

**MINUTES OF THE MEETING OF
THE EQUIPMENT LEASING AUTHORITY
HELD ON DECEMBER 1, 2022**

CALL TO ORDER

The board meeting of December 1, 2022 was called to order at 2:09 p.m. The agenda and public notice were posted on the ELA website and displayed in the City County Building in Room 502 on November 28, 2022.

Present – Lisa Frank, Chris Hornstein, Daniel Lavelle

Absent – Lee Schmidt, Anthony Coghill

In attendance: Stephanie Gagne, Jennifer Olzinger, Eric Shultz, Brandon Walton, Jamie Jones, Danny Cerrone.

APPROVAL OF MINUTES

The minutes from the September 22, 2022 board meeting were approved for filing.

PUBLIC COMMENT

Ms. Frank asked for comments from the public. Ed Farley 955 Gladys Avenue, Pittsburgh PA 15216, inquired about the status of vehicles being held. He stated that trucks have been ordered over a year ago and has not gotten an answer to his inquiry. Mr. Walton responded that Chief Kokkila is scheduling the order and that there have been changes to it. He is unsure when it will be ordered. Farley asked for an update on the status of the pumpers. Mr. Walton replied that they have signed the lease and are waiting to sign the purchase agreement, but have instructed Spencer to continue with their progress. The only thing they have not done is officially place the order, but they have done everything they can prior to getting the purchase agreement signed. Ms. Olzinger stated that they are hoping to get the contract executed over the next few days. Mr. Walton explained that they cannot purchase the Spartan Chassis from CoStars because they are not listed, but has spoken to Spencer about this already. Because the order was put in this way, the ELA had to draft their own purchasing contract. It has been a back and forth between attorneys to get the contract complete and the signed agreement should be complete within the week. Farley stated that he is just concerned about the state of the fleet.

PURCHASE APPROVALS AND AUTHORIZATIONS

- a. The Board authorized IA-22-21 requesting a 2021 Plan amendment to cancel Purchase Orders ELA-2021-17 and ELA-2021-18 due to a cost increase by the vendor and the vendor's inability to deliver the completed trucks on the original timeline. Cancelling these Pos will allow for the ELA to reorder the pumper bodies from the same company awarded the contract for 2022, A&H Equipment, which is able to deliver the equipment 2-3 months earlier. There is no contract or financial liability to the ELA for cancelling these purchase orders. Interim approval was granted on September 13, 2022

- b. The Board authorized IA-22-22 requesting for the City's Office of Management and Budget, Procurement team to accept Spencer Manufacturing, Inc.'s bid for the Fire Pumper and to award them the contract to provide the apparatus for the Department of Public Safety, Bureau of Fire (PBF). These specifications were created by PBF's Apparatus Working Group, and accepted by the group, the union, and the leadership of PBF. Interim approval was granted on September 27, 2022.
- c. The Board authorized IA-22-23 requesting to increase IA-21-14 for the repair of River Rescue 5222. The cost of the repair totaled \$138,000 due to unforeseen haul damage and an increased cost for paint and lighting. The cost increase of \$38,000 will be fully reimbursed to the ELA from the Department of Public Safety. Interim approval was granted on October 11, 2022.
- d. The Board authorized IA-22-24 requesting to transfer PWMP-3, a 2008 Chevrolet Silverado 3500 (VIN 1GCHK34K68E139347) to the Pittsburgh Bureau of Police Narcotics division. This vehicle is being decommissioned due to age, but still has some use as an undercover vehicle. Interim approval was granted on October 11, 2022.
- e. The Board authorized IA-22-25 requesting to amend the 2022 Vehicle Acquisition Plan by adding \$31,150 for the purchase of two (2) Rat Packers for the Department of Public Works, Bureau of Parks Maintenance utilizing left over funds from canceling the Agricultural Tractors. The additional funds will cover the increased cost of the vehicles due to unforeseen material costs and lower government concessions from the original equipment manufacturer (OEM). Interim approval was granted on October 13, 2022.
- f. The Board authorized IA-22-26 requesting to amend the 2022 Vehicle Acquisition Plan by adding \$16,392.25 for the Department of Public Works to add overfill protection to the nineteen (19) snow pickups. This protection prevents salt from falling into the bed and onto the frame, which creates corrosion and shortens the life of the vehicles. Funding for this will come from 2019 Contingency Funds. Interim approval was granted on October 24, 2022.
- g. The Board authorized IA-22-27 requesting to increase purchase orders ELA-2022-01 and ELA-2021-23 by adding \$151,080.30 for the Department of Public Works, Facilities Maintenance. This increase is due to Ford Motor Company canceling 2022 model year vehicles. These vehicles are reordered as 2023 model year. This funding will be covered by the target budget and \$194.85 from 2019 Contingency. Interim approval was granted on November 3, 2022.
- h. The Board authorized IA-22-28 requesting to increase purchase order ELA-2019-115 by adding \$5,177 for the Department of Public Works. This purchase order should have originally covered the snow plow tracker equipment for two (2) vehicles, but only covered one (1). This funding will come from 2020 Contingency. Interim approval was granted on October 24, 2022.
- i. The Board authorized IA-22-29 requesting to amend the 2021 and 2022 ELA Plans by removing the purchase of three (3) Pumps for the Department of Public Safety, Pittsburgh Bureau of Fire. The leftover \$2,075,138 funding would then be used to

purchase much needed support SUVs, changes to the foam tenders, and other vehicle needs. Interim approval was granted on November 3, 2022.

- j. The Board authorized IA-22-30 requesting to enter into a lease agreement with Leasing 2 Incorporated for the purchase of four (4) Fire Apparatus for the Department of Public Safety, Bureau of Fire. This funding will come from Council Resolution 2022-0652 authorizing the appropriation of \$3,879,860.74 over seven (7) years to cover this lease. The ELA will own the apparatus at the end of the lease. Interim approval was granted on November 3, 2022.

Discussion:

Amended IA-22-21: the ELA ended up not cancelling those POs because the original vendor was able to honor the price.

Mr. Hornstein had comments about Items d and e noted that Item d seemed like a straight transfer between departments and would like to add in Item e that there was a previous interim approval.

VEHICLE STATUS REPORTS

2021: All vehicles are ordered, most are in service. The ELA is still waiting on the SWAT equipment utility truck. The chassis arrived at the dealer but has not yet been delivered to the police. The administrative SUV for EMS was cancelled and reordered. Mr. Walton is hoping it arrives within the next few weeks. All equipment has been delivered to the upfitter. All other items are still delayed due to supply and material chain issues.

2022: Everything is ordered. There are some orders that were cancelled by manufacture and moved to 2023 models. These increases will be covered using the 2022 Contingency Fund. Ford cancelled thousands of orders this year and we normally order Fords for the police department.

Mr. Hornstein requested the ELA changes “vehicle status reports” title to “vehicle orders.” This is approved.

NCA REPAIR COST REPORT

NCA Repair Costs incurred from January 1, 2022 through November 15, 2022 totaled \$143,559.28. Med47 is in service. The river rescue boat might need new motors. If it does, it would cost about \$60k minimum.

ONLINE AUCTION REPORTS

GovPlanet proceeds from January 1, 2022 through November 15, 2022 totaled \$8,425.00.

GovDeals proceeds from January 1, 2022 through November 15, 2022 totaled \$134,090.09.

Mr. Hornstein inquired about the tracking of police vehicles that are auctioned. Ms. Jones responded that the ELA can only sell police cars to other public safety bureaus or authorized retailers and they keep the contact information of the buyer.

2023 EQUIPMENT ACQUISITION PLAN

Mr. Walton hasn't had a chance to discuss the plan with Dave Hutchinson of OMB, and will hopefully do so within the next week or so. He suggested that the board can have a meeting to go over the plan if they wanted. Ms. Frank would like a refresher on the long range acquisition plan for herself and Mr. Hornstein. Mr. Walton stated that right now, there is not enough funding to have the City's vehicle fleet stay under 10 years old. Ms. Olzinger suggested that the ELA could look into grant funding to help with costs. Mr. Walton stated that if the ELA can get to the point where they can auction and turn the fleet over, that would help pay for new vehicles. Ms. Frank would like to think through ways to gather funds to help achieve the goal of the fleet being no more than 10 years old. Mr. Walton stated that if the ELA can get more buy in to alternative fuel, they may be able to have help in the form of federal funds.

FINANCIAL STATEMENTS: 2ND QUARTER OF 2022

ELA financial statements for the Second Quarter of 2022 have been provided by McGee, Maruca and Associates. Ms. Frank asked for a summary of the report. Ms. Jones stated that every month, she reviews PNC bank statements to ensure that everything matches. She sends statements and backup to McGee, Maruca and Associates to ensure that the ELA is completely transparent and on track. The ELA will be holding this item until the next meeting for the new hire.

INFRASTRUCTURE UPDATE

EV Infrastructure

2 Level 2 chargers have been installed at the Traffic Division.

2 Level 2 Chargers have been installed at Forestry.

1 Dual Port Level 2 Charger has been installed at the 5th Division

1 Level 2 Charger has been installed at Heavy Equipment.

PWES project will start construction in December

DPW Warehouse Project

DLC installed 3 poles and the upgraded transformer.

Fallon Electric has dug all trenches and are beginning to lay the Conduit.

Mr. Walton is hoping the infrastructure for the Warehouse Project will be complete by the end of March. He stated that everything is ordered, but the Duquesne Light Company agreement needs to be approved so work can begin in January. The agreement with Aurora also needs to be finalized because the City is utilizing their lot and can start construction after Aurora's side of the lot is completely secured

OTHER BUSINESS

Ms. Frank asked if the ELA should have a plan on lighting for vehicle facilities. Ms. Olzinger stated that at the garage in the Strip District, a ton of lights are out. The fencing at the garage is also an issue. Mr. Walton stated that they will be installing more cameras in the Strip District garage, especially because there is no camera visibility on the Environmental Services side.

MEETING SCHEDULE

The regularly scheduled 2023 ELA Board meeting dates are listed below. Meetings are scheduled to begin at 2:00 p.m. and will be held either in the City Learning Lab or via Teams as circumstances permit.

March 21, 2023

June 20, 2023

September 19, 2023

December 5, 2023

ADJOURNMENT

A motion was made to adjourn the meeting at 3:01 p.m.