fleet maintenance of County vehicles is performed in a two-bay garage, one bay of which is a hydraulic lift that cannot be used for many of the county vehicles, limiting the amount of repair work capable of being performed.
- F12. Repair orders for County vehicle maintenance are manually written making it time-consuming to maintain a comprehensive maintenance record for all 600 plus County maintained vehicles.
- F13. Management of the facility does not always conduct annual performance evaluations of all personnel.

Recommendations

- R1. Gasoline cans should be stored in closed metal cabinets.
- R2. The facility should be secure at all times. Place a video camera in the yard to video-tape the area day and night.
- R3. Replace fuel dispensers and Gas Boy so the monitoring of fuel is computer maintained and can be audited.
- R4. Replace software for Gas Boy and repair order maintenance records with updated computer programs.
- R5. Monitor the amount of fuel placed in the storage tanks during delivery.
- R6. The repair order process should be computerized
- R7. All County vehicles should be marked with clearly visible I.D. numbers, except for those used in undercover law enforcement.

- R8. Recode all currently used remotes and change gate pad locks.
- R9. Replace or modify the electric gate so it will automatically close after it has been opened.
- R10. Replace larger DOT hydraulic lift with the appropriate lift for maintaining the fleet vehicles.
- R11. Annual performance evaluations should be completed.

Responses Required for Findings

F1 through F13 El Dorado County Department of General Services
El Dorado County Board of Supervisors

Responses Required for Recommendations

R1 through R11 El Dorado County Department of General Services
El Dorado County Board of Supervisors