

Salt Lake County Fleet Management Board Meeting

MINUTES #4

DATE:
AUGUST 18, 2017 **Time:** 10:00 A.M.

Location:
Government Center
Council Conference
Room N2-200

Salt Lake County Ordinance: [Salt Lake County Ordinance #1580](#)
Salt Lake County Policy: 1350

MEETING CALLED BY	PHIL LANOUILLE, CHAIRMAN SALT LAKE COUNTY FLEET MANAGEMENT BOARD
TYPE OF MEETING	SALT LAKE COUNTY FLEET MANAGEMENT BOARD
MINUTES TAKING BY	SHAUNA JOHNSON
FLEET BOARD CHAIRMAN	PHIL LANOUILLE
FLEET BOARD VOTING MEMEBERS	DARRIN CASPER – MAYOR’S FISCAL STAFF REPRESENTATIVE DAVID DELQUADRO – COUNCIL STAFF REPRESENTATIVE CHERYLANN JOHNSON – AUDITOR’S OFFICE REPRESENTATIVE JUSTIN HOYAL – SHERIFF’S OFFICE REPRESENTATIVE PHIL LANOUILLE – VEHICLE USING REPRESENTATIVE, CHAIR SCOTT BEARD – VEHICLE USING REPRESENTATIVE JOHN WEBSTER – PUBLIC REPRESENTATIVE
EX OFFICIO, NON-VOTING MEMBER	JEFF ROWLEY-RISK MANAGEMENT REPRESENTATIVE
FLEET STAFF IN ATTENDANCE	GREG NUZMAN EVAN HARRISON SHAUNA JOHNSON
GUEST	PAULA SMITH, ANN MARIE TUELLER
MEMEBERS NOT IN ATTENDANCE	DARRIN CASPER, JUSTIN HOYAL, JOHN WEBSTER, JEFF ROWLEY ATTENDED BY PHONE

Agenda

AGENDA ITEM #1

WELCOME AND INTRODUCTIONS

PHIL LANOUILLE

AGENDA ITEM #2			APPROVE MINUTES FROM JUNE 1, 2017			PHIL LANOUILLE		
RECOMMENDATION								
MOTION								
SECOND								
MINUTES No quorum was present - no action was taken.								
AGENDA ITEM #3			REQUEST TO FLEET MANAGEMENT BOARD			DURAND JOHNSON		
			CLARK PLANETARIUM REQUESTING TRANSIT CONNECT WAGON XLT					
RECOMMENDATION								
CONCLUSIONS								
ACTION ITEMS			PERSON RESPONSIBLE			DEADLINE		
MINUTES Anna Marie Tueller told the Fleet board Clark Planetarium is creating a new educational program for 2018 partnering with county libraries and recreations center to provide Science, Technology, Engineering and Math (STEM) education programs. This vehicle is needed to transport staff, materials and equipment. The Planetarium has submitted an application for a Grant from SLCo Department of Regional Development, the grant has not been awarded yet but they feel very confident they will receive this funding. The Grant will include the vehicle, a security system and the marketing wrap for the vehicle. Clark Planetarium is to add this vehicle into the replacement fund. No quorum was present - no action was taken.								
AGENDA ITEM #4			REQUEST TO FLEET MANAGEMENT BOARD			SCOTT CARVER		
			SHERIFF'S OFFICE REQUESTING THREE (3) 2018 TOYOTA CAMRY HOME ELECTRONIC DETECTION (SHED) UNIT					
RECOMMENDATION								
CONCLUSIONS								
ACTION ITEMS			PERSON RESPONSIBLE			DEADLINE		

MINUTES

Under Sheriff Scott Carver told the Fleet Management board the Sheriff's Home Electronic Detection (SHED) Unit is an alternative to incarceration, the inmates who are assigned to this program do not stay in the jail they stay at their house. The inmate comes in every morning; they are supervised at their work site. In the past the law enforcement deputy, when they were the Sheriff's Office, would supervise them. Since UPD was created the UPD deputy supervises the inmates in the community, but deputies have always worked under the leadership of the county jail. Now is a good time to make the switch so this program is operated by the county side. They would take the money from the UPD contract shift it back to the county side to pay for the FTE and the vehicles. This is budget neutral.

No quorum was present - no action was taken.

AGENDA ITEM #5

**REPORT ON
MILEAGE REIMBURSEMENT**

PHIL LANOUILLE

RECOMMENDATION

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

MINUTES

Discussion was held on the Mileage Reimbursement report.

No quorum was present - no action was taken.

AGENDA ITEM #6

OPEN MEETINGS ACT TRAINING

PAULA SMITH

RECOMMENDATION

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

MINUTES

Paula Smith told the Fleet board she provide legal services for this board, she is here to help the board. Open and Public Meetings Act training is required annually. Purpose of Open Meeting Act is so the public can attend this meeting and everything would be in the sunshine this includes letting them know what the board will be discussing as well as taking action on it in a public meeting. The discussion, the deliberation and the actions are taken in a public meeting. Who Must Follow the Act; this board does make some decisions, it also provides advice in terms of policies to the council. This management board is created by ordinance, it is more than two people and it is supported by tax revenue and has the authority to make decisions and recommendations with regard to policy. That makes it a public meeting. The meetings are open to the public that includes any type of workshop when a quorum is present. What is a meeting; it means the board is meeting to discuss public business and there is a quorum present. At today's meeting the board has an ex officio member attending by phone, for him to participate, the board will need to adopt a policy, resolution or create bylaws. Members can listen in but cannot vote unless there is a policy. Meetings cannot be held by email because the public cannot see the email. Public Notice Requirements must include the date, time and place of the meeting. Agenda should have enough information for the public to decide whether they want to attend. Agenda needs to be posted 24 hours in advance of the meeting. Agenda needs to be posted on the public notice website. The advantage to the public notice website is that it can be subscribed to, such as the media can subscribe to it and that covers notifying them. Emergencies need the best notice practicable. The minutes will need to say what the emergency was. Recordings for the meeting need to be made available to the

public within three business days; It is possible to add a statement to the Fleet Management website stating the recording is available three business days after the meeting. A site visit does not require recordings. Unapproved written minutes should be made available to public on the Fleet Management website in a reasonable time. Approved minutes are made available to public within three business days of approval. Minutes need to contain Date, time and place. Names of members present and absent. Substance of all matters proposed, discussed or decided. Record by each member of votes taken, in the ideal world it would be each person and how they voted, but, If everyone agrees and the vote is unanimous it can be figured out who voted. If a non-member comments the substance should be mentioned. If a member of the board request their comments are added to the minutes then their comments are added to the minutes. No action can be taken on an item that is not on the agenda that is posted 24 hours in advance, you can talk about it but no final action can be taken, because, a court may void any final action in violation of the law and you may have to pay court costs and attorney fees. A suit to void a final action must be filed within 90 days of the action. Today Paula noticed that the board took a vote regarding the Clark Planetarium's request for a vehicle before Scott Baird arrived, no quorum was present at that time, also Scott Carver made a motion as a designee of Justin Hoyal. Paula feels Ordinance 1580 does not allow a designee to vote for a member of the board. The Sheriff's Office request for three vehicles did not get on the agenda 24 hour before the meeting, there for no action can be taken. Paula suggests the board has a quick meeting to follow up on all of these actions. Jeff Rowley asked about the board discussing/voting using email, Paula said email is problematic because how is the person from public going to participate by email; The board could have an Anchor Location so the public could see all of the emails coming in. The telephone is a better idea with a telephone in an Anchor Location, but, the board would need a policy on that. Paula has offered to help within the constraints of the Public Meeting Act, the SLCo Ordances and policies to make this work for the Fleet Management Board. Discussion was held on when the members of the Fleet Management board could meet to take action on the items of this meeting today.

It was decided to set to meet again Wednesday, August 23, 2017 at 12:00 p.m. Room N2-200

AGENDA ITEM #7		DIRECTORS REPORT	GREG NUZMAN
RECOMMENDATION			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
MINUTES			
<p>Greg Nuzman told the Fleet Management board they have been contacted by Salt Lake Community College for an interlocal agreement for their vehicles. There is a big push on electric charges right now, Utah Power and Light for the next five years will pay up to \$3500 or 75% of the cost of the equipment not the installation. The first one is going in at Fleet Management soon. Fleet will get several motor pool vehicles and will start loaning out without charging for electric vehicles.</p>			
NEXT FLEET BOARD MEETING DATE –	Wednesday, August 23, 2017 at 12:00 p.m. Room N2-200		
ADJOURN –	Approximately 11:30 a.m.		