



ENERGY TEAM TOOLKIT

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STARTING AN ENERGY TEAM

Congratulations on taking the first step towards establishing an energy team at your organization. An energy team offers amazing benefits and FOCUS ON ENERGY®, Wisconsin's statewide program for energy efficiency and renewable energy, is here to ensure you get off to the right start.

When implemented correctly, a proactive approach to energy planning can help:

- Align sustainability goals with organization's mission and vision.
- Save 5%-10% on annual energy bill by starting an energy awareness program.
- Achieve an additional 20%-30% in cost savings by digging deeper into how building systems operate and identifying equipment deficiencies.
- Plan capital improvement projects, including five and ten-year plans.

Building an Energy Team

Start with identifying a group of motivated, cross-functional participants with a passion for conservation and a vested interest in positive facility outcomes. There are three classifications of people:

- **Approvers/Supporters** – Support the energy team goals and approve energy team action plans.
- **Energy Team Members** – Include a diverse mix of technical and non-technical staff with a thorough understanding of how the facility is used and operated, with a willingness to lead.
- **Implementers** – Consist of building system operators and trained contractors present during the planning process.

Resources to Get Started

This toolkit will teach you how to start an energy team and develop an energy policy. This toolkit includes a sample energy policy, energy team meeting topics, and agenda and highlights from successful energy teams. Focus on Energy offers a wide variety of virtual courses to meet your energy efficiency educational needs. Visit focusonenergy.com/training for a complete list of training opportunities.

If you have questions or need help starting an energy team, consult with your local Energy Advisor. Find your Energy Advisor at focusonenergy.com/EA-map or visit focusonenergy.com/business/school-government. We offer free resources, technical expertise, training opportunities, financial incentives, project ideas and much more!

SAMPLE ENERGY POLICY

ABC Facility focuses on providing a safe and comfortable environment for building occupants. As part of our commitment to excellence, ABC will identify and implement cost-effective and operational efficiencies while striving toward a sustainable future. ABC Facility has an important role in demonstrating the benefits of economic and environmental management. ABC commits to responsible energy practices throughout its buildings.

Commitment to Energy

Energy plays an essential role in achieving our strategic objectives. Specifically, the ABC Facility's energy strategy is to:

- Support the organization's strategic plan to maximize shareholder value and provide building occupants with a comfortable environment while reducing operating costs.
- Strengthen our commitment to our employees, the environment, and the community in which we work by improving the environment through active efforts to reduce energy consumption and prevent pollution.
- Maintain our world-class status by striving to maximize opportunities for sustained energy efficiency.

Policy Objectives

ABC Facility's objective is to reduce energy use in existing and future facilities by X% by 20XX, including yearly incremental reductions. ABC will:

- Optimize energy consumption and reduce monthly utility bill costs by reviewing utility history and aligning operating practices with rate structure where possible.
- Gain control over energy consumption by reviewing and improving purchasing, operating, and training practices.
- Invest in best practices that will provide incremental reductions in energy consumption.
- Establish and maintain an information management system designed to ensure energy-use information is accessible and accurate for managerial decision making.

Action Plan

The energy team has the overall responsibility to reduce energy consumption by X% by 20XX by implementing effective energy practices. ABC will:

- Appoint an energy team comprising of motivated senior personnel with authority to reduce energy use and ability to make decisions. The energy team formulates and implements energy policy.
- Select an energy manager to lead the energy team. The energy manager is responsible for:
 - Coordinating energy management activities throughout the facility.
 - Producing a yearly action plan including a program of work, associated costs, and a timetable with specified milestones.
 - Compiling a comprehensive report of annual energy use.

John Doe (date)
President, ABC Facility

SAMPLE ENERGY TEAM MEETING TOPICS

Prior to First Meeting

- Schedule first meeting.
- Select team members with varying skills, perspective and influence.
- Collect gas and electric bills including two years or more of utility data.
- Contact your local advisor from Focus on Energy and utility rep(s). These Energy experts can provide a variety of resources to support your team, including technical advice and financial assistance.
- Discuss [benchmarking](#) with your Energy Advisor.

Meeting #1 Agenda Items

- Identify group leaders.
- Define mission.
- Discuss facility benchmarking strategies.
- Determine meeting frequency.
- Discuss potential goals.
- Identify how to prioritize projects based on strategic goals.

Meeting #2 Agenda Items

- Follow up on action items from the last meeting.
- Discuss current projects/successes.
- Agree on primary goals.
- Determine additional data analysis requirements.

Meeting #3 Agenda Items

- Identify current issues with building use, comfort, safety, and operational efficiency.
- Brainstorm ways to address current issues while saving energy and reducing operating costs.

Meeting #4 Agenda Items

- Schedule guest speaker presentations on criteria for what makes a good project (financial, technology, building safety, etc.).
- Begin plan development/setting priorities.
- Develop action plan for determining project costs, energy savings, design, implementation, and verification.

Meeting #5 Agenda Items

- Review action items from previous meetings.
- Determine ways to include other staff members and encourage behavioral changes.
- Discuss project progress, timeline, challenges, and potential solutions.

Meeting #6 Agenda Items

- Review progress and lessons learned.
- Celebrate successes.
- Identify opportunities to optimize team efforts.
- Update the baseline.
- Identify new opportunities for improvement.
- Assign new action items to move projects forward.

Additional Meeting Topics to Consider:

- Renewable energy solutions.
- Facility audit analysis.
- Marketing opportunities – communicate successes within and outside your facility.

SAMPLE ENERGY TEAM MEETING AGENDA

Facilitator:

Attendees:

Focus on Energy Items

1. Energy-performance results
2. Progress results
 - A. Lighting improvements
 - i. Exterior LED conversion
 - ii. Break room
 - B. HVAC improvements
 - C. Caulk windows outside of accounting area
3. Current incentive offerings and additional opportunities for facility improvement

Action Items

1. Upcoming initiatives
 - A. Develop comprehensive energy improvement plan
 - B. Walk through lunch room to inventory energy-consuming equipment

Follow-Up Items/Other Business

1. Energy communications to staff
 - A. Heating season e-mail
 - B. Earth Day activities
2. Joe attended energy training event
3. Collect bids for additional HVAC improvements

Next Meeting

Date, time, and location:



SUCCESSFUL ENERGY TEAMS

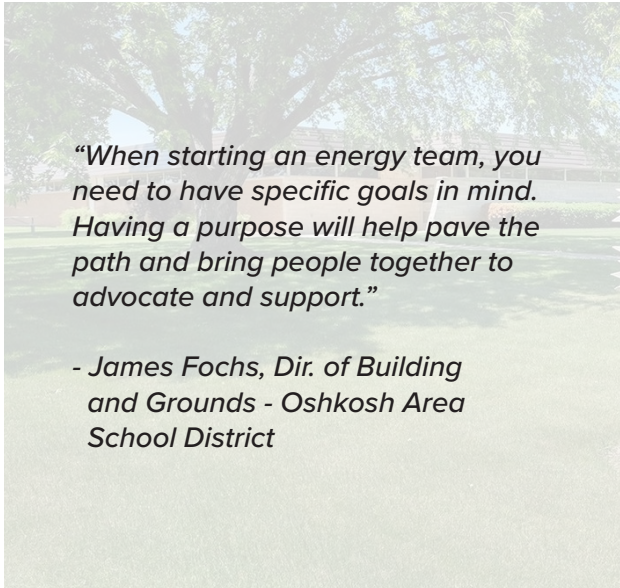
Successful energy teams come in all shapes and sizes, but common elements include strong leadership and upper management support. A multi-functional team consists of dedicated personnel, regular meetings, and team accountability. Check out below for examples of a few successful energy teams.

Oshkosh Area School District (OASD)

OASD's Energy Management Committee is an ad hoc group comprising of board members, administrators, director of building and grounds, custodial supervisor, community members, teaching staff, and representatives from Focus on Energy.

The principal focus is energy conservation education, including monitoring usage along with developing and implementing programs and procedures adhering to the District's Energy Usage Rules. These Energy Usage policies help the District reduce energy usage and increase overall comfort for building occupants.

The Committee has contributed to the District saving over **2,000,000 kilowatt-hours (kWh) of electricity** and **195,500 therms of natural gas** annually. The District has also saved more than **\$432,500** on its energy bills each year.



"When starting an energy team, you need to have specific goals in mind. Having a purpose will help pave the path and bring people together to advocate and support."

- James Fochs, Dir. of Building and Grounds - Oshkosh Area School District



"Developing strategies to keep your energy team engaged will go a long way in creating a culture of energy efficiency and help spread the word about your committee's initiatives."

- Jim Tebeest, Building Services Dir. Sheboygan County

Sheboygan County

Sheboygan County has realized significant energy savings thanks to its Energy Team's hard work. The Energy Team has been successful, saving **9% in natural gas** and **8% in electricity costs** in its first year.

In 2009, the team came together to implement, sustain and reduce the environmental footprint. Their diverse team includes personnel from six different buildings, a staff electrician, and representatives from Focus on Energy and the local utility.

Since 2016, the County received more than **\$100,000** in Focus on Energy incentives for energy efficiency projects in various county-owned facilities. Projects included an ozone laundry system, air sealing measures, boilers, and lighting retrofits. The County has saved over **\$167,000** annually in gas and electric bills.



"We are proud of the progress NWTC has made in saving energy and operating more sustainably. Partnering with Focus on Energy provides the tools we need to achieve our goals."

- Chet Lamers, Director of Facilities Northeast Wisconsin Technical College

Northeast Wisconsin Technical College (NWTC)

NWTC has achieved substantial success since forming its energy management team in 2007. With campuses located in northeast Wisconsin, the team finds ample ways to save energy at its state-of-the-art facilities, which serves over 20,000 students.

The team comprises various cross-functional staff members, including the chief financial officer, director of facilities, maintenance supervisor and mechanics, capital projects manager, IT director, other faculty and staff as well as representatives from its local utility and Focus on Energy.

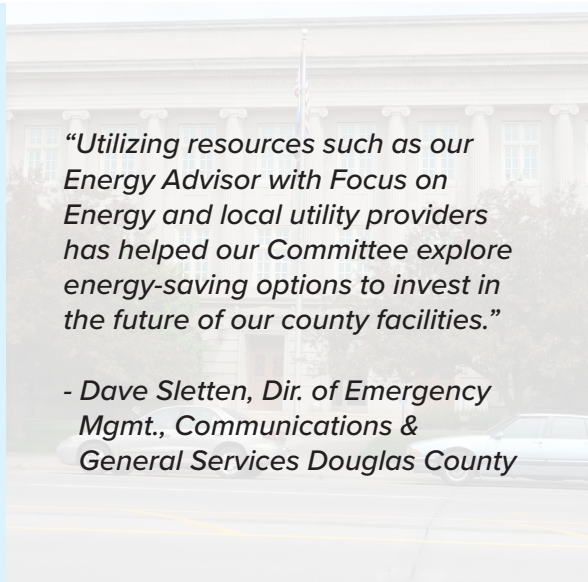
Since starting the team, the college has saved over **2,200,000 kilowatt-hours (kWh) of electricity** and more than **209,000 therms of natural gas** annually—enough energy to power 260 Wisconsin homes for a year. NWTC has also saved **\$465,500** on its energy bills each year.

Douglas County

Douglas County strives to make energy efficiency enhancements within the various government facilities and surrounding grounds. The county's Energy Committee consists of seven members, including board members, utility representatives, building and grounds director, highway shop superintendent, and Energy Advisors with Focus on Energy.

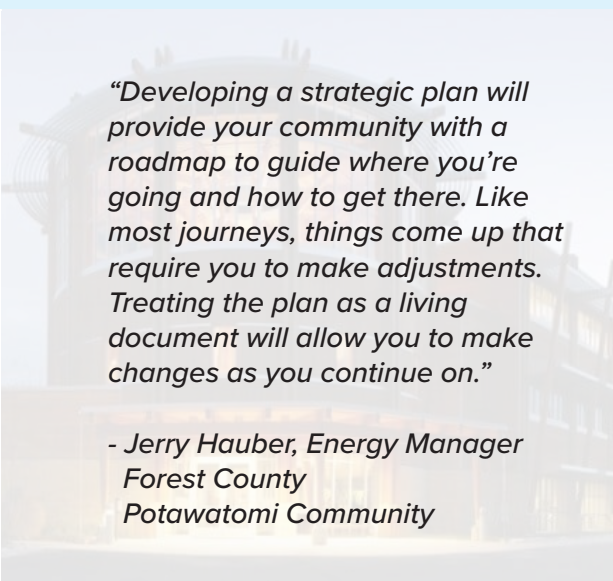
The Committee focuses on all county-owned and operated facilities and assists with energy enhancement programs. Together the committee works with Focus on Energy to install cost-effective energy efficiency and renewable energy projects.

Over the past few years, the Committee has assisted with several energy savings projects, including LED lighting upgrades, occupancy sensors, and low wattage space heaters. These projects have generated over **\$38,500** in annual energy savings.



"Utilizing resources such as our Energy Advisor with Focus on Energy and local utility providers has helped our Committee explore energy-saving options to invest in the future of our county facilities."

- Dave Sletten, Dir. of Emergency Mgmt., Communications & General Services Douglas County



"Developing a strategic plan will provide your community with a roadmap to guide where you're going and how to get there. Like most journeys, things come up that require you to make adjustments. Treating the plan as a living document will allow you to make changes as you continue on."

- Jerry Hauber, Energy Manager Forest County Potawatomi Community

Forest County Potawatomi Community (FCPC)

FCPC upholds traditional values of preserving the Earth's resources and provides green sustainable energy for the tribal community. In pursuing the long-term energy goal of reducing its environmental footprint, the FCPC has made a significant impact by developing an energy team.

Members of the energy team include ten individuals representing various advisory committees, such as facilities management, grants, administration, energy management, planning, and construction.

FCPC has made great strides in its energy journey. Evidence of this success includes securing a grant to conduct a large-scale energy audit and receiving a cost-share for energy projects. These improvements have helped FCPC save approximately **\$226,000** on its energy bills each year.

SIX STEPS TO IMPROVE ENERGY EFFICIENCY

You're considering ways to improve your business's energy efficiency, but where should you start? Statewide Energy Advisors are available to help facilities manage rising energy costs while controlling energy demand and promoting in-state economic development. Thousands of facilities across Wisconsin are working with Focus on Energy to improve their bottom line.

No matter how big or small of a facility, you can turn energy efficiency into a strategic advantage. By following the six steps below, you'll be on your way to saving energy and money—and playing an active role in protecting Wisconsin's environment and economy, now and for years to come.



Need Help?

Are you interested in starting an energy team at your facility? Focus on Energy can help! Call **800.762.7077** or visit focusonenergy.com/business/school-government to take advantage of free resources, technical expertise, training opportunities, and financial incentives to help increase your facility's efficiency and improve your bottom line.

REDUCING ENERGY WASTE ACROSS WISCONSIN

Focus on Energy, Wisconsin utilities' statewide program for energy efficiency and renewable energy, helps eligible residents and businesses save energy and money while protecting the environment. Focus on Energy information, resources, and financial incentives help to implement energy efficiency and renewable energy projects that otherwise would not be completed.

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