

Salt Lake County Fleet Management Board Meeting

MINUTES #1

DATE:
JANUARY 10, 2024

Time: 11:00 A.M.

Anchor Location:
Fleet Management Conference Room
7125 S 600 W
Midvale, UT 84047

Or email mterry@slco.org for a link to join the meeting electronically.

Salt Lake County Ordinance: [Salt Lake County Ordinance 2.40 – Fleet Management Board](#)
Salt Lake County Policy: [Salt Lake Countywide Policy 1350: Vehicle Policy](#)

MEETING CALLED BY	SCOTT BAIRD, CHAIR SALT LAKE COUNTY FLEET MANAGEMENT BOARD
TYPE OF MEETING	SALT LAKE COUNTY FLEET MANAGEMENT BOARD
MINUTES TAKEN BY	MIKE TERRY
FLEET BOARD CHAIR	SCOTT BAIRD
FLEET BOARD VOTING MEMBERS	<p>SCOTT BAIRD – VEHICLE USING REPRESENTATIVE, CHAIR DARRIN CASPER – MAYOR’S FISCAL STAFF REPRESENTATIVE WAYNE CUSHING – TREASURER’S OFFICE REPRESENTATIVE DAVID DELQUADRO – COUNCIL STAFF REPRESENTATIVE KARI HUTH – SHERIFF’S OFFICE REPRESENTATIVE BRAD PARK – VEHICLE USING REPRESENTATIVE STEVE SALTZGIVER – PUBLIC REPRESENTATIVE</p> <p>***ALTERNATES LISA VAN BUSKIRK – VEHICLE USING ALTERNATE PHIL CONDER – TREASURER’S OFFICE ALTERNATE CATHERINE KANTER – VEHICLE USING ALTERNATE JILL MILLER – MAYOR’S FISCAL STAFF ALTERNATE RICHARD MORSE – SHERIFF’S OFFICE ALTERNATE MITCH PARK – COUNCIL STAFF ALTERNATE</p>
EX OFFICIO, NON-VOTING MEMBER	JARED SMITH – RISK MANAGEMENT REPRESENTATIVE
FLEET STAFF	<p>EVAN HARRISON – DIVISION DIRECTOR BEN ROUECHE – ASSOCIATE DIVISION DIRECTOR TOM STEFFEY – FISCAL MANAGER MIKE STUERTZEL – ASSET MANAGER MIKE TERRY – COORDINATOR</p>

GUESTS	AMY MCORMICK KADE MONCUR CHRIS STAVROS TYLER ANDRUS
MEMBERS NOT IN ATTENDANCE	PHIL CONDER FILLED IN AS THE ALTERNATE FOR WAYNE CUSHING STEVE SALTZGIVER WAS EXCUSED JARED SMITH WAS EXCUSED

AGENDA ITEM #1	WELCOME AND INTRODUCTIONS OF NEW ASSOCIATE DIRECTOR BEN ROUECHE AND FISCAL MANAGER THOMAS STEFFEY	SCOTT BAIRD
-----------------------	---	-------------

AGENDA ITEM #2	APPROVAL OF THE MINUTES FROM SEPTEMBER 20, 2023	SCOTT BAIRD
ACTION ITEM		
MOTION	KARI HUTH	
SECOND	DAVID DELQUADRO	

NOTES

A MOTION WAS MADE BY KARI HUTH AND SECONDED BY DAVID DELQUADRO TO APPROVE THE MINUTES. THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."

AGENDA ITEM #3	REQUEST FROM PUBLIC WORKS ENGINEERING TO UPGRADE FROM A TOYOTA TACOMA TO A TOYOTA TUNDRA HYBRID	KADE MONCUR
ACTION ITEM		
MOTION	DAVID DELQUADRO	
SECOND	BRAD PARK	

NOTES

KADE MONCUR EXPLAINED THAT THE REASON THAT THESE LARGER TRUCKS ARE NEEDED IS DUE THE AMOUNT OF TOOLS AND EQUIPMENT THAT IS NEEDED TO TRANSPORT, AS WELL THE SIZE OF THE CAB WHICH IS BETTER FOR THEIR EMPLOYEES WHO SPEND THE ENTIRE DAY DOING THEIR WORK INSIDE THE TRUCK AND USE IT AS AN OFFICE.

DAVID DELQUADRO ASKED IF THERE WERE ANY OTHER OPTIONS FOR A HYBRID PICK UP TRUCK. EVAN EXPLAINED THAT THERE ARE ONLY TWO OPTIONS, FORD F150 TRUCKS WHICH ARE UNAVAILABLE, AND THE TOYOTA TUNDRAS.

A MOTION WAS MADE BY DAVID DELQUADRO AND SECONDED BY BRAD PARK TO APPROVE THE REQUEST. THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."

AGENDA ITEM #4REVIEW AND APPROVE 2024
TAKE-HOME VEHICLE REQUESTS

FLEET BOARD

ACTION ITEM

MOTION

SCOTT BAIRD

SECOND

KARI HUTH

NOTES

DAVID DELQUADRO ASKED WHAT THE CRITERIA WAS FOR THE SHERIFF'S DEPARTMENT TO TAKE VEHICLES HOME. KARI HUTH EXPLAINED THAT IT WAS A VARIETY OF FACTORS, SOME OF THEM ARE RANKING LEADERSHIP, AND OTHERS NEED TO BE AVAILABE FOR A QUICK RESPONSE TIME OR FOR TRANSPORTING PEOPLE FROM OTHER PARTS OF THE VALLEY ON THEIR WAY INTO WORK.

A MOTION WAS MADE BY SCOTT BAIRD AND SECONDED BY KARI HUTH TO APPROVE THE TAKE HOME VEHICLE LIST. THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."

AGENDA ITEM #5COUNTY ORDINANCE 2.40, AND BOARD
MEMBER APPOINTMENT DISCUSSIONEVAN HARRISON
AND MIKE TERRY

ACTION ITEM

MOTION

SECOND

NOTES

THE CURRENT ORDINANCE SAYS THAT TWO MEMBERS OF THE BOARD WILL BE SELECTED ON A ROTATING BASIS BETWEEN THE ASSESSOR, DISTRICT ATTORNEY, MAYOR'S PORTFOLIO, AND SURVEYOR. SCOTT BAIRD HAD CONVERSATIONS WITH OUR ATTORNEY DAVID PENA ABOUT ROTATING THE SURVEYOR'S REPRESENTATIVE BRAD PARK OUT SINCE HE REPLACED PHIL LANOQUETTE WHO SERVED MULTIPLE TERMS FOR THE SURVEYOR'S OFFICE PRIOR TO BRAD BEING APPOINTED.

CHRIS STAVROS FROM THE ASSESSOR'S OFFICE INDICATED AN INTEREST IN SERVING ON THE BOARD, BUT DIDN'T WANT TO BUMP ANOTHER MEMBER OFF OF THE BOARD JUST SO HE COULD ROTATE IN. BRAD PARK PROPOSED THAT INSTEAD OF ROTATING THROUGH THE FOUR DEPARTMENTS, THAT THE ORDINANCE IS CHANGED TO ALLOW A PERMANENT MEMBER ON THE BOARD FROM EACH OF THE FOUR DEPARTMENTS.

DAVID DELQUADRO AGREED THAT IT WOULD BE A GOOD IDEA TO INVITE TWO ADDITIONAL MEMBERS TO PERMANANTLY SERVE ON THE BOARD, AND SCOTT BAIRD AGREED. SCOTT ASKED IF THERE WAS ANY OPPOSITION TO THE PROPOSAL, AND NO ONE VOICED ANY CONCERNS.

IT WAS ALSO PROPOSED THAT THE ORDINANCE BE CHANGED TO REMOVE ALL TERM LIMITS SINCE IT IS UP TO THE OFFICE WHERE THEY COME FROM TO DETERMINE WHO SITS ON THE BOARD.

DAVID PENA SAID THAT HE WOULD DRAFT SOME PROPOSED CHANGES TO THE ORDINANCE AND WILL BRING THAT BACK TO THE NEXT MEETING FOR A VOTE BY THE BOARD.

SCOTT BAIRD TALKED ABOUT DARRIN CASPER'S TERM ENDING AND INDICATED THAT HE WOULD LIKE TO SEE DARRIN BE REAPPOINTED EVEN THOUGH HE HAD SERVED HIS TERMS. DARRIN CASPER MENTIONED THAT HE FELT HE HAD SERVED LONG ENOUGH AND WOULD ACTUALLY LIKE TO SEE SOMEONE ELSE FROM HIS OFFICE APPOINTED INSTEAD OF HIMSELF. HE INDICATED HE WOULD GO BACK TO HIS STAFF AND SEE IF HE COULD FIND SOMEONE ELSE TO BE SUBMITTED TO THE MAYOR FOR APPROVAL TO SIT ON THE BOARD.

AGENDA ITEM #6

BOARD CHAIR ELECTION DISCUSSION

SCOTT BAIRD

ACTION ITEM

MOTION

DAVID DELQUADRO

SECOND

BRAD PARK

NOTES

SCOTT BAIRD REFERENCED THE ORDINANCE WHICH INDICATED THAT THE BOARD SHALL SELECT A CHAIR ON AN ANNUAL BASIS.

A MOTION WAS MADE BY DAVID DELQUADRO AND SECONDED BY BRAD PARK TO RE-ELECT SCOTT BAIRD AS THE BOARD CHAIR. THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."

AGENDA ITEM #7

DIRECTOR'S REPORT

EVAN HARRISON

ACTION ITEM

MOTION

SECOND

NOTES

THE FLEET DIVISION WAS FULLY STAFFED FOR A BRIEF TIME, BUT THEY ARE DOWN A COUPLE TECHNICIANS AT THE MOMENT.

BECAUSE OF VEHICLE SUPPLY CHAIN ISSUES, THE COUNTY IS STARTING TO SEE THE AGE OF ITS FLEET VEHICLES INCREASE. THEY ARE REVIEWING PREVENTATIVE MAINTENANCE SCHEDULES AND MAKING ADJUSTMENTS WHERE NECESSARY TO ENSURE THAT THE OLDER VEHICLES ARE GETTING SERVICED MORE FREQUENTLY MAKING SURE TO KEEP THEM RUNNING SAFELY.

BEN ROUECHE TOLD THE BOARD ABOUT A TELEMATIC PRODUCT THAT THEY TESTED WHILE HE WORKED FOR WEST JORDAN THAT COULD PREDICT WHEN VEHICLES WERE ABOUT TO HAVE AN ISSUE AND WOULD REPORT IT TO THE ADMINISTRATOR IN ADVANCE SO THAT THE VEHICLE MAINTENANCE COULD PREVENT A BREAKDOWN.

EVAN HARRISON SAID THAT THEY WILL DISCUSS THE PRODUCT WITH OUR CUSTOMER DEPARTMENTS AND SEE IF IT IS SOMETHING THEY WOULD LIKE TO CONSIDER IMPLEMENTING. THE COST IS APPROXIMATELY \$5-\$10 PER VEHICLE, PER MONTH.

AGENDA ITEM #8SELECT NEXT FLEET BOARD
MEETING DATE AND TIME

SCOTT BAIRD

ACTION ITEM

MOTION

SECOND

NEXT FLEET BOARD MEETING DATE – MONDAY, APRIL 15, 2024 FROM 2:00 P.M. TO 3:30 P.M.

ADJOURN TIME – 11:50 A.M.

*****Minutes available via Fleet Management Division website <https://slco.org/fleet/> or by request to Division HR Coordinator, Mike Terry at (385) 468-0481.**