



## Emergency Fuel Conservation Policy

### Contents

1. <b>Purpose</b> .....	1
2. <b>Applicability</b> .....	1
3. <b>Policy</b> .....	1
4. <b>Policy Non-Compliance</b> .....	2
5. <b>Audit</b> .....	2
6. <b>Definitions</b> .....	2
7. <b>Approval and Revision History</b> .....	3
8. <b>Background</b> .....	3

#### 1. **Purpose**

This policy establishes a framework for how Buncombe County will respond to a fuel shortage. It is intended to reduce fuel consumption of impacted fuel during a fuel shortage with minimal adverse effect on service delivery.

#### 2. **Applicability**

This policy applies to all Buncombe County departments, employees, county-owned vehicles, and other vehicles the county relies on for services. Where there is conflict with any Department-specific policy, this document will supersede.

When activated, fuel types experiencing a fuel shortage must be designated in the communication to staff. Vehicles using other non-impacted fuels can continue to operate normally, unless otherwise directed.

#### 3. **Policy**

##### 3.1. Fuel Conservation Tiers/Levels

The following tiers can be activated as outlined in the accompanying procedures to this policy, and communicated to all staff and impacted county contractors:

- 3.1.1. **Tier 1:** All essential travel continues. All non-essential travel is suspended unless approved by department director. Employees transition to working remotely, wherever able.
- 3.1.2. **Tier 2:** All essential travel continues. All non-essential travel is suspended unless approved by County Manager's Office. Any operational functions and meeting that can be completed remotely, must be.
- 3.1.3. **Tier 3:** All essential travel continues. All non-essential travel is suspended unless approved by County Manager's Office. The County can provide fuel and/or short-term alternative housing to essential employees for continuity of essential services.
- 3.1.4. **Tier 4:** Emergency travel continues. All non-emergency travel is suspended unless approved by County Manager's Office. The County can provide fuel and/or

This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be verified with the electronic file version prior to use. For support related to this policy and procedures, contact the General Services Department.

short-term alternative housing to essential employees for continuity of emergency services.

### 3.2. Roles and Responsibilities

- 3.2.1. Activation, deactivation, and adjusting of fuel conservation tiers falls to the County Manager or their designee.
- 3.2.2. Communication will be carried out by Communications and Public Engagement as directed by the County Manager or their designee, with further guidance in the Standard Operating Procedures document that accompanies this policy.
- 3.2.3. The Fleet Division of General Services is responsible for maintaining the County's fuel reserve.
- 3.2.4. The Fleet Division of General Services will also maintain contracts with local fuel providers that affords the County priority access to fuel when any tier of the Fuel Conservation Policy is activated.
- 3.2.5. The Procurement Division of Finance is responsible for managing purchase card limits and usage to allow for expanded fuel procurement.

### 3.3. Mileage Reimbursement

- 3.3.1. There will be no change to the County's mileage reimbursement rate during a Fuel Conservation Emergency.

### 3.4. Policy Review and Revision

This policy must be reviewed and updated within 2 years of last revision and review.

## 4. **Policy Non-Compliance**

Employees willfully violating the terms and conditions of this policy may be subject to appropriate disciplinary action, up to and including dismissal.

## 5. **Audit**

All policies for Buncombe County may be subject to audit or review as outlined in the [Internal Auditor's Statement](#).

## 6. **Definitions**

- 6.1. Fuel – Solid, liquid, or gaseous material that is burned, or consumed through other means, to produce heat or power. Examples include, but are not limited to: gasoline, diesel fuel, bio-diesel, ethanol, propane, and compressed natural gas (CNG). Can also include batteries in devices that are primarily or exclusively electric.
- 6.2. Fuel Shortage – Any event that impairs or is reasonably expected to impair the ability of the County to fuel fleet vehicles at regular levels and schedule.
- 6.3. Services, Travel, and Personnel [if other policies or active emergency orders define the terms below, the other document should take precedent]
  - 6.3.1. Non-essential – Services, travel, and/or personnel which, if suspended or not actively working in the short term, would not harm or significantly impact the health, safety, and welfare of the community, or the regular business operations of the County.

This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be verified with the electronic file version prior to use. For support related to this policy and procedures, contact the General Services Department.

- 6.3.2. Essential – Services, travel, and/or personnel that are necessary in the short term to maintain the health, safety, and welfare of the community.
- 6.3.3. Emergency – Services, travel, and/or personnel that directly support the immediate health, safety, and welfare of the community.
- 6.4. Suspended activity – Service and/or travel-related activity that MAY NOT be undertaken unless granted special authorization.
- 6.5. Short-term alternative housing – Temporary housing accommodations provided to personnel at or near their designated work location.
- 6.6. Impacted County contractor – Third parties whose work agreement or relationship with the County includes any of the following:
  - 6.6.1. Use of County fleet vehicles and/or fuel supply
  - 6.6.2. Provision of essential or emergency services on behalf of the County as defined herein

**7. Approval and Revision History**

Policy Origination Date:	September 13, 2021
Requires Board Approval:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Board Approval Date:	n/a
Revision History Dates:	Enter Dates
Revision History Changes:	

**8. Background**

Fuel shortages in Buncombe County result from a number of occurrences including: external shortages at terminals, to pipeline disruptions, and other supply chain disruptions within the County or region. Fuel shortages can have substantial and direct impact the ability to provide services. Fuel shortages can also have substantial and direct impact on the cost of providing services and overall financial capacity. During times of fuel shortages, residents of Buncombe County may rely more heavily on the County providing core and essential services, which may result in increased demand for County services during a fuel shortage. Prior to September of 2021, Buncombe County had a fuel conservation plan but did not have this policy.

This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be verified with the electronic file version prior to use. For support related to this policy and procedures, contact the General Services Department.