

BOARD OF SUPERVISORS

District 1 | **James Houser**
District 2 | **Stacey Walker**
District 3 | **Ben Rogers**
District 4 | **Brent Oleson**
District 5 | **John Harris**

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LINN COUNTY BOARD OF SUPERVISORS MEETING AGENDA

Monday, October 1, 2018
9 a.m.

Informal Board Room—Jean Oxley Public Service Center
935 2ND ST. SW, Cedar Rapids, IA

Call to Order

Public Comment: Five Minute Limit per Speaker

This comment period is for the public to address topics on today's agenda.

Minutes

Discuss and decide on meeting minutes.

Discuss a proposed Vehicle Idle Reduction policy

Public Comment: Five Minute Limit per Speaker

This is an opportunity for the public to address the board on any subject pertaining to board business.

Payroll Authorizations

Discuss and decide on Employment Change Roster (payroll authorizations).

Claims

Discuss and decide on claims.

Correspondence

Appointments

Closed Session

The Board will enter into a closed session pursuant to Iowa Code § 21.5(1)(j) to discuss the purchase or sale of real estate

Adjournment

For questions about meeting accessibility or to request accommodations to attend or to participate in a meeting due to a disability, please contact the Board of Supervisors office at 319-892-5000 or at bd-supervisors@linncounty.org.



BOARD OF SUPERVISORS

Linn County, Iowa

Subject: Vehicle Idle Reduction Policy		Policy Section & Number: OP-000
Approval Date: 00-00-2018	Effective Date: 00-00-2018	Revision No: -
Reference: Initially Adopted: 00/00/2018 BOS Minutes: 00/00/2018, 00/00/2018		Distribution: Elected Officials, Department Heads, County Employee Handbook, Intranet

I. Purpose

The purpose of this policy is to protect public health and improve the environment by reducing unnecessary vehicle idling by adopting provisions which:

- Reduce human exposure to diesel and gasoline exhaust
- Decrease greenhouse gases and toxic air contaminants which contribute to climate change and diminish air quality
- Result in fuel and maintenance savings by reducing wear and tear on engines and internal parts
- Assist in identifying potential “right-sizing” opportunities for fleet purchasing
- Increase awareness of the health, environmental and economic benefits of reduced idling

II. Scope

This policy applies to all individuals that drive or operate any vehicle owned, rented or leased by Linn County.

III. Exceptions

- A. This policy does not apply to law enforcement in the performance of official duties.
- B. This policy does not apply to vehicles assisting in an emergency activity or idling for a safety or health emergency.
- C. This policy does not apply to vehicles idling to operate auxiliary equipment as required for necessary business operations.
- D. This policy does not apply to vehicles idling for maintenance, servicing, repairing, or diagnostic purposes if idling is required for such activity.
- E. This policy does not apply to vehicles idling for the purpose of defogging, defrosting or deicing windows. Idling should end as fog, frost, or ice conditions have been eliminated.
- F. This policy does not apply to vehicles idling during the winter season with below zero temperatures and/or blizzard conditions and during summer periods of extreme heat when extended idling periods may be necessary for the wellbeing of the operator and passengers.

- G. This policy does not apply where engine power is necessary for an associated power need such as, but not limited to, electrical power, compressed air, and various power take off devices such as auxiliary hydraulics.
- H. This policy does not apply during the winter season with temperatures below fifteen (15) degrees Fahrenheit when extended idling periods may be necessary for the proper operation of vehicles, for example keeping fuel or hydraulics warm for proper operation.
- I. This policy does not apply to vehicles used solely to power emergency lighting and two-way radios; such vehicles may operate the lighting for 30 minutes while turned off and may be idled at intervals to charge batteries.
- J. The policy does not apply when an individual working in the field requires shelter from extreme heat or cold and this would necessitate significant amount of driving time. (For example, a conservation officer working on the Cedar Valley Nature Trail would have to drive at least 20 to 30 minutes to reach a building.)

IV. Definitions

“Awareness” means at least annually educating individuals on the benefits of reduced idling, this may include but not be limited to activities such as posting reminders in vehicles, brochures, etc., in addition to reinforcing the need for compliance with the policy herein.

“Idling” means the operation of a vehicle or equipment while they are not in motion and not being used to operate auxiliary equipment. (This does not include when a vehicle is being driven and it is stopped for a red light.)

“Individual” shall mean all full-time and part-time Linn County employees responsible to the Board of Supervisors; employees responsible to an elected official, including the elected official and their deputies; and the Conservation and Public Health Departments.

“Fuels” shall mean fossil fuels which include gasoline, diesel, propane, hydrogen and natural gas used to operate vehicles or equipment.

“Vehicle” shall mean vehicles or equipment cars, light trucks, vans, heavy truck, snow equipment, transit buses, loaders, backhoes, graders, street sweepers, and any other equipment utilizing fossil fuels

“Layover” shall refer to a stop or breaks in a trip that is typically due to scheduling.

“Right-sizing” shall mean consideration of factors for vehicle purchasing such as: engine size, passenger and carrying capacity, weight, maintenance and fuel to accomplish a required task which result in savings on capital and operating costs as well as reduced vehicle emissions.

IV. Provisions

A. Vehicle Operators

1. Shall not idle a gas-powered vehicle more than 30 seconds within a 60 minute period except as provided for under policy exceptions described in Section 3 of this policy.
2. Shall not idle a diesel-powered vehicle more than 3 minutes within a 60 minute period except as provided for under policy exceptions described in Section 3 of this policy.
3. If idling occurs within these allowed limits it must be outside of buildings and away from fresh air intakes, air conditioner, and windows.

4. Shall not idle while waiting for passengers, attending meetings, or during layovers.
5. Shall shut off vehicle engines immediately upon reaching their destination, except heavy duty diesel engines, which require a two minute "cool down" period.
6. Shall not idle when picking up materials or making a delivery of materials.
7. Shall not idle during lunch or break periods.
8. Shall use good judgement to implement reduced idling practices.

B. LIFTS Buses

1. A bus that is empty or is not carrying clients shall not idle for more than a five minute period.
2. A bus carrying clients shall not idle for more than a five minute period when temperatures are over forty (40) degrees but less than seventy five (75) degrees Fahrenheit.

C. Maintenance

1. Shall ensure vehicles are in proper operating condition and kept well maintained

D. Maintenance Managers

1. Shall monitor vehicle performance including fuel economy and efficiency
2. Shall stay current on pollutant reduction and fuel saving technologies and implement when practical
3. Shall provide technical assistance to departments seeking to reduce idling
4. Shall evaluate idle reduction policy exemption requests from departments

E. Purchasing Managers

1. Shall evaluate right sizing opportunities to select the most appropriate vehicle for the intended purpose prior to purchase to optimize fleet efficiency.

VI. Enforcement

- A.** Elected officials, department heads and managers have the responsibility to enforce this policy and to enlist the cooperation of employees in following its provisions.
- B.** Disciplinary actions taken for violation of this policy shall be reviewed by the Human Resources Director and approved by the Board of Supervisors.
- C.** If, in the opinion of the Board of Supervisors, the strict application of this policy in a specific case would not serve the best interests of the County, the Board of Supervisors may waive or modify provisions of this policy.