



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Public Works

Prepared by: April Miller,
Director of Public Works

City Manager Approval: 

TOPIC: SAN RAFAEL FIRE DEPARTMENT FLEET REPLACEMENT FY 2022-23

SUBJECT: RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO PURCHASE THREE (3) FIRE DEPARTMENT VEHICLES FOR REPLACEMENT, IN AN AMOUNT NOT TO EXCEED \$998,000

RECOMMENDATION: Adopt a resolution approving and authorizing the City Manager to purchase three (3) vehicles of various makes and models to replace outdated vehicles in the Fire Department’s fleet, in an amount not to exceed \$998,000.

BACKGROUND: In accordance with the attached Fleet Management Policy and Procedures, Department of Public Works staff has identified three vehicles in the Fire Department that it recommends for replacement in FY 2022-23. These recommendations are based on vehicle age and mileage, emissions compliance, and operational efficiency. It is important to note that due to global supply chain issues, delays are expected for the FY 22-23 replacements. Vehicle maintenance staff have been required to perform larger repairs on older vehicles to meet the City’s operational needs. It is imperative that the vehicle orders are placed in a timely manner when the ordering window is open and the option to purchase vehicles “off the lot” is available.

The replacement recommendations for the Fire Department vehicles are based on operational need and vehicle procurement lead time. Chart 1 below shows the vehicle number, recommended replacement and associated cost.

Table 1- Fire Department Replacement Recommendations

Vehicle Number	Recommended Replacement	Associated Cost (includes upfitting and contingency)
26-02	Equivalent Fire Engine	\$870,000
14-08	Ford F-150	\$58,000
139-96	Ford Lighting EV	\$70,000
Total		\$998,000

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

Engine:

In the past, the Department used 15 years of front-line service plus 5 years reserve service as the replacement schedule for engines. More recently, the City has moved away from set timelines and instead evaluated vehicles on their actual condition.

While our front-line fleet is still inside the parameters of this goal, our reserve fleet consists of 2002 and 2003 Engines which are coming up on the 20-year mark. The reserve engines are critical for use as spares when the front-line apparatus is down for repairs or deployed to out-of-county responses. They are also used for training on a regular basis for our recruit academies and for continued in-service training to keep front-line apparatuses in a ready state.

The continued usage and age of these vehicles has led to increased maintenance and repair time as components wear out. Older parts take longer to locate, exacerbated by shortages, leading to additional downtime. Additionally, call volumes continue to increase, and front-line engines require more maintenance and downtime, making the reserve fleet that much more critical.

Our reserve fleet is also not California Air Resources Board (CARB) compliant as they do not have Diesel Particular filters (required 2007), or Selective Catalytic Reduction (required 2010). The phase-out of these older engines aligns with the City's goal of having a fleet that produces less greenhouse gas emissions.

While this request might be a little earlier than we would typically make, industry supply and economic trends in vehicle production have created long lead times. Current estimates for engines ordered today are a two-year delivery time. This long lead time requires the City to be proactive in engine replacement to ensure maximum response readiness in the near future. Additionally, the cost of engines has risen by 10% in the last year and will increase another 6% on November 1, 2022. Purchasing now even though delivery will be in two years will lock in the lower price.

Trucks:

Pickup trucks are used by Battalion Chiefs and personnel to respond to incidents and areas that large vehicles cannot access, like fire trails. In an effort to prioritize ambulances and engines, the department has been running with no backup pickup trucks within the fleet. This has put additional strain on maintenance staff as they attempt to find time to repair and maintain these trucks without pulling them out of service. Given this, the department is requesting two replacement pickups.

The first would be the department's first EV (Electric Vehicle) pickup, a Ford Lighting that would be assigned to the Deputy Fire Chief. The department already uses the City's first EV passenger vehicle for fire prevention inspections. The truck would save the City roughly \$3,000 in fuel per year and would be one of the first electric trucks in the Bay Area put into fire operational service. This is possible since the Deputy Chief does not respond to out of county calls and thus is not limited by the lack of charging infrastructure in remote locations of the state. The department looks forward to using this EV and learning from it to hopefully move the entire pickup fleet to EVs in the near future. In an effort to look forward and be as efficient as possible, the department will procure a white model so that once the battery has less range and no longer meets the Fire Department's operational needs, it may be used by other departments.

The second truck would replace an older utility vehicle, but more importantly would serve as a backup command staff truck in the event that any of the current trucks needs repair or are placed out of commission. This will ensure that there is some redundancy in the department's

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fleet while also phasing out an older, less fuel-efficient model. The City has historically purchased three-quarter ton vehicles for this use, but in an effort to downsize and be more environmentally conscious and economical, will be using a half ton. Replacing this older vehicle with one that can be used by the on-duty Deputy or Battalion Chief greatly increases preparedness and the ability for the department to ensure maximum operation readiness.

FISCAL IMPACT: These expenditures have been planned and there are sufficient funds available in the Vehicle Replacement Fund #600 to purchase three vehicles for an amount not to exceed \$998,000.

OPTIONS: The City Council has the following options to consider relating to this matter:

1. Adopt a resolution approving and authorizing the City Manager to purchase three vehicles to replace aging vehicles for the Fire Department's vehicle fleet.
2. Do not adopt a resolution and provide further direction to staff.

ATTACHMENT:

1. Resolution
2. Fleet Management Policy and Procedures

RESOLUTION NO.

RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO PURCHASE THREE (3) FIRE DEPARTMENT VEHICLES FOR REPLACEMENT, IN AN AMOUNT NOT TO EXCEED \$998,000

WHEREAS, the San Rafael Fire Department has three vehicles that require replacement; and

WHEREAS, based on information presented in the accompanying staff report and vehicle mileages, the Department of Public Works recommends the purchase of three new vehicles; and

WHEREAS, the City has determined that replacing aging fleet vehicles with various electric and hybrid vehicles is the most cost-effective, long-term option; and

WHEREAS, these expenditures have been planned and there are sufficient funds available in the Vehicle Replacement Fund (Fund #600) to purchase these vehicles.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN RAFAEL that the City Council hereby approves and authorizes the City Manager to purchase three (3) vehicles for an amount not to exceed \$998,000.

I, **LINDSAY LARA**, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Council of said City on the 3rd day of October 2022, by the following vote, to wit:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

Lindsay Lara, City Clerk



CITY OF SAN RAFAEL POLICIES AND PROCEDURES

Policy No.	
Subject:	Fleet Management Policy
Resolution No.	
Issue Date:	September 6, 2012
Revision Date:	
Prepared By	Richard Landis
Approved By:	<i>Nancy Marshall</i>

FLEET MANAGEMENT POLICY AND PROCEDURES

PURPOSE: The City of San Rafael establishes this policy to govern the management of the City's vehicle fleet.

SCOPE: The acquisition, outfitting and replacement of all City vehicles.

DEFINITIONS: "City vehicle" shall include all automobiles, trucks, motorcycles, or any other equipment registered with the Department of Motor Vehicles and owned, leased, or rented by the City. "Fleet Manager" shall be the Director of Public Works or his/her designee.

POLICY:

General Provisions

Fleet Manager

The role of the Fleet Manager is to advise the City Manager and City Council on matters relating to the City's vehicle fleet. The Fleet Manager shall communicate with all department directors regarding vehicle needs and submit timely reports to the City Manager. The Fleet Manager is committed to the following principles:

1. The size and nature of the City's fleet is governed primarily by need and function, i.e., the number of vehicles should be no greater than what is necessary to provide public services in an efficient manner. Each vehicle within the fleet should be minimally specified to fulfill its intended function, providing operators with a comfortable and modestly-appointed vehicle with which to deliver services in a cost-effective manner.
2. Vehicles should be selected with a strong preference for fuel efficiency and hybrid and alternative fuel technology. The City will strive to reduce the negative impact of its fleet upon the environment by reducing greenhouse gas emissions.
3. Vehicles with the lowest long-term maintenance and repair costs and occupant safety are preferable.

Department Budgeting for Additional Vehicle Acquisition

Before a department determines the need to add a vehicle to its inventory, it shall first check with the Fleet Manager and the Finance Department to determine whether an existing vehicle is available elsewhere in the fleet that may meet the department's needs. If none is available, the requesting

department shall submit a vehicle addition request to the Fleet Manager with the following information:

- The purpose for which the vehicle is needed
- The type of vehicle requested and the total estimated purchase price
- The estimated total cost of any special auxiliary equipment or equipment packages above what might be considered standard equipment. The cost of adding a new vehicle to the fleet shall be paid by the requesting department. Internal service charges to that department's budget shall be established at the time of vehicle purchase to ensure adequate future funding for the vehicle's eventual replacement.

Vehicle Acquisition

All departments shall submit vehicle purchase requests to the Fleet Manager. The Fleet Manager will consider requests, consult with the Finance Department to ensure that there are sufficient funds for the new vehicle request, and review vehicle specifications for conformance with the provisions and intent of the Fleet Policies and Procedures. All vehicle purchases shall be administered by the Fleet Manager and shall comply with bidding procedures, when applicable, to ensure competitive pricing. Invoices for new vehicle purchases and equipment installation shall be administered by the Fleet Manager with pre-approved departmental account codes established to meet the invoice totals.

Vehicle Replacement Funding

Funding for vehicle acquisition and supplemental equipment shall be established through monthly internal service charges to the department operating the vehicle, over the projected useable life of that vehicle. An annual inflation factor is applied to the department's internal service charge to account for anticipated increases in future vehicle costs.

Vehicle Replacement Schedule

City vehicles are eligible for replacement on the basis of the following established useable life recommendations:

Vehicle Description	Useable Life
Sedans, SUV's, vans, light and medium duty trucks (up to 8,600 gross vehicle weight)	10 years
Heavy duty trucks (over 8,600 gross vehicle weight)	15 years
Police patrol/traffic vehicles	5 years
Police unmarked vehicles	8 years
Police motorcycles	4 years
Parking enforcement buggies	5 years
Fire command vehicles	7 years
Fire pumper engines	15 years
Fire ladder trucks	20 years
Ambulances	5 years

Off-road maintenance and construction equipment shall be replaced when economically or operationally justified. When a vehicle in this group approaches the end of its anticipated life cycle, a cost/benefit analysis shall be performed to justify vehicle replacement.

These useable life standards are for vehicle replacement financial estimating purposes only. When a vehicle reaches the end of its established useable life and the department operating the vehicle requests replacement, each vehicle shall be assessed by the Fleet Manager and Vehicle Maintenance Division to determine if replacement is justified, given general vehicle condition, mileage, maintenance and repair history, safety considerations, etc. Extension of the useable life of any vehicle shall be at the discretion of the Fleet Manager and the requesting department. Likewise, a department may request a vehicle replacement prior to the end of its established useable life. The Fleet Manager shall review all such requests in consultation with the Finance Department and Vehicle Maintenance Division. Requests for early replacement shall be accompanied by a thorough justification, including objective criteria supporting the request. The cost of early replacement, if any, shall be borne by the requesting department.

If a department determines that an assigned vehicle is no longer needed, the vehicle shall be returned to the Vehicle Maintenance Division for re-allocation within the fleet or disposition as surplus.

Disposition of Surplus Vehicles

All vehicles accepted by the Vehicle Maintenance Division for replacement or permanent elimination from the fleet shall be consigned to public auction with the City's designated auction service. Departments shall deliver vehicles being replaced to the Vehicle Maintenance Division prior to accepting the new replacement vehicle.

Maintenance and Repair of Vehicles

Preventive and Routine Maintenance and Repairs

The Vehicle Maintenance Division shall notify departments of upcoming scheduled maintenance for vehicles operated by that department and will schedule the date and anticipated duration of the scheduled maintenance. If possible, the department operating the vehicle shall deliver it to the Vehicle Maintenance Division. If necessary, Vehicle Maintenance will pick up the vehicle at its customary parking location and return it when scheduled maintenance is complete.

Unscheduled Repairs

In the event a vehicle requires immediate or unscheduled repair during normal work hours, operators should call the Vehicle Maintenance Division (458-5345), or take the vehicle to the Public Works facility at 111 Morphew Street for assessment. If the vehicle cannot be operated or is unsafe to operate, the driver should call the Vehicle Maintenance Division for road service, towing, or advice. After normal working hours, vehicle operators should call the non-emergency Police Department dispatch number (485-3000) for towing or road assistance. Vehicle operators must notify their supervisors, as well as the Fleet Maintenance Division, in the event of a vehicle failure.

Reimbursement for Personal Expense for City Vehicle Repair

Certain emergencies may occur during non-working hours that can be easily remedied at a service station (for example, a flat tire or radiator hose). Department Directors whose employees routinely work outside of normal working hours shall develop appropriate policies governing the authority of vehicle operators to affect emergency repairs during non-working hours with the intended goal of delivering uninterrupted public service. These departmental policies shall be forwarded to the Fleet Manager for reference.