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To: William Gerber, First Selectman
From: Connie M. Saxl, Senior Internal Auditor
Subject: Audit: Inventory of Town Vehicles by Department and Compliance with the Town Vehicle Policy
Date: August 30, 2024
Cc: David Becker, Interim Chief Fiscal Officer
Cathleen Simpson, Director of Human Resources
Peter Ritchey, Assistant Director of Human Resources
Internal Audit reports can be located on the Town of Fairfield website under Finance Department: www.fairfieldct.org



AUDIT SCOPE AND PURPOSE

A Town vehicle inventory and corresponding list of employees who drive Town vehicles was conducted as of April 18, 2024. The vehicle inventory covered all Town departments and included all Town-owned vehicles comprising passenger vehicles, sport utility vehicles, motorcycles, pickup trucks and vans. The inventory excluded heavy duty machinery such as backhoe loaders, dump trucks, bulldozers, forklifts, fire trucks, boats and trailers.

The scope of the audit included:

- Interviews with Department Heads, Public Works Garage Supervisor, Fire & Police Chief Mechanics and the Assistant Director of Human Resources

- Review of Town Vehicle Use Policy and applicable contracts governing employee use of Town vehicles
- Review of MUNIS Fringe Benefits (Pay Code 500) applied to employee's pay
- Review of IRS Publication 15-B – Employer's Tax Guide to Fringe Benefits

The purpose of the Town vehicle inventory was to:

- Provide management, specifically the First Selectman and Assistant Director of Human Resources with an updated, comprehensive list of Town vehicles by department including employee(s) who are assigned to use those vehicles on a daily basis
- Provide management with a comprehensive list of all Town employees who have the privilege of 24-hour take home use of Town vehicles
- Ensure that Town employees are complying with adopted Town policy governing vehicles
- Ensure that the criteria for assigning 24-hour take home use is properly documented and on file with Town Risk Management
- Ensure that a commuting benefit has been properly applied to employees who have 24-hour privilege in accordance with IRS guidelines
- Identify and disclose weaknesses in the internal accounting control structure
- Identify and disclose areas in need of improvement for efficiency and effectiveness
- Report all audit findings and provide recommendations



STATEMENT OF AUDITING STANDARDS

The audit was conducted in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed in order to afford a reasonable basis for judgements and conclusions regarding the organization, program, activity, or function under audit. An audit also includes assessments of applicable internal controls and compliance with requirements of laws and regulations when necessary to satisfy audit objectives.



INTERNAL CONTROL DEFINED

Internal control encompasses all the steps and actions developed by management to ensure efficient and effective organizational operations. It consists of all the methods used to safeguard assets, to promote accuracy and reliability of the organizations accounting data and records, to encourage compliance with all policies and procedures prescribed by management and to promote the operational efficiency of the organization. Management must understand its responsibilities and must implement and maintain adequate internal control systems.



AUDIT FINDING #1

The Town Vehicle Policy, dated October 31, 2023, refers to the duties and responsibilities of the Town Risk Manager as:

- The person who maintains the completed and signed Memorandum of Understanding from employees who use Town vehicles.
- The person who maintain copies of employee driver's licenses.
- The person who receives changes to the Town vehicle list.
- The person who is notified of employee accidents with Town vehicles.

The Risk Manager position, which was formerly budgeted in the Human Resources Department, was eliminated in February 2022 as a result of budget cuts. The position of Assistant Director of Human Resources was later filled in October 2022 and this employee assumed the former Risk Manager's duties and responsibilities. A dedicated Risk Manager position has not been reinstated in the Town budget to date.

Excerpt from Town Budget regarding Risk Management:



Human Resources

Description

The Department of Human Resources is responsible for the following functions: Labor Relations; Personnel Administration; Employee Benefits; Staff Services; FOIA and Risk Management. Managing these functions requires the interpretation and application of Federal and State laws, collective bargaining agreements, the Town Charter and codes, and various other regulatory and statutory mandates affecting public employment. The Department also provides advice and consultation to approximately 500 full-time town employees, 150 part-time, 175 seasonal, 500 retirees and dozens of contract employees. We also have responsibility for approximately 650 Board of Education bargaining unit and exempt employees for retirement counseling and processing, workers compensation oversight and all risk management functions.

Continued on next page.

Excerpt from Town Website regarding Risk Management:

The gamut of areas covered by the Human Resources Department include:

- **Labor Relations:** Collective bargaining agreements, pension plans, interpretation of Federal and State labor laws; Grievances, hearings, formal complaints, unfair labor practices, mediation, arbitration and litigation.
- **Personnel Administration:** Maintain databases for employees and retirees, manage confidentiality and Freedom of Information regulations, handle issues from employees, family members, retirees, and the press and general public.
- **Employee Benefits:** Handle employee benefits including healthcare, life insurance, self-insured unemployment compensation, pension plans, deferred compensation plan, and other educational material for employees.
- **Staff Services:** Recruit and select employment risk management, do employee orientation services and interviews, run training programs in safety, tech and general areas, assist with training for department heads and staff. Also job classification and employee compensation issues.
- **Risk Management:** Administer all areas of risk management including workers compensation, compliance with OSHA regulations, insurance programs and policies for town property, liability programs and policies for public officials, law enforcement liability, general liability for auto and umbrella policies.

AUDIT RECOMMENDATION #1

The Town Vehicle Policy dated October 31, 2023 should be updated to properly reflect the title of the correct position assigned to handle the duties of the former Risk Manager, especially those related to Town vehicle administration and compliance to Town policy, which is currently the Assistant Director of Human Resources. Adherence to this recommendation will help eliminate any confusion surrounding the Vehicle policy requirements and will aid in clarifying the actual position assigned to handle the responsibilities and duties related to Town vehicles.

See Appendix A for Town Vehicle Policy.

Note: The Town does not currently have a full-time Risk Management position. The Town should consider how to address this gap.



AUDIT FINDING #2

The Town Vehicle policy states:

The Town Administration shall maintain the list of employees approved to use a Town-owned vehicle. Any changes to this list must be pre-approved by the Administration in consultation with the relevant Department head. Any such changes must be communicated to the Risk Manager and Finance, Accounts Payable.

A complete and up-to-date master list of all vehicles used by Town employees does not exist. As a result, the Assistant Director of Human Resources cannot be certain if the Town Vehicle policy has been distributed to all pertinent employees or if he has obtained the completed and signed Memorandum of Understanding with copy of driver's license from all pertinent employees as required by Town policy.

AUDIT RECOMMENDATION #2

Internal Audit conducted an inventory of vehicles by department which includes the names of employees who are assigned to use Town vehicles by license plate number.

See Appendix B for Town Vehicle Inventory by Department and Employee.

A listing of Town employees (non-uniformed) totaling **144 individuals** who are authorized to drive Town vehicles was prepared.

See Appendix C for the List of Non-Uniformed Employees Authorized to Use Town Vehicles.

It is recommended that the Assistant Director of Human Resources review this list (final approval of the list by the First Selectman) to determine the actual need and reasonableness of the number of non-uniformed Town employees authorized to use Town vehicles. It should be noted that employees who are not authorized to

use Town vehicles are eligible for reimbursement pertaining to mileage incurred for use of their personal vehicle for business purposes in accordance with IRS guidelines.

The vehicle inventory (list of vehicles and authorized drivers) should be reviewed and verified on an annual fiscal year basis. All updates should be made to the inventory at that time. The signed Memorandum of Understanding and driver’s license should be obtained from all new hires and all newly assigned employees discovered as a result of the annual inventory update.

AUDIT FINDING #3

Internal Audit reviewed the Town Vehicle Policy dated October 31, 2023, which was obtained from the Assistant Director of Human Resources. A random sample of 30 authorized Town vehicle users was selected for audit examination for compliance with Town policy. The following policy terms and non-compliance to the Town Vehicle policy were noted:

All Town Vehicles:

<u>TERMS OF TOWN VEHICLE POLICY</u>	<u>COMPLIANCE TO POLICY</u>
The Town Administration shall assign, or grant access to, through the various departments, Town-owned motor vehicles to employees for business use upon the written request from the Department Head. The Department Head shall provide the Administration with the name of the employee, and justification for the vehicle usage.	No written request or justification from Department Head present. <u>100% Non-Compliance</u>
The criteria used for assigning vehicles to Town employees will be based upon department need and the relevant work use of the vehicle.	No written criteria or work use documented. <u>100% Non-Compliance</u>

All employees who are assigned a Town vehicle for use shall submit the signed acknowledgment page and a copy of their driver's license to the Town Risk Manager.

Not all employees submitted the Memorandum of Understanding and/or copy of driver's license.

80% Non-Compliance: No Memorandum of Understanding present
77% Non-Compliance: No copy of current driver's license present

It was further noted that the position entitled "Town Administration" referenced in the Town Vehicle policy is not clearly defined as to the exact position of who or whom should be approving employee access/use to Town vehicles.

AUDIT RECOMMENDATION #3

The current Town Vehicle policy needs to be updated to clearly define the position of "Town Administration". It should state the title of an actual position held by an employee within the Town of Fairfield. Adherence to this recommendation will help eliminate any confusion surrounding the Vehicle policy requirements and will aid in clarifying the actual position assigned to handle the responsibilities and duties related to Town vehicles.

It is further recommended that the Assistant Director of Human Resources use the vehicle inventory provided by Internal Audit and:

1. Distribute the Town Vehicle Policy to all Town employees who are authorized to use Town vehicles.
2. Obtain from each Department Head written justification for the assignment of Town vehicles to employees within their jurisdiction.
3. Obtain the completed and submitted a signed Memorandum of Understanding along with a copy of each employee's driver's license.

4. Post the Town Vehicle policy on the Town website for employee understanding and information.

All documents must be maintained on file and updated on an annual basis. Adherence to this recommendation will assist in establishing proper compliance with the Town Vehicle policy.



AUDIT FINDING #4

The Town Vehicle policy states:

This policy applies to any employee of the Town of Fairfield who is assigned, or has access to, a Town-owned vehicle for any length of time. This policy is intended to supply Town employees with procedural guidelines defining the proper use of Town owned vehicles.

ONLY THOSE EMPLOYEES WHO HAVE READ THIS POLICY AND HAVE SUBMITTED THE COMPLETED AND SIGNED LAST PAGE* TO THE TOWN RISK MANAGER HAVE AUTHORITY TO USE ANY TOWN VEHICLE.

****Note: Last page refers to the employee Memorandum of Understanding of the policy.***

It was noted during the compilation of the vehicle inventory that vehicles assigned to Town departments are also shared amongst various employees who work within those departments. These employees are allowed to drive Town vehicles for business purposes with the permission of their Supervisor/Department Head. However, the names of these employees were not reported to the Assistant Director of Human Resources by Department Heads as authorized to drive Town vehicles. Internal Audit identified 30 vehicles (not including pool cars) that are shared by 90 employees within departments:

<u>Dept.</u>	<u># Shared Vehicles</u>	<u># of Employees Authorized to Use Shared Vehicles</u>
TOWN DEPARTMENTS	7	23
DPW OPS & ADMIN	11	38
PARK OPERATIONS	4	7
WPCF	4	16
FIRE (Civilians)	4	6
Totals:	30	90

The Town Vehicle policy is not provided to employees who have permission to drive department shared vehicles. Consequently, a copy of the completed and signed Memorandum of Understanding or current employee driver’s licenses are not on hand with the Assistant Director of Human Resources for these employees.

AUDIT RECOMMENDATION #4

All employees who use Town vehicles must comply with the terms of the Town Vehicle policy. This includes supplying the Assistant Director of Human Resources with the Department Head justification for each employee’s use of Town vehicles, a signed Memorandum of Understanding from the employee and providing a copy of the employee driver’s license. See also audit recommendation # 3.



AUDIT FINDING #5

The Town Vehicle policy governing pool vehicles states:

No employee shall be assigned or have access to a department or town “pool” car unless that employee’s name has been submitted by the relevant Department Head and has been approved by the Town Administration. A list of approved employees shall be maintained by the Administration.

A list of employees approved to use Town pool cars was not maintained by the Assistant Director of Human Resources but rather was held within the Engineering Department by the Project Manager Construction. It was noted that 43 employees were on the pool car list obtained from the Project Manager Construction. These cars may be accessed by Town employees for business use via request with the Project Manager Construction through an automated key system maintained within the Engineering Department. Three employees on the pool list examined no longer work for the Town of Fairfield. One employee on the pool list was also a part-time employee.

Total number active employees allowed to use pool vehicles: 40

<u>Department</u>	<u>Number of Employees</u>
Assessor	5
Conservation	3
DPW Administration	1
Engineering	7
Health (Full-time)	5
Health (Part-time)	1
Human Resources	5
Info. Technology	6
No Longer Employed	3
Purchasing	3
Town Plan & Zoning	4
TOTAL	43

Discussions with the Public Works Garage Supervisor also revealed that part-time and seasonal employees are allowed to drive Town vehicles. The Town Vehicle

policy does not include language governing use of Town vehicles by part-time or seasonal employees. Further, part-time and seasonal employees do not receive a copy of the Town Vehicle policy nor have they signed a Memorandum of Understanding, etc.

It was also noted that two employees in the Purchasing Department were recently added to the pool car list by the Project Manager Construction without the approval of Town Administration per Town policy. However, a signed Memorandum of Agreement and copy of their driver’s license was properly obtained from these employees and forwarded to the Assistant Director of Human Resources. The Department Head written request/justification for these employees was also not evident per Town policy.

Internal Audit inquired about compliance of the Town Vehicle Policy terms with the Assistant Director of Human Resources as follows:

Town Pool Vehicles:

<u>TERMS OF TOWN VEHICLE POLICY</u>	<u>COMPLIANCE TO POLICY</u>
Employee’s name has been submitted by the relevant Department Head and has been approved by the Town Administration.	No
A list of approved employees shall be maintained by the Administration.	No

AUDIT RECOMMENDATION #5

Until a “Town Administrator” has been designated, it is recommended that the Assistant Director of Human Resources be the assigned person who reviews and approves the list of employees who may use pool vehicles submitted to him by Department Heads along with proper justification. The approved list should then be submitted to the Project Manager Construction, who should be designated as the custodian of the pool cars. Only those employees on this list should be allowed to use Town pool cars.

The pool list should be reviewed and updated on an annual basis to remove employees who are no longer active (i.e., employed by the Town).

Further, the Town should make a formal determination governing the use of Town vehicles by part-time and seasonal employees and the Town Vehicle policy should be updated to reflect language governing these employees and their use of Town vehicles. They should complete the required Memorandum of Understanding.



AUDIT FINDING #6

Internal Audit identified 30 employees who are assigned/have been given the privilege of 24-hour take home use of Town vehicles.

The parameters surrounding the use of these vehicles varies by Town Department as follows:

<u>Department</u>	<u># Drivers</u>	<u>General Parameters Surrounding 24-Hour Take Home Use (1)</u>
DPW Operations	5	<u>TOWN POLICY</u> : USED FOR BUSINESS PURPOSES ONLY DURING THE BUSINESS DAY. ALSO USED TO RESPOND TO WORK RELATED EMERGENCIES DURING NON-BUSINESS HOURS. PORTAL TO PORTAL USE ONLY. NO PERSONAL USE.
Park Operations	4	<u>TOWN POLICY</u> : USED FOR BUSINESS PURPOSES ONLY DURING THE BUSINESS DAY. ALSO USED TO RESPOND TO WORK RELATED EMERGENCIES DURING NON-BUSINESS HOURS. PORTAL TO PORTAL USE ONLY. NO PERSONAL USE.
WPCF	2	<u>TOWN POLICY</u> : USED FOR BUSINESS PURPOSES ONLY DURING THE BUSINESS DAY. ALSO USED TO RESPOND TO WORK RELATED EMERGENCIES DURING NON-BUSINESS HOURS. PORTAL TO PORTAL USE ONLY. NO PERSONAL USE.
Fire	9	<u>FIRE CHIEF CONTRACT</u> : USE GRANTED AT ALL TIMES DURING EMPLOYMENT. USE FOR TOWN BUSINESS PURPOSES ONLY. TOWN PAYS FOR RELATED VEHICLE EXPENSES. MAY BE USED FOR PERSONAL REASONS WITHIN THE GEOGRAPHIC AREA OF THE STATE OF

		<p>CONNECTICUT, NEW ENGLAND AND TRI-STATE GEOGRAPHIC AREA. OUT OF DESIGNATED AREA TRAVEL MUST BE PRE-APPROVED BY THE 1ST SELECTMAN.</p> <p><u>DEPUTY CHIEF CONTRACT:</u> USE GRANTED AT ALL TIMES DURING EMPLOYMENT. USE FOR TOWN BUSINESS PURPOSES ONLY. TOWN PAYS FOR RELATED VEHICLE EXPENSES. MAY BE USED FOR PERSONAL REASONS WITHIN NEW ENGLAND AND TRI-STATE GEOGRAPHIC AREA. OUT OF DESIGNATED AREA TRAVEL MUST BE PRE-APPROVED BY THE FIRE CHIEF.</p> <p><u>ALL OTHER FIRE PERSONNEL: TOWN POLICY:</u> USED FOR BUSINESS PURPOSES ONLY DURING THE BUSINESS DAY. ALSO USED TO RESPOND TO WORK RELATED EMERGENCIES DURING NON-BUSINESS HOURS. PORTAL TO PORTAL USE ONLY. NO PERSONAL USE.</p>
Police	10	<p><u>POLICE CHIEF, DEPUTY POLICE CHIEF, CAPTAINS' CONTRACTS:</u> USE OF TOWN VEHICLE AT ALL TIMES DURING EMPLOYMENT. REIMBURSED FOR ALL EXPENSES FOR TRAVEL AND USE OF VEHICLE. PERSONAL USE SUBJECT TO IRS REGULATIONS.</p> <p><u>POLICE LIEUTENANTS' CONTRACTS:</u> EMPLOYMENT RELATED - UNRESTRICTED USE OF VEHICLE ASSIGNED TO THEM. NON-EMPLOYMENT RELATED - UNRESTRICTED USE OF VEHICLE ASSIGNED TO THEM FOR TRAVEL WITHIN CONNECTICUT AND NEW YORK CITY (REIMBURSED FOR RELATED EXPENSES).</p>

(1) *See Appendix A for Town Vehicle Policy and Appendix D for Excerpts from Uniformed Personnel Contracts.*

Additional benefits associated with 24-hour take home use of Town vehicles include:

- Town pays automobile liability insurance
- Town provides gasoline (Town gas pumps available for employee use)
- Town pays for general maintenance of the automobile including oil changes, brakes, rotors, belts, tires, etc.
- Town pays for car washes
- Town pays for general repairs including glass repair, auto body damage and any other required vehicle maintenance
- Police Lieutenants: Town pays for other vehicle travel expenses as related to their employment (tolls and parking).

According to IRS Publication 15-B – Employer’s Tax Guide to Fringe Benefits: Allowing an employee to use a business vehicle to commute to and from work is a taxable benefit and must be included in the recipient’s pay unless the law specifically excludes it.

Exclusions (NOT subject to taxation): Qualified Non-personal Use Vehicles:

1. Any vehicle the employee is not likely to use more than minimally for personal purposes because of its design, including, but not limited to:
 - Clearly marked through painted insignia or words provided that any personal use of the vehicle (other than commuting) is prohibited by the governmental unit.
 - Unmarked vehicles used by law enforcement officers if the use is officially authorized. Use of an unmarked vehicle for vacation or recreation cannot qualify as an authorized use.
 - Pickup trucks with a loaded gross vehicle weight of 14,000 or less if it has been specially modified so it isn’t likely to be used more than minimally for personal purposes.

DPW Operations, Park Operations, WPCF: Internal Audit reviewed MUNIS payroll and noted that six out of eleven employees who were assigned 24-hour take home use did not have the proper taxable fringe benefit applied to the employee’s wages making it subject to income tax.

Internal Audit recalculated the fringe benefit using the “Commuting Value Method” applied to the five employees noted above per IRS Commuting Rule guidelines under Publication 15-B. The fringe benefit applied to these employees is correct.

IRS - Commuting Rule

Under this rule, you determine the value of a vehicle you provide to an employee for commuting use by multiplying each one-way commute (that is, from home to work or from work to home) by \$1.50. If more than one employee commutes in the vehicle, this value applies to each employee. This amount must be included in the employee's wages or reimbursed by the employee.

Police and Fire: It was noted that no uniformed employees with 24-hour take home use of vehicles had a taxable fringe benefit. Business Use or Non-Qualified Personal Use per IRS is exempt. However, it was noted that certain uniformed contracts with the Town allow for personal use of Town vehicles not related to employment and no fringe benefit was applied to these individual’s wages.

AUDIT RECOMMENDATION #6

DPW Operations, Park Operations and WPCF: The six out of eleven employees who do not have a fringe benefit applied to their wages should be corrected in MUNIS to reflect the proper fringe benefit in their weekly pay.

Uniformed Personnel: The Town should: clearly define personal use of Town vehicles in employee individual contracts and also within the Town Vehicle policy.

Restrictions placed on personal use of vehicles such as:

- The vehicle cannot be used for vacations or recreation purposes/trips = No taxable fringe benefit

Employee contracts that allow for personal use, which is not related to business, such as vacation and recreational use should apply a fringe benefit to the wages of uniformed personnel in accordance with IRS guidelines.

Adherence to this recommendation will ensure that the Town is in full compliance with IRS requirements under Publication 15-B.

It should be noted that the annual vehicle inventory verification/update per audit recommendation # 2 will identify new employees who have 24-hour take home use and who therefore should have a taxable fringe benefit applied to their wages.

The Town should also evaluate best practices to establish a standard set of guidelines in determining employee eligibility for 24-hour use of Town vehicles.



AUDIT FINDING #7

Internal Audit obtained an inventory of vehicles by department that were equipped with GPS tracking devices (**See Appendix B - Part of Town Vehicle Inventory**). The purpose of equipping Town vehicles with GPS tracking devices is to allow department heads, supervisors and other Town managers with the capability of monitoring driver and vehicle locations, including where they have traveled during the business day. The GPS tracker also provides an additional layer of security of locating the vehicle if it is stolen. Insurance premiums are also lowered if vehicles are equipped with GPS tracking devices.

It was noted that 56 out of 191 vehicles are equipped with GPS tracking devices. There is no written/standard criteria surrounding which vehicles are selected to be GPS tracked. For example, none of the new electric vehicles purchased in the Fall 2023 are GPS tracked even though these vehicles are pool cars which have the capability of being shared by 40 Town employees each business day. Only 1 out of 18 DPW Building Maintenance vehicles is not GPS tracked. None of WPCF or Fire Staff Support vehicles are GPS tracked.

Further, GPS tracking reports are not printed, however, the vehicles may be tracked during business hours for work-related purposes via computer monitoring by Department Heads.

AUDIT RECOMMENDATION #7

The Assistant Director of Human Resources, should establish and document set criteria for determining which vehicles are equipped with GPS tracking. The criteria should include:

1. Is the vehicle a 24-hour take home vehicle?
2. Will the vehicle be used in emergency/first responder situations within Town?
3. Is the vehicle a brand-new purchase?
4. Is the vehicle a frequent, daily driver or shared by Town employees?

Once the set criteria is established, the vehicle inventory should be examined by the Assistant Director of Human Resources and all remaining cars that do not have GPS tracking and fall within the parameters of the established criteria should then be equipped with this feature.

Further, from an operational and employee safety perspective, such as severe weather or other emergency related events, all Town vehicles should be equipped with GPS so they may be properly tracked.

AUDIT FINDING #8

The Town Vehicle Policy dated October 2023 is not posted on the Town Website under Human Resources - Employee Policies. As a result, the policy cannot be accessed by Town employees for their reference and information.

AUDIT RECOMMENDATION #8

The Town Vehicle Policy should be posted on both the Town share drive and on the Town website under Human Resources - Employee Policies. This will provide employees with ease of look up regarding the procedural guidelines governing Town vehicles.

Human Resources should require employees to submit a signed Memorandum of Understanding pertaining to the Town Vehicle Policy on an annual basis affirming

that they understand and acknowledge the responsibilities and requirements pertaining to the privilege of using a Town vehicle.



AUDIT FINDING #9

Internal Audit inquired with the Assistant Director of Human Resources if a motor vehicle report (MVR) background check had been conducted on all employees who are assigned or allowed to use Town vehicles.

A MVR background check is a report of a person's driving history. It includes information, such as license expiration, status, license class, endorsements, restrictions, traffic violations, accidents, vehicular crimes and suspensions.

The purpose of a MVR background check report: It provides the Town with insight regarding whether employees, who are driving on behalf of the Town of Fairfield, can be considered safe drivers. Unsafe drivers or drivers who are considered to be a risk creates a liability for the Town. Routine monitoring or at the least bi-annual monitoring would protect the Town and mitigate the risk.

Town Departments: No MVR background checks on non-uniformed personnel have been conducted.

Police Department: Office of Internal Affairs performs MVR background checks on all uniformed employee driver's licenses annually.

Fire Department: Fire Training Center administration tracks and maintains updated copies of all uniformed employee driver's licenses. No uniformed employee MVR background checks are performed.

AUDIT RECOMMENDATION #9

It is recommended that routine MVR background checks of all employees who drive Town vehicles be conducted by the Assistant Director of Human Resources.

The following three serious driving offenses discovered during the routine MVR background check should result in the revocation of the employee's privilege of using a Town vehicle:

- Suspended driver's license (Not permitted to drive a Town vehicle until the license is restored)
- Reckless driving or driving to endanger others
- Alcohol related offenses: Refusing to submit to a blood alcohol test, driving under the influence, driving while intoxicated

Routine MVR background checks will assist the Town in determining the overall risk and exposure associated with employees driving Town vehicles.



AUDIT FINDING #10

Employees who do not drive Town vehicles for business are required to use their personal vehicles and submit a Travel and Meeting report requesting reimbursement.

In December 2023, the IRS announced that the standard mileage rate for 2024 increased from 65.5 cents per mile to 67 cents per mile. It was noted that employees were not notified of the change. The Town Travel and Meeting Report and the Travel and Meeting Policy in effect for calendar 2024 both reflect the old 2023 rates. A review of pink vouchers and associated Travel and Meeting report revealed that one employee submitted a request for reimbursement for mileage associated with the personal use of their vehicle for work purposes which contained the incorrect/old rate.

AUDIT RECOMMENDATION #10

The Travel and Meeting Report and the Travel and Meeting Policy should both be updated to reflect the current 2024 mileage reimbursement rates as dictated by the IRS. An email should be distributed to Town employees notifying them of the change. Adherence to this recommendation will eliminate incorrect requests for reimbursements submitted by Town employees to Finance with the old/incorrect rates.



AUDIT FINDING #11

Internal Audit reviewed the process of how mileage and gas usage is monitored on Town vehicles.

Town Vehicles excluding Police and Fire Vehicles: The DPW Garage Supervisor prints out a monthly report of gas usage by vehicle which is produced via the electronic gas pumps. A special card and a code for each vehicle is required for each user to obtain gas at the Town pump. A monthly gas report is generated by the DPW Garage Supervisor who reviews it for the number of times the pump is used per vehicle as well as the number of gallons of gas pumped per vehicle during each fill. Any anomalies noted in the monthly report are researched and, if necessary, reported to DPW management.

Mileage on vehicles is also tracked by the DPW Garage supervisor who maintains detailed service maintenance logs for each vehicle. All vehicles are tracked on individual maintenance logs by date of service, vehicle mileage at time of service, parts and other related costs associated with each service. Routine oil changes and other service repairs would capture excessive mileage placed on the vehicles between scheduled service dates.

Currently, there is no process in place to monitor mileage incurred on electric Town vehicles. Internal Audit obtained the current odometer readings on the 21 electric vehicles in the Town fleet. No unusual mileage was noted since the vehicles were placed in service 8 months ago. The lowest average mileage over the 8-month period was 5 miles for 133FA (Pool Car) and the highest was 396 miles 291FA (Building Department). *See Appendix E for Electric Car Inventory and Odometer Readings.*

Police and Fire Vehicles: The gas pump (1 pump) located at the Police Department is shared by both Police and Fire departments. The pump does not require the user to input a card or code to gain access to gasoline. The pump is monitored by video surveillance cameras by Police Department personnel which would capture any unauthorized users. A monthly gas usage report is printed out by the Police Department Mechanic and reviewed for anomalies in overall monthly gas usage.

Mileage on vehicles is also tracked by the DPW Garage supervisor who maintains detailed service maintenance logs for each vehicle. All vehicles are tracked on individual maintenance logs by date of service, vehicle mileage at time of service, parts and other related costs associated with each service. Routine oil changes and other service repairs would capture excessive mileage placed on the vehicles between scheduled service dates.

AUDIT RECOMMENDATION #11

Gasoline Powered Vehicles: Town Vehicles: The current process of reviewing employee gas usage and associated mileage is reasonable and will capture unusual anomalies such as excessive mileage or gasoline usage incurred with Town vehicles. No audit recommendation made at this time.

Gasoline Powered Vehicles: Police and Fire Vehicles: Ideally, users should be required to use a card and code reader to gain access to the Town gas pump. This would allow for reporting of gasoline usage by vehicle. However, the current

pump in place does not have this feature. A card and code reading pump should be considered when future replacement of the gas pump is needed.

Electric Powered Vehicles: At a minimum, review of annual mileage incurred per vehicle should be conducted and compared to the prior year for reasonableness since these vehicles do not receive regular oil changes at the Town garage and thus, they would not be monitored for mileage usage throughout the year.

All Vehicles: It is recommended that the annual Town vehicle inventory include odometer readings. The odometer readings should be compared from year to year on each vehicle to determine excessive use of vehicles over a twelve-month period. Any anomalies noted should be questioned and researched with the applicable Department Head.



AUDIT FINDING #12

It was noted that formal policies governing physical security and access of Town vehicle keys and formal sign out procedures for use of shared department vehicles (non-uniformed) does not exist (except for pool cars).

AUDIT RECOMMENDATION #12

The Assistant Director of Human Resources should establish written protocol for the security of Town vehicle keys, including the accounting for, storing of shared vehicle keys and the reporting of lost or stolen vehicle keys. Further, a method for recording employee use of shared vehicles each business day, especially departments where a large number of employees are authorized to use shared Town vehicles assigned to their department, should be documented and utilized by all departments.

Town Departments: Not all Town departments have established protocols in place. Not all shared vehicle keys are physically secured in all departments and employee sign-out sheets are not used in all departments.

Police Department: Keys are physically secured/accounted for and employee sign-out sheets are used.

Fire Department: Keys are physically secured/accounted for, however no sign-out sheets are used.



CLOSING REMARKS

The recommendations included within this report are made in an effort to strengthen internal controls surrounding Town vehicles. Internal Audit appreciates the cooperation received by all Town departments and I am happy to assist management with the implementation of the audit recommendations made within this report. I enjoyed working with all of the involved parties and look forward to working with all of the departments again in the future. Thank you.

History of Audit Report:

Draft Report submitted to Interim CFO & 1st Selectman: May 3, 2024

Reviewed Draft Report with Interim CFO: June 18, 2024

Second Review of Draft Report with Interim CFO: August 30, 2024

Report Stamped Final: August 30, 2024

Appendix A

Town Vehicle Policy

October 2023

TOWN OF FAIRFIELD

TOWN VEHICLE POLICY

PURPOSE

This policy applies to any employee of the Town of Fairfield who is assigned, or has access to, a Town-owned vehicle for any length of time. This policy is intended to supply Town employees with procedural guidelines defining the proper use of Town-owned vehicles

ONLY THOSE EMPLOYEES WHO HAVE READ THIS POLICY AND HAVE SUBMITTED THE COMPLETED AND SIGNED LAST PAGE TO THE TOWN RISK MANAGER HAVE AUTHORITY TO USE ANY TOWN VEHICLE.

A. Assignment of Vehicles

The Town Administration shall assign, or grant access to, through the various departments, Town-owned motor vehicles to employees for business use upon the written request from the Department Head. The Department Head shall provide the Administration with the name of the employee, and the justification for the vehicle usage.

The criteria used for assigning vehicles to employees will be based upon department need and the relevant work use of the vehicle.

All employees who are assigned a Town vehicle for use shall submit the signed acknowledgement page (attached) and a copy of their driver's license to the Town Risk Manager.

B. Use of Privately Owned Vehicles for Town Business

Employees who do not have access to a Town motor vehicle may use their own personal vehicle to conduct Town business. Any employee using a personal vehicle for Town business shall maintain automobile liability insurance as required by the State of Connecticut or the State where the employee resides and the vehicle is registered. Employees using personal vehicles for Town business do so at their own risk and should notify their insurance companies of such use. Any employee who uses their own vehicle must have a valid driver's license and vehicle registration.

The Town shall provide mileage reimbursement to employees who use their privately owned vehicle to conduct Town business. Please check with the Finance Department for the current state reimbursement rate.

Employees must submit a properly completed Travel and Meeting Expense report in accordance with the Town Pink Internal Voucher policy documenting the dates, places traveled, the reason for travel and the total business miles within 30 days of vehicle usage to Finance, Accounts Payable to be eligible for mileage reimbursement.

C. Town Motor Vehicle Classification

Use of a Town vehicle will be classified into one of the following categories (this policy shall apply to all such categories):

- 1) **“Non-Take Home Use/Work-Use”** shall mean use on an ongoing basis by an employee of the Town of Fairfield for providing an approved Town service. Town vehicles may be assigned to departments with activities that require personnel to travel on business during the workday. These vehicles are not to be used for personal business during working hours. These vehicles are not to be taken home and will remain parked in a Town-owned parking lot whenever not in use. These vehicles are to be operated by authorized Town employees only, as approved by the Town Administration. Vehicles may also be may be part of the town “pool” of cars which are generally available to any employee who has a specific temporary need of a vehicle.

- 2) **“24 Hour On-Call - Take Home Privilege”** shall mean any authorized use of a Town-owned vehicle by an employee of the Town of Fairfield whereby the employee is permitted to use the vehicle for commuting to and from work in addition to use during the work day to provide approved Town service. This classification assumes the need for the user to respond to work-related emergencies during non-business hours. These vehicles are not for personal use, other than de minimis personal use by the employee. These vehicles are to be operated by authorized Town employees only.

- 3) **“24 Hour On-Call - Emergency Services”** - Certain personnel may be assigned radio and/or telephone equipped vehicles to facilitate access and communication on a 24-hour basis. These employees are authorized to drive assigned vehicles at any time with unrestricted use for travel that relates to their employment. This classification assumes the need for the user to respond to work-related emergencies during non-business hours. These vehicles are to be operated by authorized Town Emergency Services employees only. All individuals assigned to such 24 Hour On-Call - Emergency Service vehicles must also be pre-approved by either the Police Chief or Fire Chief of the Town.

Any out-of-town overnight travel (regardless of designation) must be pre-approved by the First Selectperson.

D. Parking of Vehicles

All municipal vehicles not classified as **24 Hour On-Call** shall be parked at the end of each business day in assigned municipal parking lots. The only exception to this procedure is made when an occurrence is anticipated where an employee is expected to be available for a particular emergency event.

E. Operation of Vehicle and General Vehicle Use Regulations

All employees are required to adhere to the following minimum rules of operation of municipal vehicles:

- i. Speed limits: Strictly observed, excepting emergency vehicle operation.
- ii. Use of safety restraints: Seat belts, shoulder harnesses, and other restraints should be worn by driver and all passengers at all times vehicle is in motion.
- iii. Rules of the road: All traffic, driving and road regulations are to be strictly observed. Courtesy is to be extended to all entering and exiting traffic, whenever vehicle is operated within the Town of Fairfield.
- iv. Use of controlled substances is strictly prohibited by driver and all passengers.
- v. No smoking or vaping of any product shall be had within the vehicle.

Dependent upon your department, additional rules of operation may apply.

No vehicle shall be operated by any Town employee who does not hold a valid operator's license of the class required for the specific vehicle being operated.

The use of vehicles is strictly limited to authorized Town employees only. No other individuals, including but not limited to employee family members, may operate or be a passenger in Town vehicles. Passengers of a work-related nature are only allowed in Town vehicles for the purpose of conducting business (does not include "24 Hour On-Call - Emergency Services").

No employee shall be assigned or have access to a department or town "pool" car unless that employee's name has been submitted by the relevant department Head and has been approved by the Town Administration. A list of approved employees shall be maintained by the Administration. An automated system for providing vehicle keys, etc. shall also be maintained which will issue keys, etc. to all approved employees on an as needed basis.

No vehicle shall be used for any purpose other than the performance of official duties.

No vehicle shall be operated outside the boundaries of the Town of Fairfield, except when necessary to reach other sections of the Town, without the express permission of the responsible Department Head.

Any Town employee who abuses the provisions of this policy is subject to loss of Town vehicle driving privileges and/or disciplinary action up to and including dismissal. The Town reserves the right to revoke the approval of this privilege for any reason whatsoever, past practices notwithstanding.

Any unauthorized use of any vehicle is strictly prohibited and any damages resulting therefrom will be the sole responsibility and liability of the employee.

Any Town employee who commits parking or traffic violations while operating a Town-owned vehicle will be personally liable for all fees, fines, or liabilities incurred. Likewise, Town employees will be personally responsible for any motor vehicle accidents or damages resulting therefrom while the vehicle is being used outside of the employee's official capacity.

Town-owned vehicles are to be driven by full-time Town employees only. Driving privileges for part-time and seasonal employees will require prior approval by the relevant Department head and should be strictly limited to assigned duties.

Employees shall refrain from operating hand-held cellular telephones or any other device that may cause vehicle operator distraction while operating a Town vehicle.

The Town Administration shall maintain the list of employees approved to use a town owned vehicle. Any changes to this list must be pre-approved by the Administration in consultation with the relevant department head. Any such changes must be communicated to the Risk Manager and Finance, Accounts Payable.

The Town reserves the right to deny any individual, for any reason whatsoever, the use of a Town-owned vehicle, including, but not limited to, a poor driving record, vehicle abuse, or violation of Town vehicle policies.

It is every driver's responsibility to operate Town-owned vehicles in a safe and fuel-efficient manner and abide by state motor vehicle laws. Employees shall at all times operate their Town-owned vehicles with due care, and with regard for the safety of life and property, and taking into account road, weather and all other relevant conditions and circumstances.

Drivers of Town-owned vehicles are responsible for ensuring that:

- Vehicles are inspected regularly;
- Gas Vehicles: The fuel tank is at least one-quarter full at the start of each business day;

- Electric Vehicles: The vehicle is plugged in after each use and is fully charged for the start of the next business day;
- The horn, seatbelts, lights and other automotive features function properly;
- Drivers are responsible for the upkeep and maintenance of the physical appearance of the vehicles.

Drivers of Town-owned vehicles are responsible for immediately reporting to the Town Fleet Manager any mechanical trouble or damage.

It is the responsibility of each driver of any town vehicle to ensure that the vehicle is clean and neat in overall appearance when last occupied by that employee. Failure you to do so, by any employee, may result in suspension of driving privileges or other disciplinary action as the Town Administration may be decide as appropriate.

It is understood that all rights to any town owned vehicles are reserved by the town and no rights are conveyed to any employee from the use of the vehicle. It is also understood that the Town may, or may not, maintain tracking devices on some or all of the vehicles.

F. Reporting of Accidents

Whenever a municipal vehicle is involved in an accident, or is subject to damage, the employee operating the vehicle is required to immediately notify his/her immediate supervisor, and to then file an accident incident report at the Fairfield Police Station. The supervisor is responsible for notifying his/her Department Head of the incident. The appropriate supervisory personnel, as determined by the Department Head, shall notify the Town Risk Manager of the accident, by completion and submittal of an accident incident report.

G. Registering and Insuring a Vehicle

All vehicle registrations, renewals, trade-ins, insurance, and purchases shall be coordinated with the Fleet Manager in the Department of Public Works. Any required maintenance shall also be scheduled in consultation with the Fleet Manager.

TOWN OF FAIRFIELD

TOWN VEHICLE POLICY - ACKNOWLEDGEMENT



I have read the Town Vehicle Policy outlining the procedures, responsibilities and limitations associated with the use of the Town vehicle. I acknowledge that I have been provided with access to the use of a Town-owned vehicle and I understand that any use above and beyond the provisions defined in this policy will be subject to the loss of Town vehicle driving privileges and any other disciplinary action as may be appropriate.

A copy of a valid Connecticut driver's license must be attached to this sheet and returned to Risk Management to be retained on file. (Please make sure that the copy of your license is clearly legible.)

Use Type - Please Check the Box Below That Pertains to You:

Non-Take Home/Work-Use Only

24 Hour On-Call - Take Home

Employee Name (Please Print):

Employee Signature:

Department:

Department Head Authorization:

CT Driver's License Number:

Driver's License Expiration Date:

Today's Date:

Appendix B

Town Vehicle Inventory by Department and Employee

TOWN OF FAIRFIELD

VEHICLE INVENTORY

(VEHICLES = PASSENGER VEHICLES, SUV'S, MOTORCYCLES, PICKUP TRUCKS, VANS ONLY - EXCLUDING HEAVY DUTY MACHINERY, BOATS, TRAILERS)

4/18/24

<u>DEPARTMENT</u>	<u># VEHICLES</u>	<u># VEHICLES</u>	<u># EMPLOYEES</u>	<u># EMPLOYEES</u>
	<u>ASSIGNED TO TOWN DEPARTMENTS</u>	<u>EQUIPPED WITH GPS TRACKING</u>	<u>AUTHORIZED TO USE TOWN VEHICLES</u>	<u>WHO HAVE 24-HOUR TAKE HOME USE OF TOWN VEHICLES</u>
TOWN DEPARTMENTS	17	1	32	0
POOL CARS	10	0	40	A 0
DPW OPS & ADMIN	28	20	55	5
PARK OPERATIONS	8	3	11	4
WPCF	9	0	19	2
FIRE	18	0	103	B 9
POLICE	101	32	147	C 10
TOTALS	191	56	407	30

TOTAL NON-UNIFORMED EMPLOYEES AUTHORIZED TO USE ASSIGNED DEPT. VEHICLES:	144
TOTAL UNIFORMED EMPLOYEES AUTHORIZED TO USE TOWN VEHICLES:	242
SUBTOTAL ALL EMPLOYEES AUTHORIZED TO USE TOWN VEHICLES:	386
TOTAL NON-UNIFORMED EMPLOYEES AUTHORIZED TO USE <u>BOTH</u> ASSIGNED DEPT. VEHICLES AND POOL CARS (INCLUDED IN THE 144):	21
TOTAL:	407

See Appendix C for list of employee names

- A = Includes 21 employees on the pool list who are also authorized to use shared vehicle(s) directly assigned to their department.
- B = Includes 6 Civilian personnel who are authorized to use Fire support vehicles for work purposes.
- C = Includes 2 Civilian personnel who are authorized to use Police vehicles for work purposes.

TOWN FLEET - (EXCLUDING DPW ADMIN & OPERATIONS, WPCA, POLICE & FIRE)

4/18/24

	<u>PLATE #</u>	<u>BUILDING DEPT.</u> <u>DESCRIPTION</u>	<u>EMPLOYEE</u>	<u>GPS TRACKING?</u>
1	294FA	2023 Chevy Bolt EUV	PAT MAHONEY	NO
2	295FA	2023 Chevy Bolt EUV	MIKE CLEMENTE	NO
3	291FA	2023 Chevy Bolt EUV	JIM GIRARDI	NO
4	293FA	2023 Chevy Bolt EUV	HARRY PEDLOW	NO
5	224FA	2023 Chevy Bolt EUV	CARLOS RODRIGUES	NO

	<u>PLATE #</u>	<u>CONSERVATION DEPT.</u> <u>DESCRIPTION</u>	<u>EMPLOYEE</u>	<u>GPS TRACKING?</u>
6	154FA	2022 FORD ESCAPE	SHARED: NEAFSEY, BISHOP	NO
7	135FA	2009 Chevy Tahoe	TOM COARSE	NO
8	244FA	2015 Chevy Silverado	SHARED: COARSE, BRAS, BANNISTER, BERESKY	YES

	<u>PLATE #</u>	<u>ENGINEERING DEPT.</u> <u>DESCRIPTION</u>	<u>EMPLOYEE</u>	<u>GPS TRACKING?</u>
9	225FA	2012 Chev Express G2500	SHARED: CHIZMADIA, LEAMON	NO
10	297FA	2023 Chevy Bolt EUV	SHARED: HURLEY, JAIN, SANTIAGO, SMITH, GHAZAL, CHIZMADIA, LEAMON	NO
11	292FA	2023 Chevy Bolt EUV	SHARED: HURLEY, JAIN, SANTIAGO, SMITH, GHAZAL, CHIZMADIA, LEAMON	NO

	<u>PLATE #</u>	<u>HEALTH DEPT.</u> <u>DESCRIPTION</u>	<u>EMPLOYEE</u>	<u>GPS TRACKING?</u>
12	285FA	2023 Chevy Bolt EUV	MELISSA SORICELLI	NO
13	296FA	2023 Chevy Bolt EUV	ROB GUERRERA	NO

	<u>PLATE #</u>	<u>LIBRARY</u> <u>DESCRIPTION</u>	<u>EMPLOYEE</u>	<u>GPS TRACKING?</u>
14	182FA	2010 HONDA CIVIC HYBRID	STEVEN RUSSO	NO

	<u>PLATE #</u>	<u>INFORMATION TECHNOLOGY</u> <u>DESCRIPTION</u>	<u>EMPLOYEE</u>	<u>GPS TRACKING?</u>
15	284FA	2023 Chevy Bolt EUV	SHARED: KELLEY, BILOTTO, LIPPMAN, NORTON, PLESZKO, TUBRIDY	NO

	<u>PLATE #</u>	<u>SEWER DEPT.</u> <u>DESCRIPTION</u>	<u>EMPLOYEE</u>	<u>GPS TRACKING?</u>
16	142FA	2008 Ford Explorer	JOHN CLANCY	NO

	<u>PLATE #</u>	<u>TOWN PLAN & ZONING</u> <u>DESCRIPTION</u>	<u>EMPLOYEE</u>	<u>GPS TRACKING?</u>
17	243FA	2023 Chevy Bolt EUV	SHARED: WENDT, DECKER, HARRIGAN, ROGERS	NO

**POOL CARS
4/18/24**

<u>PLATE #</u>	<u>DESCRIPTION</u>	<u>EMPLOYEE</u>	<u>GPS TRACKING?</u>
1 BH89037	2023 Nissan Leaf	SHARED (40 Employees)	NO
2 BH89038	2023 Nissan Leaf	SHARED (40 Employees)	NO
3 BH89039	2023 Nissan Leaf	SHARED (40 Employees)	NO
4 BH89040	2023 Nissan Leaf	SHARED (40 Employees)	NO
5 BH89041	2023 Nissan Leaf	SHARED (40 Employees)	NO
6 BH89042	2023 Nissan Leaf	SHARED (40 Employees)	NO
7 216FA	2023 Chevy Bolt EUV	SHARED (40 Employees)	NO
8 133FA	2023 Chevy Bolt EUV	SHARED (40 Employees)	NO
9 130FA	2023 Chevy Bolt EUV	SHARED (40 Employees)	NO
10 298FA	2023 Chevy Bolt EUV	SHARED (40 Employees)	NO

LIST OF EMPLOYEES ELIGIBLE TO USE POOL CARS

Basic User Information

Forename	Surname	DEPARTMENT	
1 Karen	Caisse	Assessor	
2 Kenneth	Carvell	Assessor	
3 Michelle	Guidera	Assessor	
4 Ross	Murray	Assessor	
5 Nosheen	Seyal	Assessor	
6 Timothy	Bishop	Conservation	A
7 Joanne	Moura	Conservation	
8 Sarah	Neafsey	Conservation	A
9 John	Marsilio	DPW Administration	
10 John	Chizmadia	Engineering	A
11 William	Hurley	Engineering	A
12 Megha	Jain	Engineering	A
13 Scott	Leamon	Engineering	A
14 Anthony	Santiago	Engineering	A
15 Raymond	Smith	Engineering	A
16 Eli	Ghazal	Engineering	A
17 Sands	Cleary	Health	
18 Robert	Guerrera	Health	A
19 Melissa	Soricelli	Health	A
20 Debrina	Hudson	Health	
21 Kim	Huynh	Health	
22 Ken	Rubano	Health - Part-time employee	

A = 21 employees on the pool list are also authorized to use shared vehicle(s) directly assigned to their department.

Continued on next page.

LIST OF EMPLOYEES ELIGIBLE TO USE POOL CARS (Continued from prior page)

Basic User Information

Forename	Surname	DEPARTMENT		
23	Megan	Brant	Human Resources	
24	Joanne	Courtemanche	Human Resources	
25	Peter	Ritchey	Human Resources	
26	Cathleen	Simpson	Human Resources	
27	Ivanna	Vintonyak	Human Resources	
28	Daniel	Bilotto	Info Tech	A
29	Dave	Kelley	Info Tech	A
30	Justin	Lippman	Info Tech	A
31	Kirk	Norton	Info Tech	A
32	Jim	Pleszko	Info Tech	A
33	Jim	Tubridy	Info Tech	A
34	Jan	Graham	Purchasing	
35	Lee	Flaherty	Purchasing	
36	Pru	O'Brien	Purchasing	
37	Matt	Decker	Town Plan & Zoning	A
38	Emmeline	Harrigan	Town Plan & Zoning	A
39	Chris	Rogers	Town Plan & Zoning	A
40	Jim	Wendt	Town Plan & Zoning	A

A = 21 employees on the pool list are also authorized to use shared vehicle(s) directly assigned to their department.

**DEPARTMENT OF PUBLIC WORKS
4/18/2024**

DPW Operations

	<u>PLATE #</u>	<u>DESCRIPTION</u>	<u>EMPLOYEE</u>	<u>GPS TRACKING?</u>
1	140FA	2021 Chevrolet K-2500	James Carney *	YES
2	158FA	2021 Chevrolet K-2500	Carlos Monteiro *	YES
3	137FA	2022 Ford F-350	Marc Merlonghi *	YES
4	127FA	2016 Chevrolet K-2500	James Ryan *	YES
5	155FA	2022 Ford F-350	Jeff Minder *	YES

***NOTE: THESE VEHICLES ARE 24 HOUR USE/TAKE HOME VEHICLES BY EMPLOYEES**

DPW Building Maintenance Work Vans

	<u>PLATE #</u>	<u>DESCRIPTION</u>	<u>EMPLOYEE</u>	<u>GPS TRACKING?</u>
6	147FA	2020 Ford Transit 250	Gary Testa	YES
7	148FA	2019 Chevrolet K-2500	Sean Dwyer	YES
8	149FA	2020 Ford Transit 250	Joe Carloto	YES
9	157FA	2013 Chevrolet K-2500	Shared - DPW Ops Staff (38 employees **)	YES
10	176FA	2013 Ford E-250	Velis Haxhajanis	YES
11	238FA	2022 F-250	Charlie Gavin	NO
12	257FA	2009 Ford E-250	Shared - DPW Ops Staff (38 employees **)	YES
13	267FA	2015 Ford E-250	Francisco Pinho	YES
14	281FA	2016 Ford E-250	Justin Brown	YES
15	307FA	2017 Ford E-250	Dan Hayes	YES
16	308FA	2015 Chevrolet G-2500	Vin Rigoli	YES
17	245FA	2022 Ford Transit 250	Ryan Walkinshaw	YES
18	247FA	2022 Ford Transit 250	Hanser Coca	YES

Other DPW - Spare/Retired Cars: Located in DPW Operations Parking Lot

	<u>PLATE #</u>	<u>DESCRIPTION</u>	<u>EMPLOYEE</u>	<u>GPS TRACKING?</u>
19	94FA	2008 CHEVY IMPALA	Shared - DPW Ops Staff (38 employees **)	YES
20	120FA	2011 Chevrolet K-2500	Shared - DPW Ops Staff (38 employees **)	YES
21	124FA	2013 Ford Taurus	John Cottell	NO
22	131FA	2009 Ford Taurus	Shared - DPW Ops Staff (38 employees **)	NO
23	132FA	2016 Chevrolet K-2500	Shared - DPW Ops Staff (38 employees **)	NO
24	151FA	2013 Chevrolet K-2500	Shared - DPW Ops Staff (38 employees **)	YES
25	212FA	2011 Ford Crown Victoria	Shared - DPW Ops Staff (38 employees **)	NO
26	256FA	2001 Ford Crown Victoria	Shared - DPW Ops Staff (38 employees **)	NO
27	312FA	2009 Ford Crown Victoria	Shared - DPW Ops Staff (38 employees **)	NO
28	320FA	2016 Ford Taurus	Shared - DPW Ops Staff (38 employees **)	NO

**** 38 DPW Operations employees who use shared vehicles**

1	ADELSTEIN	NOAH
2	BATISTA	JAIME
3	BUCHANAN	BRIAN
4	BUGLIONE	RICHARD

5 CARRANO	JOHN
6 CHIZMADIA	ERNEST
7 CICALI	SALVATORE
8 COTTO	JOSE
9 DITULLIO	JOHN
10 FOREST	RICHARD
11 FRANCOEUR	THOMAS
12 GARLOCK	DANIEL
13 JIMENEZ	ANDRES
14 KACZEGOWICZ	ALAN
15 KACZEGOWICZ	DANIEL
16 LAZAR	ROBERT
17 MALLON	MATTHEW
18 MASCIOLA	JOHN
19 MINISHI	MICHAEL
20 MONTEIRO	ABELINO
21 MOURA	KEVIN
22 MULIUMU	SIOSE
23 MURPHY	JOSEPH
24 NEVERS	HENRY
25 PICCOLO	JOSEPH
26 PIRES	LELO
27 ROCHA	MANUEL
28 RODRIGUES	MARCO
29 SANTOS	ANTHONY
30 SEARA	PAULO
31 SHOMSKY	RONALD
32 SINGLETON	EDWARD
33 STEFANIDIS	KOSTANTINO
34 THOMPSON	MARC
35 TORRES	LUIS
36 TORRES	JOSE
37 TOTH	PAUL
38 TRANQUILLO	ANTHONY

**PARK OPERATIONS
4/18/2024**

	<u>PLATE #</u>	<u>DESCRIPTION</u>	<u>EMPLOYEE</u>	<u>GPS TRACKING?</u>
1	159FA	2021 Chevrolet Silverado	Victor Gabriel *	YES
2	88FA	2020 Ford Explorer	DOUG NOVAK *	NO
3	241FA	2013 Chevy Colorado	PETER GRACE *	NO
4	98FA	2012 Chevy Colorado	JOHN JOHNSON *	NO
5	160FA	2011 Chev. Silverado 2500 pickup	SHARED - PARKS STAFF (7 employees **)	YES
6	126FA	2011 Ford Crown Victoria	SHARED - PARKS STAFF (7 employees **)	NO
7	230FA	2022 Chev. Silverado 2500 pickup	SHARED - PARKS STAFF (7 employees **)	YES
8	144FA	2006 Chev. Silverado	SHARED - PARKS STAFF (7 employees **)	NO

***NOTE: THESE VEHICLES ARE 24 HOUR USE/TAKE HOME VEHICLES BY EMPLOYEES**

**** 7 Parks employees who use shared vehicles**

- 1 Joseph Czarnecki
- 2 Alan Kaczegowicz
- 3 Louis Martines
- 4 Thomas McNamara
- 5 Antonio Sardinha
- 6 Aurelio Sardinha
- 7 Victor Torres

**WPCF
4/18/2024**

	<u>PLATE #</u>	<u>DESCRIPTION</u>	<u>EMPLOYEE</u>	<u>GPS TRACKING?</u>
1	237FA	2019 Chev Colorado	Ron Wallace *	NO
2	235FA	2021 Chev Colorado	John Bodie *	NO
3	76FA	2016 Chev 3500	Mark Ostrofsky	NO
4	84FA	2019 Ford Transit Van	Anthony Johnson	NO
5	118FA	2015 Honda CR-V	Christine Pacelli	NO
6	152FA	2016 Chevy 2500	Shared - (16 employees **)	NO
7	153FA	2022 Ford Transit Van	Shared - (16 employees **)	NO
8	80FA	2016 Chevy 3500	Shared - (16 employees **)	NO
9	79FA	2007 GMC 3500	Shared - (16 employees **)	NO

***NOTE: THESE VEHICLES ARE 24 HOUR USE/TAKE HOME VEHICLES BY EMPLOYEES**

**** 16 WPCF employees who use shared vehicles**

- 1 Bodie, John
- 2 Cerna, Marcial
- 3 Ciccone, George
- 4 Culmone, Frank
- 5 Gallagher, John
- 6 Johnson, Anthony
- 7 Monteleone, Domenic
- 8 Nemeck, Shelby
- 9 Ostrofsky, Mark
- 10 Pacelli, Christine
- 11 Pellicano, Matthew
- 12 Salvio, Steven
- 13 Sullivan, James
- 14 Trzcinski, Brian
- 15 Wallace, Ron
- 16 Woods, Chris

Fairfield Fire Department - Staff Support Vehicles
4/18/2024

LSN	UNIT	YEAR	MAKE	MODEL	DESCRIPTION	ASSIGNED TO	PLATE #	GPS TRACKING?	
1	47	MAINT. 1	2012	CHEVROLET	3500 HD	UTILITY-CRANE	Master Mechanic Demko *	AW88871	NO
2	91	MAINT-2	2009	FORD	EXPLORER	SPORT UTILITY	Mechanic Gillis *	AW88872	NO
3	105	FM	2013	FORD	EXPLORER	CROSS OVER	Fire Inspector Ron Vargo *	806-ZYW	NO
4	111	FM-4	2010	FORD	CROWN VICTORIA	SEDAN	Fire Inspector Tom Pond *	122-FA	NO
5	113	FM-2	2015	FORD	INTERCEPTER	SUV	Deputy Fire Marshal Jeff Edmondson *	80-FA	NO
6	119	CAR-2	2020	FORD	EXPLORER XLT	SUV	DEPUTY CHIEF Dunn *	824-XKW	NO
7	120	CAR-1	2021	FORD	EXPLORER XLT	SUV	CHIEF McCarthy *	BF00810	NO
8	121	FM-1	2022	FORD	F-150 4X4	PICKUP	Fire Marshal A/C Higgins *	AW88864	NO
9	122	CAR-5	2022	FORD	F-150 4X4	PICKUP	Fire Training/Safety A/C Barry *	AW88866	NO
10	90	CAR-4	2008	CHEVROLET	SUBURBAN	SPORT UTILITY	LOGISTICS	AW88874	NO
11	93	CAR-10	2008	FORD	CROWN VICTORIA	SEDAN	RESERVE **	102-FA	NO
12	100	UTILITY-1	2010	FORD	F-350 SUPER DUTY	PICKUP	TRAINING GROUNDS **	AW88875	NO
13	103	FM-3	2011	FORD	CROWN VICTORIA	SEDAN	FIRE INSPECTOR	56-FA	NO
14	104	CAR-8	2011	FORD	CROWN VICTORIA	SEDAN	RESERVE **	302-FA	NO
15	106	CAR-33	2013	CHEVROLET	SUBURBAN	SPORT UTILITY	STATION 2	AW88870	NO
16	107	FM	2010	FORD	CROWN VICTORIA	SEDAN	RESERVE **	96-FA	NO
17	114	CAR	2013	FORD	INTERCEPTER	SUV	RESERVE	99-FA	NO
18	118	CAR-3	2019	FORD	F250 4x4	PICKUP	SHIFT COMMANDER	AW88867	NO

***NOTE: THESE VEHICLES ARE 24 HOUR USE/TAKE HOME VEHICLES BY EMPLOYEEES**

Note Regarding Vehicle Tracking: Fire apparatus that have Nexresponder application open would be visible/tracked within the dispatch program.

**** 6 Civilian employees who use shared vehicles**

- 1 Sheila Tesei
- 2 Jennifer Far
- 3 Denise Sherwood
- 4 Samantha Trayer (Part time - Training Grounds)
- 5 Robert Davies (Part time - Training Grounds)
- 6 Richard Garbus (Part time - Training Grounds)

POLICE DEPARTMENT

4/18/2024

2024

Assignment	Vehicle Year	Vehicle Make / Model	Plate	Reassignment	Contractual Take Home Use	GPS
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Administrative

1	Chief	2023	GMC Yukon	BM38860	Chief Kalamaras *	Y	
2	D/C	2023	GMC Yukon	BM38861	DC/Weihe *	Y	
3	Captain	2021	GMC Acadia	BE32277	Captain Koval *	Y	
4	Captain	2023	Ford Explorer	BK69316	Captain Granata *	Y	
5	Captain	2022	Ford Explorer	BK69317	Captain Esposito *	Y	
6	Captain	2023	Ford Explorer	AV02281	Captain Irizarry *	Y	
7	Prof. Stand. Lieutenant	2020	Ford Explorer	AY12770	LT. Kline *	Y	
8	Special Services Lieutenant	2023	Ford Explorer	AS89265	LT. Paris *	Y	
9	Administrative Sergeant	2018	Ford Utility	AR93307	Sgt. Stahl		
10	Records Unit	2013	Ford Sedan	6AXND5	Jenkins/Medveg		

***NOTE: THESE VEHICLES ARE 24 HOUR USE/TAKE HOME VEHICLES BY EMPLOYEES**

Field Units

11	Shift Commander	2020	Ford Explorer	BJ58141	Zdru		
12	Shift Commander	2019	Ford Explorer	BJ58142	Nook		
13	Shift Commander	2020	Ford Utility	AR93308	Vanderheyden		
14	Shift Commander	2021	Ford Utility	BJ58144	Mastronardi		
15	B1	2017	Ford Utility	8FA			Y
16	B2	2021	Ford Utility	17FA			Y
17	B3	2021	Ford Utility	4FA			Y
18	B4	2021	Ford Utility	25FA			Y
19	B5	2021	Ford Utility	23FA			Y
20	R1	2023	Chevy Tahoe	14FA			Y
21	R2	2021	Ford Utility	3FA			Y
22	R3	2021	Ford Utility	30FA			Y
23	R4	2021	Ford Utility	22FA			Y
24	R5	2020	Ford Utility	28FA			Y

Assignment	Vehicle Year	Vehicle Make / Model	Plate	Reassignment	Contractual Take Home Use	GPS
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Traffic Unit

29	Traffic Unit Sergeant	2020	Chevy Tahoe	BJ58882	Komm		Y
30	Crash Investigator	2018	Ford Utility	AR93309	Letsch		Y
31	Crash Investigator / K9	2018	Ford F-150	BG43729	Wells		Y
32	T2 - Traffic	2017	Ford Utility	AY12769	DeAngelis		Y
33	T3 - Traffic	2016	Ford Utility	AW39383	Monks		Y
34	T4 - Traffic	2017	Ford Utility	AY12768	Ardizzone		Y
35	T5 - Traffic	2018	Ford Utility	AV02280	Renaldi		Y
36	Traffic Spare	2014	Ford Utility	AN35661	Spare		Y
37	Animal Control	2015	Chevy Van	50FA	AC		
38	Animal Control	2019	Chevy Van	38FA	AC		
39	K9-Spare	2014	Ford Utility	37FA	Spare k9		Y
40	K9-Bakula	2014	Ford Utility	AL01283	Bakula		Y

School Unit

41	School Unit Lieutenant	2019	Ford Explorer	AV02281	Wiltzie *	Y	
42	S2	2018	Ford Utility	11FA	Bennett		Y
43	S3	2016	Ford Utility	60FA	Chlebowski		Y
44	S4	2017	Ford Utility	27FA	Kovac		Y
45	S5	2017	Ford Utility	26FA	F. Clark		Y
46	FH1	2016	Ford Utility	2FA	Wilkie		Y
47	FH2	2016	Ford Utility	9FA	McPadden		Y

***NOTE: THESE VEHICLES ARE 24 HOUR USE/TAKE HOME VEHICLES BY EMPLOYEES**

Investigative Units

48	Detective Lieutenant	2023	Ford Explorer	BK69317	Riendeau *	Y	
49	Detective Sergeant	2021	GMC	BE32278	Ioli		
50	Detective Sergeant	2019	Ford Expedition	AT77209	Fuller		
51	Detective	2014	Ford Utility	931NZR	Colwell		
52	Detective	2014	Ford Utility	OAFAX6	Griffin		
53	Detective	2020	Chevy Tahoe	29FA	Vaspas		

	Assignment	Vehicle Year	Vehicle Make / Model	Plate	Reassignment	Contractual Take Home Use	GPS
54	Detective	2019	Ford F150	AU70022	Fucci		
55	Detective	2013	Ford Sedan	OADRX2	Young		
56	Detective	2014	Ford Utility	6AXND4	Falbo		
57	Detective	2017	Ford Utility	AJ81995	Clarke		
58	Detective	2012	Ford Explorer	133ZAJ	Takacs		
59	Detective	2017	Ford Utility	28FA	Bok		
60	Detective	2016	Ford Expedition	AC06204	Zerella		
61	Detective	2018	Ford Utility	AY77210	Mckeen		
62	Detective	2016	Ford Utility	AR92739	Mazzochi		
63	Detective	2020	Ford Explorer	AY12767	Buckmir		
64	Detective	2019	Ford Taurus	AR93307	Leetch		
65	Detective	2013	Ford Explorer	611ZNT	Papageorge		
66	Detective QOL Unit	2016	Ford Utility	AR92738	Procaccini		
67	Detective QOL Unit	2018	Ford Utility	8AJXV6	Burbige		
68	Detective Spare	2018	Ford Utility	AR93308	Spare		
69	Under Cover Lincoln	2005					
70	Under Cover Chevy	2011					

***NOTE: THESE VEHICLES ARE 24 HOUR USE/TAKE HOME VEHICLES BY EMPLOYEES**

Patrol Ready Spare Vehicles- With Rifle and Equipment

71	5	2018	Ford Utility	5FA			Y
72	20	2018	Ford Utility	20FA			Y
73	19	2018	Ford Utility	19FA			Y
74	13	2018	Ford Utility	13FA			Y
75	18	2018	Ford Utility	18FA			Y

Road Job Vehicles

78	SP11	2014	Ford Utility	51FA			
79	21	2018	Ford Utility	21FA			
80	6	2015	Ford Utility	6FA			
81	12	2018	Ford Utility	12FA			

	Assignment	Vehicle Year	Vehicle Make / Model	Plate	Reassignment	Contractual Take Home Use	GPS
82	35	2017	Ford Utility	35FA			
83	16	2016	Ford Utility	16FA			
84	10	2015	Ford Utility	10FA			
85	18	2021	Ford Utility	18FA			
86	19	2018	Ford Utility	19FA			
87	21	2017	Ford Utility	21FA			

Specialty Vehicles

88	Passenger Van	2009	Ford E350 Van	288FA			
89	Command Center	2003	Sterling	186FA			
90	Parking Authority	2017	Ford Utility	AC62403			
91	Garage	2020	2020 F550	222FA	Mechanic Hine		
92	Rapid Deployment Vehicle	2008	Chevy Express 3500	286FA			
93	Sacred Heart University Car	2016	Ford Utility	45FA			Y
94	Quad	2014	CanAM	N/A			
95	MotorCycle	2007		336FA			
96	MotorCycle	2007		331FA			
97	MotorCycle	2007		332FA			
98	MotorCycle	2007		333FA			
99	MotorCycle	2007		334FA			
100	Social Worker	2023	Ford Utility Hybrid	31FA	LCSW Bloomberg		
101	CIT Officer	2023	Ford Utility Hybrid	34FA			

Note Regarding tracking of Police vehicles without GPS - These vehicles are tracked via computer modem equipped within each vehicle. Vehicles are monitored and tracked by Police Dispatch.

34 Special Police Officers
 111 Police - Uniformed
 2 Civilians: Hine, Bloomberg
147 Total Employees

Appendix C

List of Non-Uniformed Employees Authorized to Use Town Vehicles

List of Non-Uniformed Employees Authorized to Use Town Vehicles
4/18/2024

<u>Employee Name</u>	<u>Department</u>
1 PAT MAHONEY	BUILDING
2 MIKE CLEMENTE	BUILDING
3 JIM GIRARDI	BUILDING
4 HARRY PEDLOW	BUILDING
5 CARLOS RODRIGUES	BUILDING
6 SARAH NEAFSEY	CONSERVATION
7 TIM BISHOP	CONSERVATION
8 TOM COARSE	CONSERVATION
9 JOHN BRAS	CONSERVATION
10 SIDNEY BANNISTER	CONSERVATION
11 JON BERESKY	CONSERVATION
12 BILL HURLEY	ENGINEERING
13 MEGHA JAIN	ENGINEERING
14 ANTHONY SANTIAGO	ENGINEERING
15 RAYMOND SMITH	ENGINEERING
16 ELIAS GHAZAL	ENGINEERING
17 JOHN CHIZMADIA	ENGINEERING
18 SCOTT LEAMON	ENGINEERING
19 MELISSA SORICELLI	HEALTH
20 ROB GUERRERA	HEALTH
21 STEVEN RUSSO	LIBRARY
22 DAVE KELLEY, BILOTTO,	INFO TECH
23 DANIEL BILOTTO	INFO TECH
24 JUSTIN LIPPMAN	INFO TECH
25 KIRK NORTON	INFO TECH
26 JIM PLESZKO	INFO TECH
27 JIM TUBRIDY	INFO TECH
28 JOHN CLANCY	SEWER
29 JIM WENDT	TPZ
30 MATT DECKER	TPZ
31 EMMELINE HARRIGAN	TPZ
32 CHRIS ROGERS	TPZ
33 KAREN CAISSE	ASSESSOR
34 KEN CARVELL	ASSESSOR
35 MICHELLE GUIDERA	ASSESSOR
36 ROSS MURRAY	ASSESSOR
37 NOSHEEN SEYAL	ASSESSOR
38 JOANNE MOURA	CONSERVATION
39 JOHN MARSILIO	DPW ADMINISTRATION
40 SANDS CLEARY	HEALTH
41 DEBRINA HUDSON	HEALTH
42 KIM HUYNH	HEALTH
43 KEN RUBANO	HEALTH - PART-TIME EMPLOYEE

44	MEGAN BRANT	HUMAN RESOURCES
45	JOANNE COURTEMANCHE	HUMAN RESOURCES
46	PETER RITCHEY	HUMAN RESOURCES
47	CATHLEEN SIMPSON	HUMAN RESOURCES
48	IVANNA VINTONYAK	HUMAN RESOURCES
49	JAN GRAHAM	PURCHASING
50	LEE FLAHERTY	PURCHASING
51	PRU O'BRIEN	PURCHASING
52	JAMES CARNEY	DPW OPS
53	CARLO MONTEIRO	DPW OPS
54	MARC MERLONGHI	DPW OPS
55	JAMES RYAN	DPW OPS
56	JEFF MINDER	DPW OPS
57	GARY TESTA	DPW OPS
58	SEAN DWYER	DPW OPS
59	JOE CARLOTO	DPW OPS
60	VELIS HAXHAJANIS	DPW OPS
61	CHARLIE GAVIN	DPW OPS
62	FRANCISCO PINHO	DPW OPS
63	JUSTIN BROWN	DPW OPS
64	DAN HAYES	DPW OPS
65	VIN RIGOLI	DPW OPS
66	RYAN WALKINSHAW	DPW OPS
67	HANSER COCA	DPW OPS
68	JOHN COTTELL	DPW OPS
69	NOAH ADELSTEIN	DPW OPS
70	JAIME BATISTA	DPW OPS
71	BRIAN BUCHANAN	DPW OPS
72	RICHARD BUGLIONE	DPW OPS
73	JOHN CARRANO	DPW OPS
74	ERNEST CHIZMADIA	DPW OPS
75	SALVATORE CICALA	DPW OPS
76	JOSE COTTO	DPW OPS
77	JOHN DITULLIO	DPW OPS
78	RICHARD FOREST	DPW OPS
79	THOMAS FRANCOEUR	DPW OPS
80	DANIEL GARLOCK	DPW OPS
81	ANDRES JIMENEZ	DPW OPS
82	ALAN KACZEGOWICZ	DPW OPS
83	DANIEL KACZEGOWICZ	DPW OPS
84	ROBERT LAZAR	DPW OPS
85	MATTHEW MALLON	DPW OPS
86	JOHN MASCIOLA	DPW OPS
87	MICHAEL MINISHI	DPW OPS
88	ABELINO MONTEIRO	DPW OPS
89	KEVIN MOURA	DPW OPS
90	SIOSE MULIUMU	DPW OPS

91 JOSEPH MURPHY	DPW OPS
92 HENRY NEVERS	DPW OPS
93 JOSEPH PICCOLO	DPW OPS
94 LELO PIRES	DPW OPS
95 MANUEL ROCHA	DPW OPS
96 MARCO RODRIGUES	DPW OPS
97 ANTHONY SANTOS	DPW OPS
98 PAULO SEARA	DPW OPS
99 RONALD SHOMSKY	DPW OPS
100 EDWARD SINGLETON	DPW OPS
101 KOSTANTINO STEFANIDIS	DPW OPS
102 MARC THOMPSON	DPW OPS
103 LUIS TORRES	DPW OPS
104 JOSE TORRES	DPW OPS
105 PAUL TOTH	DPW OPS
106 ANTHONY TRANQUILLO	DPW OPS
107 VICTOR GABRIEL	PARK OPS
108 DOUG NOVAK	PARK OPS
109 PETER GRACE	PARK OPS
110 JOHN JOHNSON	PARK OPS
111 JOSEPH CZARNECKI	PARK OPS
112 ALAN KACZEGOWICZ	PARK OPS
113 LOUIS MARTINES	PARK OPS
114 THOMAS MCNAMARA	PARK OPS
115 ANTONIO SARDINHA	PARK OPS
116 AURELIO SARDINHA	PARK OPS
117 VICTOR TORRES	PARK OPS
118 RON WALLACE	WPCF
119 JOHN BODIE	WPCF
120 MARK OSTROFSKY	WPCF
121 ANTHONY JOHNSON	WPCF
122 CHRISTINE PACELLI	WPCF
123 CERNA, MARCIAL	WPCF
124 GEORGE CICCONE	WPCF
125 FRANK CULMONE	WPCF
126 JOHN GALLAGHER	WPCF
127 ANTHONY JOHNSON	WPCF
128 DOMENIC MONTELEONE	WPCF
129 SHELBY NEMEC	WPCF
130 MARK OSTROFSKY	WPCF
131 CHRISTINE PACELLI	WPCF
132 MATTHEW PELLICANO	WPCF
133 STEVEN SALVO	WPCF
134 JAMES SULLIVAN	WPCF
135 BRIAN TRZCINSKI	WPCF
136 CHRIS WOODS	WPCF
137 SHEILA TESEI	FIRE

138 JENNIFER FAR	FIRE
139 DENISE SHERWOOD	FIRE
140 SAMANTHA TRAYER	FIRE TRAINING - PART TIME EMPLOYEE
141 ROBERT DAVIES	FIRE TRAINING - PART TIME EMPLOYEE
142 RICHARD GARBUS	FIRE TRAINING - PART TIME EMPLOYEE
143 WILLIAM HINE	POLICE
144 JESSICA BLOOMBERG	POLICE

Appendix D

Excerpts from Uniformed Personnel Contracts

Excerpt from Police Contracts:

Police Chief - Effective 1/22/21 (Signed 11/15/23)

Deputy Police Chief - Effective 7/21/23 (Signed 11/14/23)

Police Captain's - Effective 7/2/21 (Signed 11/15/23)

ARTICLE IV

AUTOMOBILE

Employee's duties require that he shall have the use at all times during his employment with the Department of an automobile provided him by the Town. Said automobile shall be insured under and listed on the Town's automobile liability policy, if any, or the Town's self-insurance policy. The Town shall provide, maintain, repair, and pay all expenses including gas expense for travel and use of said automobile. Employee shall not permit his spouse, dependents, or any unauthorized person to drive the Town's vehicle. The Town shall not be liable for the loss or damage of any personal property transported by Employee in the Town vehicle. Personal use shall be subject to applicable IRS regulations and codes.

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## Excerpt from Police Lieutenant's Union Contract - Effective 7/1/22 - 6/30/25

### **Appendix H**

#### LIEUTENANTS' POLICE VEHICLES

The following policy affects the use of police vehicles by the lieutenants of the Administrative Division, Detective Division, and the Special Services Division:

The lieutenants will be responsible for the proper care of the vehicle assigned to them, and they must be recoverable.

The lieutenants should comply with our policies and procedures written directives, and the police manual with the exception of Section 24-4. They are allowed to have passengers in the vehicles.

If the lieutenants are near enough to Fairfield to be recoverable when they are needed, they should be allowed the use of the police vehicles that are assigned to them.

- a) For travel that relates to their employment the lieutenants shall have unrestricted use of the police vehicles that are assigned to them, and they shall be reimbursed for expenses incurred as a result of the use of the vehicle for such travel.
- b) For travel that does not relate to their employment, the lieutenants shall be allowed the use of the police vehicles that are assigned to them for travel within Connecticut and New York City. The lieutenants will not be reimbursed for expenses incurred for the use of the vehicles for such travel.
- c) These three police vehicles and their use applies to the lieutenants' positions and not to the individual lieutenants. Should a lieutenant be transferred out of the Administrative Division, the Detective Division, or the Special Services Division, the vehicle remains with the division. The Chief of Police reserves the right to transfer or reassign these personnel, as he deems necessary. The Chief shall decide which vehicles are assigned to these three positions; however, the vehicles shall be unmarked. This benefit exists only as long as the position exists. If the Board of Police Commissioners should abolish any of these positions in accordance with Article XIV, Section 14.03 of the Collective Bargaining Agreement, the use of the vehicle is also abolished.

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- d) These vehicles and the appearance of these vehicles shall not be altered without the permission of the Chief of Police.
  - e) Lieutenants should not allow non-department persons to operate these police vehicles.
  - f) Lieutenants who are on extended sick leave or vacation shall return the vehicle to Police Headquarters for the duration of the leave.
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***Continued on next page.***

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Excerpt from Fire Chief Contract - Effective 11/10/20 (Signed 11/10/20)

ARTICLE IV
AUTOMOBILE

Employee's duties require that he shall have the use at all times during his employment with the Department of an automobile provided him by the Town. Said automobile shall be insured under and listed on the Town's automobile liability policy, if any, or the Town's self-insurance policy. The Town shall provide, maintain, repair, and pay all expenses including gas expense for travel and use of said automobile. It is understood that the purpose of this provision is so that the Employee shall have use of a Town vehicle only for Town business purposes. It is further understood that Employee shall have use of such vehicle for personal reasons within the geographic area of the State of Connecticut. It is further understood that Employee shall have use of such vehicle for personal reasons within the New England and tristate geographic area. Use of such vehicle outside of said area is not permitted unless Employee receives prior permission from the First Selectwoman. Any such personal use of the vehicle must be conducted by the Employee.

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**Excerpt from Deputy Fire Chief Contract - Effective 9/21/23 (No date in contract accompanying signature)**

**ARTICLE IV**

**AUTOMOBILE**

Employee's duties require that he shall have the use at all times during his employment with the Department of an automobile provided him by the Town. Said automobile shall be insured under and listed on the Town's automobile liability policy, if any, or the Town's self-insurance policy. The Town shall provide, maintain, repair, and pay all expense including gas expense for travel and use of said automobile. It is understood that the purpose of this provision is so that the Employee shall have use of such vehicle for any Town business. It is further understood that Employee shall have use of such vehicle for personal reasons within the New England and tristate geographic area. Use of such vehicle outside of said area is not permitted unless Employee receives prior permission from the Fire Chief. Any such personal use of the

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vehicle must be conducted by the Employee, and Employee shall not permit his spouse, dependents, or any unauthorized person to drive the Town's vehicle. The Town shall not be liable for the loss or damage of any personal property transported by Employee in the Town vehicle.

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Excerpt from Firefighter's Union Contract - 7/1/21-6/30/25

ARTICLE XXIX – MISCELLANEOUS

Section 2

Fire Department employees shall be compensated at the rate set by the Town at the time for traveling to and from any meetings authorized by the Chief of the Fire Department when he or she is required to use his or her own vehicle for transportation. Department issued vehicles shall only be used while on duty or for commuting to and from work and responding to emergencies; take home vehicles shall not be used for personal business.

ARTICLE XXXVIII – RESIDENCY REQUIREMENT

Employees issued department vehicles shall reside in Connecticut within thirty (30) miles distance from the closest Fairfield Fire station to the employee's home; there is no residency requirement for employees not issued take home department vehicles.

Appendix E

Electric Car Inventory & Odometer Readings

As of 4/17/2024

ELECTRIC VEHICLES BY DEPARTMENT AND ASSOCIATED MILEAGE SINCE INCEPTION

4/17/24

BUILDING DEPT.

	<u>PLATE #</u>	<u>DESCRIPTION</u>	<u>EMPLOYEE</u>	<u>ODOMETER READING</u>	<u>AVG. MILES PER MONTH OVER 8-MONTH PERIOD</u>
1	294FA	2023 Chevy Bolt EUV	PAT MAHONEY	1,297	162
2	295FA	2023 Chevy Bolt EUV	MIKE CLEMENTE	2,904	363
3	291FA	2023 Chevy Bolt EUV	JIM GIRARDI	3,165	396
4	293FA	2023 Chevy Bolt EUV	HARRY PEDLOW	2,730	341
5	224FA	2023 Chevy Bolt EUV	CARLOS RODRIGUES	2,243	280

ENGINEERING DEPT.

	<u>PLATE #</u>	<u>DESCRIPTION</u>	<u>EMPLOYEE</u>	<u>ODOMETER READING</u>	<u>AVG. MILES PER MONTH OVER 8-MONTH PERIOD</u>
6	297FA	2023 Chevy Bolt EUV	SHARED - OFFICE PERSONNEL (7 employees)	478	60
7	292FA	2023 Chevy Bolt EUV	SHARED - OFFICE PERSONNEL (7 employees)	589	74

HEALTH DEPT.

	<u>PLATE #</u>	<u>DESCRIPTION</u>	<u>EMPLOYEE</u>	<u>ODOMETER READING</u>	<u>AVG. MILES PER MONTH OVER 8-MONTH PERIOD</u>
8	285FA	2023 Chevy Bolt EUV	MELISSA SORICELLI	1,052	132
9	296FA	2023 Chevy Bolt EUV	ROB GUERRERA	1,152	144

INFORMATION TECH.

	<u>PLATE #</u>	<u>DESCRIPTION</u>	<u>EMPLOYEE</u>	<u>ODOMETER READING</u>	<u>AVG. MILES PER MONTH OVER 8-MONTH PERIOD</u>
10	284FA	2023 Chevy Bolt EUV	SHARED - OFFICE PERSONNEL (6 employees)	733	92

TOWN PLAN & ZONING

	<u>PLATE #</u>	<u>DESCRIPTION</u>	<u>EMPLOYEE</u>	<u>ODOMETER READING</u>	<u>AVG. MILES PER MONTH OVER 8-MONTH PERIOD</u>
11	243FA	2023 Chevy Bolt EUV	SHARED - OFFICE PERSONNEL (4 employees)	487	61

POOL CARS

	<u>PLATE #</u>	<u>DESCRIPTION</u>	<u>EMPLOYEE</u>	<u>ODOMETER READING</u>	<u>AVG. MILES PER MONTH OVER 8-MONTH PERIOD</u>
12	BH89037	2023 Nissan Leaf	SHARED (40 Employees)	1,712	214
13	BH89038	2023 Nissan Leaf	SHARED (40 Employees)	170	21
14	BH89039	2023 Nissan Leaf	SHARED (40 Employees)	761	95
15	BH89040	2023 Nissan Leaf	SHARED (40 Employees)	1,495	187
16	BH89041	2023 Nissan Leaf	SHARED (40 Employees)	616	77
17	BH89042	2023 Nissan Leaf	SHARED (40 Employees)	516	65
18	216FA	2023 Chevy Bolt EUV	SHARED (40 Employees)	112	14
19	133FA	2023 Chevy Bolt EUV	SHARED (40 Employees)	41	5
20	130FA	2023 Chevy Bolt EUV	SHARED (40 Employees)	69	9
21	298FA	2023 Chevy Bolt EUV	SHARED (40 Employees)	391	49