

Salt Lake County Fleet Management Board Meeting

MINUTES #4

DATE:
DECEMBER 4, 2024

Time: 11:00 A.M.

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

Or email jljones@saltlakecounty.gov 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	JENNY JONES
FLEET BOARD CHAIRMAN	SCOTT BAIRD
FLEET BOARD VOTING MEMBERS	<p>SCOTT BAIRD – VEHICLE USING REPRESENTATIVE, CHAIR - PRESENT GREG FOLTA – MAYOR’S FISCAL STAFF REPRESENTATIVE - PRESENT WAYNE CUSHING – TREASURER’S OFFICE REPRESENTATIVE - PRESENT DAVID DELQUADRO – COUNCIL STAFF REPRESENTATIVE - PRESENT KARI HUTH – SHERIFF’S OFFICE REPRESENTATIVE - PRESENT BRAD PARK – VEHICLE USING REPRESENTATIVE - PRESENT ELIZABETH BAYLER – VEHICLE USING REPRESENTATIVE - PRESENT SCOTT HADZIK – PUBLIC REPRESENTATIVE - PRESENT</p> <p>***ALTERNATES***</p> <p>LISA VAN BUSKIRK – VEHICLE USING ALTERNATE PHIL CONDER – TREASURER’S OFFICE ALTERNATE CATHERINE KANTER – VEHICLE USING ALTERNATE JILL MILLER – MAYOR’S FISCAL STAFF ALTERNATE JASON ACKERMAN – SHERIFF’S OFFICE ALTERNATE - PRESENT MITCH PARK – COUNCIL STAFF ALTERNATE LISA VAN BUSKIRK – VEHICLE USING ALTERNATE GLENN INERSOLL – VEHICLE USING ALTERNATE - PRESENT</p>
EX OFFICIO, NON-VOTING MEMBER	VACANT - RISK MANAGEMENT REPRESENTATIVE
FLEET STAFF	<p>EVAN HARRISON – DIRECTOR - PRESENT BEN ROUECHE – ASSOCIATE DIVISION DIRECTOR - PRESENT THOMAS STEFFEY – FISCAL MANAGER - PRESENT DOREEN ERZNOZNIK – ASSET MANAGER - PRESENT JENNY JONES – COORDINATOR - PRESENT</p>
GUESTS	<p>ISAAC HIGHMAN SHEILA SRIVASTAVA – TREASURER ELECT WILL GARBINA CHRIS STAVROS DAVID PENA</p>
MEMBERS NOT IN ATTENDANCE	

AGENDA ITEM #1

WELCOME AND INTRODUCTIONS

SCOTT BAIRD

NOTES

WAYNE CUSHING INTRODUCED SHEILA SRIVASTAVA – TREASURER ELECT
 JENNY JONES WILL START THE PROCESS FOR SHEILA TO GO THROUGH THE ADVICE AND CONSENT TO ADD HER TO THE BOARD FOR EARLY 2025

AGENDA ITEM #2APPROVAL OF THE MINUTES FROM
JUNE 14, 2023

SCOTT BAIRD

ACTION ITEM

MOTION	WAYNE CUSHING
SECOND	KARI HUTH

NOTES

SCOTT BAIRD POINTED OUT THAT IN THE AUGUST FLEET BOARD MEETING, DARRIN CASPER WAS THE VOTING MEMBER FOR THE MAYOR'S FISCAL STAFF NOT GREG FOLTA.

SCOTT BAIRD REQUESTED FOR FUTURE MINUTES, SHOW THE VOTING MEMBERS, ALTERNATES, AND FLEET STAFF WHO WERE IN ATTENDANCE

A MOTION WAS MADE BY WAYNE CUSHING AND SECONDED BY KARI HUTH TO APPROVE THE MINUTES BASED ON THIS CHANGE. THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."

AGENDA ITEM #3

PUBLIC COMMENT

SCOTT BAIRD

ACTION ITEM

RECOMMENDATION		
CONCLUSION		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

NOTES

NO ONE FROM THE PUBLIC WAS IN ATTENANCE

DAVID PENA WOULD LIKE TO ADD TO THE NEXT BOARD MEETING AGENDA A BOARD POLICY REGARDING PUBLIC VERBAL AND WRITTEN COMMENTS. THERE IS A RELATIVELY NEW COUNTY ORDINANCE THAT REQUIRES THAT WE HAVE A WRITTEN POLICY. DAVID WILL SUBMIT A PROPOSED POLICY FOR THE BOARD TO REVIEW.

AGENDA ITEM #4 ACTION ITEM	REQUEST FROM SHERIFF'S OFFICE LAW ENFORCEMENT BUREAU (L.E.B.) APPROVAL FOR VEHICLE CLASS CHANGES FOR MARKED SHERIFF'S OFFICE PATROL VEHICLES JASON ACKERMAN
MOTION	David Delquadro
SECOND	Kari Huth
<p>NOTES</p> <p>CONTEXT: AS OF JULY 1, THE LAW ENFORCEMENT BUREAU (LEB) SEPARATED FROM THE UNIFIED POLICE DEPARTMENT (UPD), AND INHERITED A DIVERSE FLEET OF VEHICLES, INCLUDING FORD EXPEDITIONS, FORD F-150S, AND FORD EXPLORERS. THE PATROL AREA COVERS A VARIETY OF TERRAINS IN SALT LAKE COUNTY, INCLUDING CANYONS, CITY STREETS, AND NEIGHBORHOODS, WHICH PRESENTS UNIQUE CHALLENGES FOR VEHICLE PERFORMANCE.</p> <p>CHALLENGES WITH CURRENT FLEET: THE FORD F-150S AND FORD EXPLORERS, WHILE USEFUL, ARE NOT IDEAL FOR LEB'S SPECIFIC NEEDS. LIMITED GROUND CLEARANCE, TURNING RADIUS, POOR HANDLING IN EXTREME WEATHER CONDITIONS (ESPECIALLY SNOW), AND WEAR ON EQUIPMENT STORED IN THE BED, PARTICULARLY WITH \$20,000 WORTH OF GEAR.</p> <p>WHY THE FORD EXPEDITION IS THE PREFERRED OPTION: BETTER CLEARANCE AND TURNING RADIUS, IMPROVED PERFORMANCE IN EXTREME WEATHER, HANDLES BETTER IN SNOW AND OTHER HARSH WEATHER CONDITIONS, WHICH IS CRUCIAL FOR DAILY OPERATIONS, BETTER BALANCE AND INTERIOR SPACE ALLOWS FOR SAFER STORAGE OF EQUIPMENT AND UNIFORMS.</p> <p>REQUEST: WE ARE SEEKING APPROVAL TO STANDARDIZE OUR PATROL FLEET TO THE FORD EXPEDITION ACROSS ALL UNITS, AS IT IS THE BEST FIT FOR OUR UNIQUE OPERATIONAL NEEDS. PER DOREEN ERZNOZNIK, THERE ARE 12 VEHICLES THAT NEED TO BE UPGRADED.</p> <p>FUNDING FOR THE UPGRADES: FLEET PROVIDED LEB WITH A FINANCIAL IMPACT AND THE 2026 LEVY WILL NEED TO BE INCREASED BY APPROXIMATELY \$50,000. THE LEB WILL HAVE TO REQUEST THE FUNDING IN THEIR 2026 BUDGET REQUEST NEXT YEAR IF NOT APPROVED THEY WILL HAVE TO EAT THE COST. THERE IS CURRENTLY NOT A HYBRID OPTION FOR THE FORD EXPEDITION. DAVID DELQUADRO MOTIONED THAT WE APPROVE THE REQUEST BECAUSE FROM A PUBLIC SAFETY STANDPOINT THERE IS A NEED TO UPGRADE AND SECONDED BY KARI HUTH. THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."</p>	

AGENDA ITEM #5 ACTION ITEM	REQUEST FROM SHERIFF (L.E.B.) TO HOLD ON TO SURPLUS VEHICLES FOR LINE UNITS AND INCREASE THE PERCENTAGE OF LINE UNITS FOR THE L.E.B. FLEET JASON ACKERMAN
MOTION	Greg Folta
SECOND	Elizabeth Bayler
<p>NOTES</p> <p>CURRENT LEB FLEET SIZE: 108 VEHICLES. LIMITED SURPLUS FOR MAINTENANCE AND REPLACEMENTS; ONLY SEVEN OPERATIONAL BACKUP VEHICLES. AGING FLEET WITH FREQUENT MECHANICAL ISSUES.</p> <p>PROPOSAL: TEMPORARILY INCREASE THE FLEET BY 7-8 VEHICLES (UP TO 15% SURPLUS) TO FACILITATE A SMOOTHER ROTATION AND REPLACEMENT PROCESS. RETAIN OLDER VEHICLES RATHER THAN SELLING THEM, DELAYING POTENTIAL REVENUE BUT ENSURING OPERATIONAL READINESS.</p> <p>FINANCIAL IMPACT: ESTIMATED COST TO RETAIN AND REALLOCATE OLDER VEHICLES: ~\$100,000. SHORT-TERM BUDGET ADJUSTMENT PROPOSED TO COVER THE GAP LEFT BY POSTPONED VEHICLE SALES.</p>	

CONCERNS RAISED ABOUT AVOIDING BORROWING FROM THE REPLACEMENT FUND TO FINANCE THIS ADJUSTMENT.

DISCUSSION OUTCOMES:

AGREEMENT TO CONDITIONALLY APPROVE THE FLEET EXPANSION PROPOSAL.

APPROVAL CONTINGENT ON SECURING A BUDGET ADJUSTMENT TO FINANCE THE ADDITIONAL COSTS UPFRONT.

ACTION ITEMS:

PREPARE A BUDGET ADJUSTMENT REQUEST.

EXPLORE OPTIONS FOR MANAGING THE FINANCIAL IMPACT IF THE BUDGET ADJUSTMENT IS NOT APPROVED.

GREG FOLTA MOTIONED TO APPROVE CONTINGENT ON AN APPROVAL OF A BUDGET ADJUSTMENT AND SECONDED BY ELIZABETH BAYLER. THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMBER PRESENT VOTED "AYE".

AGENDA ITEM #6

APPROVAL OF TAKE HOME VEHICLES

SCOTT BAIRD

ACTION ITEM

MOTION

David Delquadro

SECOND

Brad Park

NOTES

HIGHLIGHTED ISSUES:

SEVERAL VEHICLES ARE TAKEN OUTSIDE THE COUNTY AND REQUIRE BOARD APPROVAL.

MISSING INFORMATION IN THE DOCUMENTATION (E.G., UNIT NUMBERS, EMPLOYEE IDS, INSURANCE DETAILS).

SOME PERSONNEL NO LONGER ELIGIBLE FOR TAKE-HOME VEHICLES REMAIN ON THE LIST.

COMPLIANCE CONCERNS:

VEHICLES WITHOUT SUPPLEMENTAL INSURANCE VIOLATE CURRENT POLICY.

LAW ENFORCEMENT AND OTHER PUBLIC SAFETY DEPARTMENTS FACE CHALLENGES OBTAINING AFFORDABLE INSURANCE.

INSURANCE AND LIABILITY:

SUPPLEMENTAL INSURANCE IS MANDATORY FOR TAKE-HOME VEHICLES UNDER POLICY GUIDELINES.

LAW ENFORCEMENT OFFICERS REPORTED CHALLENGES SECURING COVERAGE AND POTENTIAL HIGH COSTS.

RISK OF NON-COMPLIANCE INCLUDES LEGAL LIABILITY FOR INCIDENTS INVOLVING UNINSURED VEHICLES.

BOARD DECISIONS:

APPROVED VEHICLES ON THE LIST FOR PERSONNEL COMPLIANT WITH POLICY.

SET A DEADLINE (20 DECEMBER) TO UPDATE MISSING INFORMATION. NON-COMPLIANCE BY THE DEADLINE DISQUALIFIES INDIVIDUALS FROM TAKE-HOME VEHICLE PRIVILEGES.

DIRECTED FLEET STAFF TO ASSIST IN COLLECTING AND VERIFYING UPDATED DETAILS.

IF THE DEADLINE IS MISSED AND THEY DON'T GET ON THE LIST, THEY ARE NOT APPROVED AS OF 1 JANUARY 2025, BUT THEY CAN BE APPROVED IN ANOTHER BOARD MEETING IF REQUIREMENTS ARE MET.

POLICY REVIEW:

IDENTIFIED THE NEED TO REVIEW AND POTENTIALLY REVISE THE VEHICLE TAKE-HOME POLICY TO ADDRESS GAPS AND CHALLENGES (E.G., EXCEPTIONS FOR LAW ENFORCEMENT OFFICERS).

FUTURE ACTIONS:

SCOTT BAIRD ASKED WILL GARBINA AND DAVID PENA TO SCHEDULE A COMMITTEE MEETING TO DISCUSS AND REFINE THE POLICY. KARI HUTH REQUESTED THAT THEY INCLUDE REPRESENTATION FROM LAW ENFORCEMENT OR PUBLIC SAFETY FOR COMPREHENSIVE INPUT. JASON ACKERMANT WILL BE A PART OF THIS COMMITTEE FOR LAW ENFORCEMENT.

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AGENDA ITEM #7	DEFENSIVE DRIVING POLICY UPDATE FROM PREVIOUS MEETING	SCOTT BAIRD
ACTION ITEM		
MOTION		
SECOND		

NOTES

DEFENSIVE DRIVING POLICY UPDATE:
 CURRENT POLICIES CONFLICT ON WHETHER DEFENSIVE DRIVING IS REQUIRED FOR EMPLOYEES USING PERSONAL VEHICLES AND SEEKING MILEAGE REIMBURSEMENT.
 EMPLOYEES DRIVING FOR APPROVED TRAVEL (E.G., TO CONFERENCES) MAY NOT NEED TO COMPLETE DEFENSIVE DRIVING TRAINING, PER COUNCIL DISCUSSIONS.
 TWO CONFLICTING POLICY SECTIONS NEED ALIGNMENT.

PLANNED ACTIONS:
 FORM A SUBCOMMITTEE TO ADDRESS THE POLICY DISCREPANCY.
 MEMBERS TO INCLUDE ELIZABETH BAYLER, MITCH PARK (DA'S OFFICE), MICHELLE HICKS (MAYOR'S OFFICE), AND WILL GARBINA (REPLACING JOE WEIPER).
 SUBCOMMITTEE TASKED WITH RESOLVING THE ISSUE OFFLINE AND PRESENTING UPDATES IN THE NEXT MEETING.

TIMELINE:
 SUBCOMMITTEE MEETING TO BE RESCHEDULED PROMPTLY.
 FINAL RECOMMENDATIONS EXPECTED IN THE FOLLOWING FULL MEETING.

AGENDA ITEM #8	DIRECTOR'S REPORT	EVAN HARRISON
ACTION ITEM		
MOTION		
SECOND		

NOTES

PERSISTENT CHALLENGES IN HIRING AND RETAINING FLEET TECHNICIANS.
 OPEN POSITIONS REMAIN UNFILLED, IMPACTING OPERATIONS.
 DESPITE STAFFING ISSUES, FLEET PERFORMANCE OVERALL IS DESCRIBED AS "DOING GREAT."

KARI HUTH GAVE A SHOUT OUT TO FLEET FOR THEIR MANAGEMENT OF THE TRANSITION OF VEHICLES FROM UPD TO THE SHERIFF'S OFFICE AND REALLY APPRECIATED THEIR SUPPORT AND EXPERTISE.

AGENDA ITEM #9	SELECT NEXT FLEET BOARD MEETING DATE AND TIME	SCOTT BAIRD
ACTION ITEM		

NOTES
 THE NEXT FLEET BOARD MEETING IS SCHEDULED FOR MARCH 5TH, 2025 AT 11:00 A.M.

ADJOURN TIME – 12:30 PM