



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

October 7, 2024

TO: Jerome D. Schad – Chair
Peggy A. LaGree – Vice Chair
Michele M. Iannello – Treasurer

FROM: Lavonya C. Lester – Director of Administration *LCL*

SUBJECT: **Service Center Fuel Tanks - Emergency Back-up Plan**

On September 19, 2024, during the capital budget hearing/discussion. It was mentioned that a fuel back-up plan should be available in the event of an emergency.

The administration department has found an effective alternative that would allow for all Authority vehicles to fuel at an offsite location close to the Service Center.

The administration department is requesting that we set up an account with Kwikfill. The Authority employee would provide Kwikfill with their employee number and truck number before fueling their vehicles. The Authority would have access to a Kwikfill web dashboard which would allow real time view and tracking of all vehicles and fuel usage obtained from Kwikfill.

This is a great way to ensure we maintain operations if an emergency arises, and we are unable to fuel our vehicles at the Service Center.

The administration department is requesting approval by the board to move forward with completing the application with Kwikfill and allow the account to be set up.

Cc: T. McCracken
J. Tomaka