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Mark Hand, Director

Matt Reis, Assistant Director

# Lead By Example

- **Executive Order 2019-01:** *Commonwealth leadership in Addressing Climate Change and Promoting Energy Conservation and Sustainable Governance*
- **GreenGov Mission:** GreenGov Council encourages incorporation of environmentally sustainable practices into the Commonwealth government's policy, planning, operations, procurement, and regulatory functions.
- We strive for **continuous improvement** in efficiency and performance, working with state agencies.

# Climate Goal for Pennsylvania

- Executive order establishes a goal for PA to **strive to achieve a 26% reduction of net greenhouse gas emissions statewide by 2025**, and an 80% reduction of net greenhouse gas emissions by 2050 (from 2005 levels).
- In April, 2019, Governor Wolf joined 24 Governors in the U.S. Climate Alliance <https://www.usclimatealliance.org/> . U.S. Climate Alliance now has 25 signatories agreeing to meet climate reduction goals, track and report progress, and accelerate policies.



# Commonwealth Agency Goals

Reduce	Reduce overall energy consumption by 3% per year by 2025 (from 2017) level;
Replace	Replace 25% of the state passenger fleet with Battery Electric Vehicles (BEVs) and Plug-In Hybrid Electric Vehicles (PHEVs) by 2025, and evaluate opportunities to reduce vehicle miles travelled;
Procure	Procure renewable energy to offset at least 40% of the Commonwealth's annual electricity, and/or directly purchase renewable power generation sited within PA;
Build	Build any new buildings, major renovations, build to suit leased buildings to high performance building standards.

# GreenGov Certification Checklist

- Establish and administer GreenGov certification checklist to assess agencies' efforts to implement strategies to achieve performance goals
- Checklist to contain a menu of measures and strategies
- Agencies to re-submit a certification checklist on an annual basis

# GreenGov working with Agencies



# Bureau of Vehicle Management

## SAP Concur Update:

- Go-live scheduled for 12.1.19
- 8.12.19 a new PDF Ground Travel Worksheet was posted on DGS and Travel websites
- 8.26.19 Only the new PDF version can be attached to travel expense reports
- SAP Concur information is located on the Travel Operations Website [www.travel.pa.gov](http://www.travel.pa.gov)

## Enterprise Rent a Car

Doug Paskowski

~ New webpage coming soon!

~ [http://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=028&refId=COPATEST](http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=COPATEST)

# SPOTTED LANTERNFLY

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WHAT TO LOOK FOR



## EGG MASSES

- The eggs are laid in the fall and hatch in the spring. Egg masses are laid on hard surfaces (trees, decks, houses, outdoor equipment, rocks, etc.) and protected with a mud-like covering. Each egg mass contains 30–50 eggs. After hatching and before reaching adulthood, SLF goes through four nymph stages.

# LIFE STAGES OF SPOTTED LANTERNFLY

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# EARLY NYMPH

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Nymphs are small ( $\frac{1}{4}$  to  $\frac{1}{2}$  inch) and can be hard to find. Early nymph are found late April-July.



# LATE NYMPH

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Late nymph are found July-September and are red with white dots and black stripes.



# ADULT STAGE

**Adult, wings closed (Actual size = 1 inch) Found in July-December**



**Adult, wings open**



# PREVENTING THE SPREAD

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## Egg Scraping

- If you find egg masses on your property from September to May, you can scrape them off using a plastic card or putty knife. Scrape them into a bag or container filled with rubbing alcohol or hand sanitizer. This is the most effective way to kill the eggs, but they can also be smashed or burned. Remember that some eggs will be laid at the tops of trees and may not be possible to reach.

# The following counties are currently under quarantine:

- Berks
- Bucks
- Carbon
- Chester
- Dauphin
- Delaware
- Lancaster
- Lebanon
- Lehigh
- Monroe
- Montgomery
- Northampton
- Philadelphia
- Schuylkill

**EGG LAYING**  
September —  
December



**EGGS**  
October — June



**HATCH AND  
FIRST INSTAR**  
May — June



**ADULTS**  
July —  
December

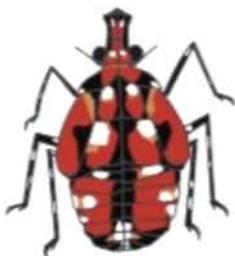


**SECOND  
INSTAR**  
June — July



## SPOTTED LANTERNFLY LIFE CYCLE

**FOURTH INSTAR**  
July — September



**THIRD INSTAR**  
June — July



# Spotted Lanternfly Biosecurity

Spotted Lanternfly  
is an active  
hitchhiker and  
makes use of many  
modes of human  
assisted transport



Automobiles,  
Construction  
Equipment and Signs,  
Storage Pods, Yard  
Waste, Trains, Horse  
Trailers, Nursery Stock,  
Dog Crates, Pallets,  
Boats, Hunting  
Equipment, Campers,  
and any other object  
stored outside can all  
harbor Spotted  
Lanternfly life stages



Why, you ask.

The spotted lanternfly poses a threat to crops, timber and ornamental plants. The plant species counted as hosts include grapes, peaches, apples, dogwood, maples, walnut, oak, hops, ornamental trees, pines, vines and its favorite host, the Tree of Heaven or ailanthus. In addition, it was also observed feeding on soybean and corn crops in Pennsylvania last year.

The spotted lanternfly is highly destructive, feeding on plant sap and secreting large amounts of honeydew. Both can cause damage to a host plant. However, honeydew promotes the growth of sooty mold, which is extremely damaging, especially to fruit crops. The honeydew secretions can also attract other pests to feed on a host plant. While the destruction it can cause is alarming enough, the greatest concern about the spotted lanternfly is its ability to spread via hitchhiking. Of any life stage, their egg masses have the greatest potential for long-distance travel. There are two reasons for this. The egg masses don't attract attention and are not clearly visible once they've been deposited. Furthermore, females will lay them on virtually any surface, including trees, lumber, furniture and vehicles.

# Basic biosecurity for insect pests:

If you live on an infested property or visit infested properties for work, be mindful that you, your vehicle, and your equipment are the potential pathways for the insect to hitchhike

Whenever possible, do not park under trees or tree lines  
Avoid leaving vehicles open, shut windows, trunks, hatches, and tailgates if possible

Tuck pant legs into socks to prevent adults from crawling inside your clothing, and check to ensure that none are resting on you before entering your vehicle

In heavy infestations, insects may swarm, and preventing them from entering your vehicle can be a challenge, so take a moment to scan the interior of the vehicle and kill any specimens found before leaving the area

You can prevent the spread of this unwanted pest by practicing biosecurity basics.

**First-**Know the life stages of the pest and when they are likely to be a threat

**Second-**Be aware of when you are in an infested area

**Third-**Follow biosecurity best practices

**Fourth-**Go the extra mile when you know you are exposed to Spotted Lanternfly

Spotted Lanternfly Biosecurity

There are a couple of ways you can help stop the spread of these flies. Starting with checking the front of your car, checking in the crevasses of your tires, then checking behind and underneath your car.

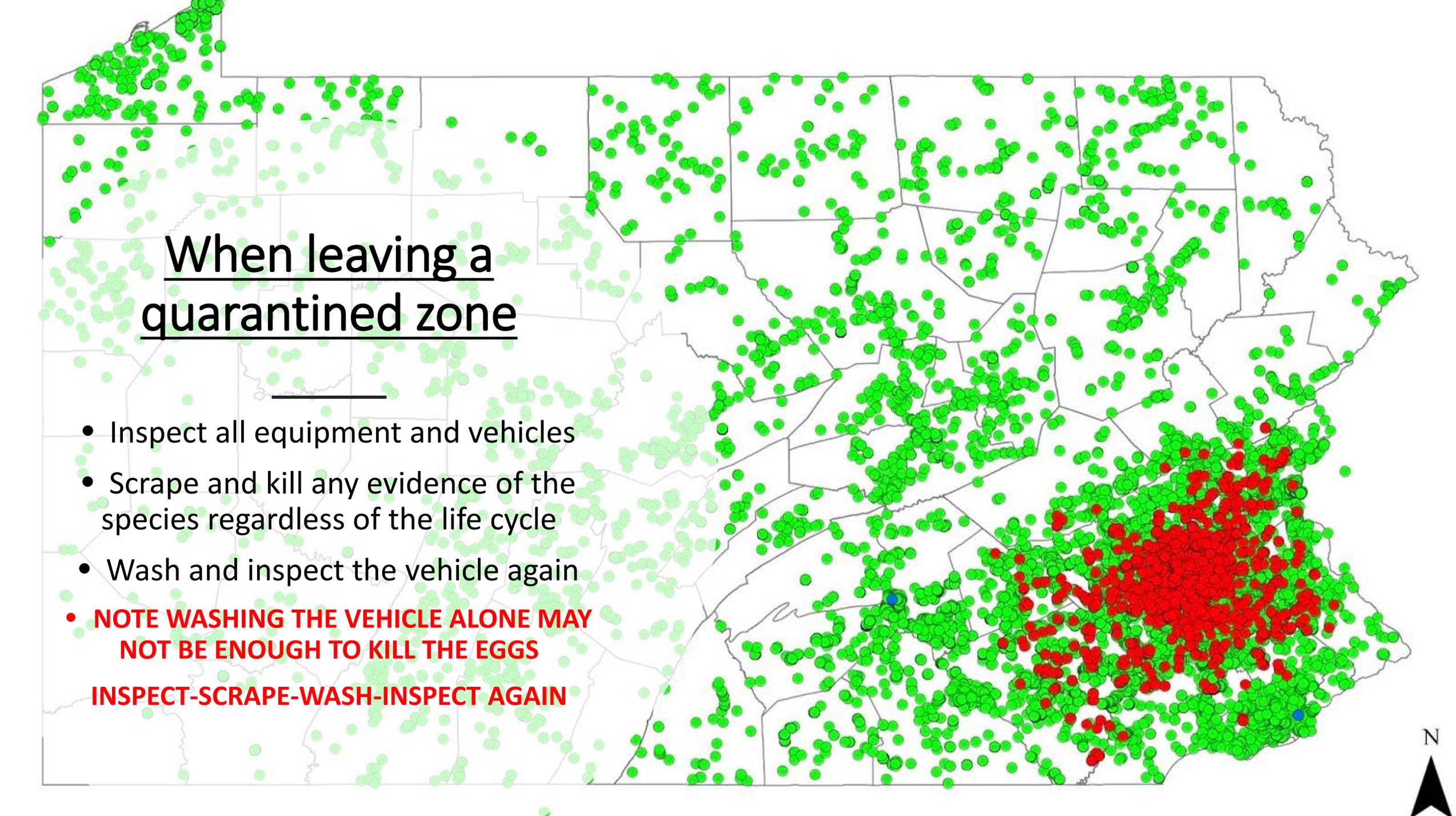


## Basic biosecurity for insect pests:

Equipment for the transport of live animals presents a special challenge. Horse trailers, dog crates, and bear traps are all open and exposed to easy entrance by swarming adults. When not in use, animal carriers should be stored so as to prevent insect entry and inspect them prior to use if in an infested area.

Avoid storing these items in tree lines  
Consider screening or tarping if practical  
After use, inspect for hitchhikers and kill any found



A map of a region, possibly a state or province, showing county boundaries. The map is covered with numerous small circular dots. Most dots are green, but there is a large, dense cluster of red dots in the southeastern part of the region. A few blue dots are also visible. The text 'When leaving a quarantined zone' is overlaid on the map, with 'quarantined zone' underlined. Below the text is a bulleted list of instructions. A north arrow is located in the bottom right corner.

## When leaving a quarantined zone

- Inspect all equipment and vehicles
- Scrape and kill any evidence of the species regardless of the life cycle
- Wash and inspect the vehicle again
- **NOTE WASHING THE VEHICLE ALONE MAY NOT BE ENOUGH TO KILL THE EGGS**  
**INSPECT-SCRAPE-WASH-INSPECT AGAIN**

# CLAIMS

# Claims

- We have a new Claims Supervisor
  - Steve Ford
  - [stevford@pa.gov](mailto:stevford@pa.gov)
  - (717) 214-6644

If you have any claims questions, please direct them to Steve.

# TELEMATICS

- CalAmp will be launching a new platform in 6 months to 1 year
  - It will solve some bugs in FleetOutlook
    - Flash Player
    - Reporting
    - Drivers moving around within agencies
    - Track vehicles as they move instead of constantly refreshing

# Drivers and Groups

- We are aware of an issue where drivers are being moved within orgs or completely different agencies
  - There is no solution at this time but will be addressed in iOn
  - The only current “fix” is to either:
    - Manually move driver back to correct group or contact Telematics to do so
    - Have driver fob into vehicle in correct org

# Reports

- We have instructional PowerPoints available so that you can run reports
  - Fob Assignment Instructions
  - Breadcrumb Detail Report
  - Alerts Report
  - Device Installation Report
  - Vehicle Metrics Report

Any others – please ask

# ▶ Vendor Repairs

- Telematics Vendor Repairs
  - Randy Tomlinson and Bill Confair

# Questions?

Christine Eby  
717-787-7857  
ceby@pa.gov

# AUTOMOTIVE LIAISON MEETING

August 27, 2019

# Customer Service Division

## Randy Howard

 [ranhoward@pa.gov](mailto:ranhoward@pa.gov)

 717-346-5967

# NEW CSD SUPERVISOR

As of June 3<sup>rd</sup> Brooke Patrick has become the new CSD supervisor. She can be reach @ 717-346-5952  
or

[brpatrick@pa.gov](mailto:brpatrick@pa.gov)

# APPROVAL FOR SNOW TIRES

- FORWARD A LIST OF DRIVERS, INCLUDING UNITS NUMBERS, WHO ARE APPROVED FOR SNOW TIRES BY THE END OF SEPTEMBER TO MYSELF OR BROOKE.

# CSD PHONE ISSUE

- We are still having issues with our new phone system, where if a caller is calling in and have their caller ID blocked turned on, it will send them to an empty mailbox in which the message can't be retrieved.
- Please make sure your drivers are aware of this. They can unblock their number by dialing \*82. As soon as this has been corrected, we will send an email out.

# Chevy/GM Roadside Assistance

## **1-800-243-8872 - Option #1.**

- 5 years / 100,000 miles.
- Free Towing to nearest GM dealership.
- Jump Start.
- Spare Tire installation.
- Fuel Delivery / 2 gallons of Gasoline.
- Pop lock if keys locked in vehicle.
- 15 feet winch out / Mud or Snow.

# Ford Roadside Assistance

## **1-800-367-3221 - Option #1.**

- 5 years / 60,000 miles.
- Free Towing
- Jump Start
- Spare Tire installation.
- Fuel Delivery / 2 gallons of Gasoline.
- Pop lock if keys locked in vehicle.
- 100 feet winch out / Mud or Snow.

# Chrysler / Dodge Roadside Assistance

## **1-800-864-3983 - Option #1.**

- 5 years / 100,000 miles.
- Free Towing to Chrysler dealership.
- Jump Start.
- Spare Tire installation.
- Fuel Delivery / 2 gallons of Gasoline.
- Pop lock if keys locked in vehicle.
- 10 feet winch out / Mud or Snow.

# Questions?

- Any Questions?

# AUTOMOTIVE LIAISON MEETING

August 27th, 2019

# Customer Service Department

## Bill Confair

✉ [biconfair@pa.gov](mailto:biconfair@pa.gov)

☎ 717-783-2325

# Active Days & Mileage

1	Vehicle Name	Vehicle ID	SumOfActive Days	Meets Days Threshold	SumOfDistance(mi)	Meets Miles Threshold	UNIT_NO	Year	MAKE	MODEL	USING_DEPT_N
23	57016186	057016186 - DGS	49	Underutilized	820	Underutilized	057016186	2010	FORD	F350	15-3801
24	6056027	006056027 - DGS MEDIA	51	Underutilized	4319	Underutilized	006056027	2013	DODGE	CARAVAN	15-4700
25	4022581	004022581 - DGS PUBLIC	51	Underutilized	2881	Underutilized	004022581	2012	CHEVROLET	MALIBU	15-6620
26	6056448	006056448 - DGS	53	Underutilized	798	Underutilized	006056448	2016	DODGE	CARAVAN	15-3801
27	44110873	044110873 - DGS FACILITIES	55	Underutilized	304	Underutilized	044110873	2002	JEEP	WRANGLER	15-3901
28	57016928	057016928 - DGS	59	Underutilized	656	Underutilized	057016928	2015	FORD	F350	15-3801
29	57026525	057026525 - DGS	62	Underutilized	452	Underutilized	057026525	2012	FORD	F550	15-3801
30	6056195	006056195 - DGS FACILITIES	62	Underutilized	1052	Underutilized	006056195	2014	DODGE	CARAVAN	15-3905
31	6055864	006055864 - DGS	63	Underutilized	549	Underutilized	006055864	2013	DODGE	CARAVAN	15-3801
32	57026163	057026163 - DGS FACILITIES	65	Underutilized	651	Underutilized	057026163	2009	FORD	F550	15-3901
33	57026162	057026162 - DGS FACILITIES	66	Underutilized	693	Underutilized	057026162	2009	FORD	F550	15-3901
34	57016334	057016334 - DGS FACILITIES	68	Underutilized	599	Underutilized	057016334	2011	FORD	F350	15-3901
35	17020084	017020084 - DGS PUBLIC	68	Underutilized	4676	Underutilized	017020084	2017	HYUNDAI	SONATA	15-6630
36	57016931	057016931 - DGS	69	Underutilized	536	Underutilized	057016931	2015	FORD	F250	15-3801
37	57017717	057017717 - DGS FACILITIES	69	Underutilized	476	Underutilized	057017717	2017	FORD	F350	15-3901
38	6056436	006056436 - DGS	69	Underutilized	3777	Underutilized	006056436	2016	DODGE	CARAVAN	15-4401
39	53017282	053017282 - DGS	70	Underutilized	501	Underutilized	053017282	2006	CHEVROLET	EXPRESS 3500	15-3801
40	57016329	057016329 - DGS	71	Underutilized	822	Underutilized	057016329	2011	FORD	F250	15-3801
41	57015967	057015967 - DGS	72	Underutilized	405	Underutilized	057015967	2008	FORD	F250	15-3801
42	6055968	006055968 - DGS	72	Underutilized	531	Underutilized	006055968	2013	DODGE	CARAVAN	15-3801
43	57016571	057016571 - DGS	72	Underutilized	4761	Underutilized	057016571	2013	FORD	E150	15-4401
44	57015424	057015424 - DGS FACILITIES	73	Underutilized	496	Underutilized	057015424	2006	FORD	F250	15-3901
45	57015229	057015229 - DGS FACILITIES	73	Underutilized	1014	Underutilized	057015229	2005	FORD	F250	15-3905
46	57015969	057015969 - DGS FACILITIES	76	Underutilized	863	Underutilized	057015969	2008	FORD	F250	15-3901
47	6055973	006055973 - DGS FACILITIES	78	Underutilized	1256	Underutilized	006055973	2013	DODGE	CARAVAN	15-3905
48	57026161	057026161 - DGS FACILITIES	79	Underutilized	729	Underutilized	057026161	2009	FORD	F550	15-3901
49	57017194	057017194 - DGS	80	Underutilized	599	Underutilized	057017194	2015	FORD	F150	15-3801
50	6055974	006055974 - DGS FACILITIES	81	Underutilized	693	Underutilized	006055974	2013	DODGE	CARAVAN	15-3901



# Utilization

1	Vehicle Name	Vehicle ID	SumOfActive Days	Meets Days Threshold	SumOfDistance(mi)	Meets Miles Threshold	UNIT_NO	Year	MAKE	MODEL	USING_DEPT_NO	ACT_CODE	EMP_NAME	JUSTIFICATION
23	57016186	057016186 - DGS	49	Underutilized	820	Underutilized	057016186	2010	FORD	F350	15-3801	NONPASS		
24	6056027	006056027 - DGS MEDIA	51	Underutilized	4319	Underutilized	006056027	2013	DODGE	CARAVAN	15-4700	PASS		
25	4022581	004022581 - DGS PUBLIC	51	Underutilized	2881	Underutilized	004022581	2012	CHEVROLET	MALIBU	15-6620	PASS		
26	6056448	006056448 - DGS	53	Underutilized	798	Underutilized	006056448	2016	DODGE	CARAVAN	15-3801	PASS		
27	44110873	044110873 - DGS FACILITIES	55	Underutilized	304	Underutilized	044110873	2002	JEEP	WRANGLER	15-3901	PASS		
28	57016928	057016928 - DGS	59	Underutilized	656	Underutilized	057016928	2015	FORD	F350	15-3801	NONPASS		
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30	6056195	006056195 - DGS FACILITIES	62	Underutilized	1052	Underutilized	006056195	2014	DODGE	CARAVAN	15-3905	PASS		
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32	57026163	057026163 - DGS FACILITIES	65	Underutilized	651	Underutilized	057026163	2009	FORD	F550	15-3901	NONPASS		
33	57026162	057026162 - DGS FACILITIES	66	Underutilized	693	Underutilized	057026162	2009	FORD	F550	15-3901	NONPASS		
34	57016334	057016334 - DGS FACILITIES	68	Underutilized	599	Underutilized	057016334	2011	FORD	F350	15-3901	NONPASS		
35	17020084	017020084 - DGS PUBLIC	68	Underutilized	4676	Underutilized	017020084	2017	HYUNDAI	SONATA	15-6630	PASS		
36	57016931	057016931 - DGS	69	Underutilized	536	Underutilized	057016931	2015	FORD	F250	15-3801	PASS		
37	57017717	057017717 - DGS FACILITIES	69	Underutilized	476	Underutilized	057017717	2017	FORD	F350	15-3901	PASS		
38	6056436	006056436 - DGS	69	Underutilized	3777	Underutilized	006056436	2016	DODGE	CARAVAN	15-4401	PASS		
39	53017282	053017282 - DGS	70	Underutilized	501	Underutilized	053017282	2006	CHEVROLET	EXPRESS 3500	15-3801	NONPASS		
40	57016329	057016329 - DGS	71	Underutilized	822	Underutilized	057016329	2011	FORD	F250	15-3801	PASS		
41	57015967	057015967 - DGS	72	Underutilized	405	Underutilized	057015967	2008	FORD	F250	15-3801	PASS		
42	6055968	006055968 - DGS	72	Underutilized	531	Underutilized	006055968	2013	DODGE	CARAVAN	15-3801	PASS		
43	57016571	057016571 - DGS	72	Underutilized	4761	Underutilized	057016571	2013	FORD	E150	15-4401	PASS		
44	57015424	057015424 - DGS FACILITIES	73	Underutilized	496	Underutilized	057015424	2006	FORD	F250	15-3901	PASS		
45	57015229	057015229 - DGS FACILITIES	73	Underutilized	1014	Underutilized	057015229	2005	FORD	F250	15-3905	PASS		
46	57015969	057015969 - DGS FACILITIES	76	Underutilized	863	Underutilized	057015969	2008	FORD	F250	15-3901	PASS		
47	6055973	006055973 - DGS FACILITIES	78	Underutilized	1256	Underutilized	006055973	2013	DODGE	CARAVAN	15-3905	PASS		
48	57026161	057026161 - DGS FACILITIES	79	Underutilized	729	Underutilized	057026161	2009	FORD	F550	15-3901	NONPASS		
49	57017194	057017194 - DGS	80	Underutilized	599	Underutilized	057017194	2015	FORD	F150	15-3801	PASS		
50	6055974	006055974 - DGS FACILITIES	81	Underutilized	693	Underutilized	006055974	2013	DODGE	CARAVAN	15-3901	PASS		



# Good Justification

Bob Fankulewski had 2 lengthy vacations during the evaluation period in August 2018 and December 2018. Also, during this period, it was unusual for there to be limited warehouse activity which requires significant travel. During this current 6 month period, utilization has been normalized and vehicle is not being under utilized.

During the course of the utilization period, there were several vacations and projects which did not require travel. During this current period, utilization will increase.

Almost entirely during this timeframe, this employee was completing a fraud investigation which was completed at her home store. She is now completing more travel with her normal assignments.

This vehicle's mileage was very close to the 5,000 miles required for the time frame. This employee only missed due to leave that was scheduled during the latter part of the year.

Due to the types of assignments being completed in this time frame, this employee was needed more heavily at Regional Office during this period and did not hit the required miles. Assignments have now changed and he is now required to travel more in the field.

This auditor was very close to the number of days required for the time frame. This employee only missed due to leave that was needed.

# Bad Justification

M			
hold	JUSTIFICATION		
	This is a pool vehicle needed for employees that need to drive to a project.		
C	D	E	
SumOfBusiness Days Used	Meets Days Threshold	SumOfBusiness Mileage	Meets M
28	Underutilized	904	Underutili

# Questions?

- Any Questions?