



DEPARTMENT OF MANAGEMENT  
**SERVICES**

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## State Energy Managers Association

July 29, 2011

### Meeting Minutes

#### Purpose of Meeting

The purpose of this meeting was to discuss the elements and requirements of the State Energy Management Plan (SEMP) Reporting System. The SEMP Reporting System is the first part of the broader energy management plan that will be implemented by the agencies.

#### Welcome

The meeting was opened by Mr. Darren Fancher, P.E., from the Department of Management Services (DMS) REDM Division. Also present was Mr. Daniel Whitfield, P.E., DMS Mechanical Engineer.

#### Attendance

Fourteen state agencies were represented at this meeting. The list of attendees is as follows:

<b>Attendee Name</b>	<b>Agency</b>
Phillip Lawhorn	DVA
Dana Harmon	DMA
Beth Sparkman	DOR
Reggie Hough	DHSMV
Bailey Barefoot	DOC
Eric Griffin	DOC
Paul Palmiotto	DOACS
Carla Wilson	FDLE
Paula Mueller	DEP
Bob Roach	Florida National Guard
Al Menendez	State Court System
Meaghan Bernier	DMA
William Gravely	DJJ
Jakita Jones	DOE
Glenn Jenkins	DCF
Daniel Whitfield	DMS
Darren Fancher	DMS

### **SEMP Overview**

During the morning session, Mr. Darren Fancher, P.E. gave a presentation that covered all SEMP requirements. The slide show presentation has been posted to the [DMS Website](#).

### **SEMP Reporting System**

The SEMP Overview presentation (morning session) focused on the requirements of the SEMP Reporting System, particularly on the requirements of the first annual submission of agency energy consumption and costs. The following items were addressed:

- The first annual submission of the SEMP Reporting System is due to the Department of Management Services (DMS) no later than September 1, 2012. The first submission shall cover fiscal year 2011/2012.
- For the first submission, the agencies shall provide a Building Energy Report for each stand-alone state building that exceeds 5,000 net square feet in size. For two or more facilities served by the same utility meter, the agencies should submit a Campus Energy Report complete with all subordinate Building Energy Reports.
- Agencies may use the version of the energy reports with embedded reference links, which is a reporting system that DMS developed to help the agencies track building energy costs, or they may use the manual version of these report files.
- To assist the agencies with compliance, DMS will distribute a list of state-owned buildings to each agency. This list will be a database file of the buildings that each agency recently submitted to DMS pertaining to SB 1516.

### **SB 2156**

This bill requires DMS to work with the Department of Agriculture and Consumer Services to coordinate, review, and comment on the energy conservation programs of all state agencies. DMS will soon be asking each agency to submit a description of their energy conservation programs. The agencies can expect to be asked to describe their major energy conservation efforts such as policies, procedures, and performance contracting among others.

### **Technical Presentation**

During the afternoon session, DMS conducted a technical presentation on the subject of life-cycle costs. This presentation focused on the importance of evaluating long-term cost effectiveness when energy-consuming equipment is purchased. This presentation also discussed the related requirements of rule chapter 60D-4, Florida Administrative Code as well as the methods required to incorporate life-cycle decision-making procedures into the programs of state agencies. The slide show presentation is available on the [DMS Website](#).

**END OF MEETING MINUTES**