



VILLAGE OF RHINEBECK

December 23, 2019

To: Superintendent of Public Works, John Fenton and Village of Rhinebeck Fire Dept., Chief Kyle Eighmy

It's important to have complete, accurate information about the vehicles owned by the Village of Rhinebeck. Such information provides the basis for making informed choices on our fleet. The creation of a fleet inventory and updating it on a regular basis can identify which vehicles are the least fuel-efficient and develop a plan to replace them with vehicles that serve the same function but are more efficient. The following Policy will be used for creating a baseline fleet inventory.

New Procedures: In terms of new procedures to ensure the fleet inventory is updated, the Mayor has implemented the following:

That Village Hall, the Police Dept and Fire Dept are all aware of the central vehicle inventory, saved as an excel doc at the Department of Public Works (DPW) office.

Routine: Specialized/Essential Fire Dept equipment:

- Routine maintenance performed by personnel that are certified specialists for them.
- All records are stored at the office of the Chief of the Fire Department at Village Hall.
- Inspections are scheduled in November each year with the information updated in the central inventory tracking file in the DPW's office.

Public Works Fleet:

- The Highway Department performs periodic reviews of all vehicles not included in the Specialized/Essential group above. The Highway Department performs recommended maintenance as needed including an annual inspection.
- All records are kept on file at the DPW's office in Village Hall.
- Annual Inspections are completed at the same time each year at the time of the NYS inspection when the information is updated in the central inventory tracking file in the DPW's office

Ad hoc:

- Any new vehicles purchased is added to the central inventory at the time of purchase
 - If purchased used, the mileage is noted when coming onto our central inventory
- Any owned vehicles that are sold or retired:
 - Note the final mileage
 - Mark their entry as retired or sold on the inventory so that their mileage will not be looked for going forward
 - NOTE: don't delete the historical data from retired or sold vehicles

Gary Bassett
Mayor