

# Salt Lake County Fleet Management Board Meeting

**MINUTES #1**

**DATE:**  
MARCH 21, 2018

**Time:** 11:30 A.M.

**Location:**  
Government Center  
Council Conference  
Room N2-200

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

<b>MEETING CALLED BY</b>	PHIL LANOUCETTE, CHAIRMAN SALT LAKE COUNTY FLEET MANAGEMENT BOARD
<b>TYPE OF MEETING</b>	SALT LAKE COUNTY FLEET MANAGEMENT BOARD
<b>MINUTES TAKING BY</b>	SHAUNA JOHNSON
<b>FLEET BOARD CHAIRMAN</b>	PHIL LANOUCETTE
<b>FLEET BOARD VOTING MEMBERS</b>	DARRIN CASPER – MAYOR’S FISCAL STAFF REPRESENTATIVE DAVID DELQUADRO – COUNCIL STAFF REPRESENTATIVE CHERYLANN JOHNSON – AUDITOR’S OFFICE REPRESENTATIVE JASON MAZURAN – SHERIFF’S OFFICE REPRESENTATIVE PHIL LANOUCETTE – VEHICLE USING REPRESENTATIVE, CHAIR SCOTT BAIRD – VEHICLE USING REPRESENTATIVE JOHN WEBSTER – PUBLIC REPRESENTATIVE
<b>EX OFFICIO, NON-VOTING MEMBER</b>	JEFF ROWLEY-RISK MANAGEMENT REPRESENTATIVE
<b>FLEET STAFF IN ATTENDANCE</b>	GREG NUZMAN EVAN HARRISON SHAUNA JOHNSON
<b>GUEST</b>	PAULA SMITH, CHAD MYLER, DAN HAYS, ROBIN CHALHOUB, DINA BLAES
<b>MEMBERS NOT IN ATTENDANCE</b>	DARRIN CASPER

**Agenda**

**AGENDA ITEM #1**

WELCOME AND INTRODUCTIONS

PHIL LANOUILLE

**AGENDA ITEM #2**APPROVE MINUTES FROM  
DECEMBER 1, 2017

PHIL LANOUILLE

RECOMMENDATION

MOTION

Scott Baird

SECOND

Cherylann Johnson

## MINUTES

Approval of minutes from December 1, 2017 passed unanimously, with the correction of a typo, showing that all Board members present voted Aye. Board Member Darrin Casper was not present for the vote.

**AGENDA ITEM #3**REQUEST TO  
FLEET MANAGEMENT BOARD10-WHEEL DUMP TRUCK  
FOR THE EQUESTRIAN PARK

DAN HAYES

RECOMMENDATION

MOTION

Dave Delquadro

SECOND

Scott Baird

## MINUTES

The Equestrian Park is requesting a cascaded 10 Wheel Dump Truck from Public Works in 2019. Dan Hayes told the board the purchase of this vehicle was approved in the 2018 budget. This truck will be used to haul manure offsite and to move material around the park property; this is currently being completed by Public Works. Equestrian Park received a five hundred thousand dollar, one-time approval for equipment. This vehicle will participate in the Fleet Replacement Fund.

Approval passed unanimously, showing that all Board members present voted Aye. Board Member Darrin Casper was not present for the vote.

**AGENDA ITEM #4**REQUEST TO  
FLEET MANAGEMENT BOARD4000 GALLON WATER TRUCK  
FOR THE EQUESTRIAN PARK

DAN HAYES

RECOMMENDATION

MOTION

Scott Baird

SECOND

Dave Delquadro

**MINUTES**

Greg told the board the current Equestrian Park water truck is not in the replacement fund. This is not an increase in their fleet, but, this new water truck will be an increase to the replacement fund. This vehicle is also approved in the five hundred thousand dollar, one-time approval for equipment.

Motion to Approve, Pending, the Equestrian Park to submit a budget adjustment to the Council that this vehicle is an increase to the replacement fund, making this an ongoing expense.

Approval passed unanimously, showing that all Board members present voted Aye. Board Member Darrin Casper was not present for the vote.

**AGENDA ITEM #5**

**REQUEST TO  
FLEET MANAGEMENT BOARD**

**CHAD MYLER**

**1992 FORD F-150 INJURY PREVENTION  
PROGRAM HEALTH DEPARTMENT**

**RECOMMENDATION**

**MOTION**

Dave Delquadro

**SECOND**

John Webster

**MINUTES**

Chad Myler, Health Department, told the board that Injury Prevention is car seat distribution and education for low income families. Injury Prevention is at the Murray Environmental Health offices. This 1992 Ford belonged to Environmental Health for undercover emissions tests. Environmental Health donated this vehicle to the Injury Prevention program as part of the Health Department. This vehicle is still licensed as an undercover vehicle and needs to have the title changed. Also, as an undercover vehicle, this vehicle is not under Fleet Management. This is the reason for the request to the Fleet Management board. The Injury Prevention program is hoping to maintain this vehicle as long as they can. This vehicle was purchased from a grant; they are requesting to not be added to the replacement fund. Right now they have the funding for the yearly maintenance of this vehicle for the next three years. Due to the age of this vehicle, the intent is that if this vehicle has something expensive go wrong, they would get rid of the vehicle. Evan told the board the reason this vehicle is not in the replacement fund is because the board has approved not adding undercover vehicle to the replacement fund. When this vehicle has a new title, license plates and decals it will be an increase to their fleet.

A motion to Approve, but, due to the age of the vehicle, gives this vehicle an exemption from being in the replacement fund. Approval passed unanimously, showing that all Board members present voted Aye. Board Member Darrin Casper was not present for the vote.

**AGENDA ITEM #6**

**REQUEST TO  
FLEET MANAGEMENT BOARD**

**JASON MAZURAN**

**THREE (3) TOYOTA CAMRY  
ANKLE MONITOR PROGRAM  
SHERIFF'S OFFICE**

**RECOMMENDATION**

**MOTION**

Dave Delquadro

**SECOND**

Jason Mazuran

**MINUTES**

Sheriff's office requesting three (3) new Camry regarding the ankle Monitor Program which was started as an alternative to incarceration. This gives the deputy the opportunity to follow-up on their people they are assigned to and make sure they are following the terms of probation and chase them if they go on the run. This has been completed by UPD but is now transitioning to the Sheriff's Office. They could not all transition at the same time because of the significant amount of training. The remaining three officers are scheduled to be out by July. The board is supportive of this program, but, questions the vehicles staying with UPD when the officers are transferring to the Sheriff's office. Also, asking if there is funding in the replacement fund that the County Sheriff's Office has contributed to. Dave asked Jason to reach out to the UPD Fleet Manager to see what options are available. The board is supportive of the process necessary to reconcile the transfer of these three vehicles back to the County along with whatever replacement dollars and to the extent that Jason needs to go to the council with a budget adjustment that is consistent with that. The Fleet Board thinks this is an idea and makes sense, they just would like more detail of how much we are paying and whether the replacement fund has dollars in it. Fleet Management board is supportive of having three more vehicles in the replacement fund for this program and the cost should be reviewed by the Sheriff and Fleet to determine what makes the most sense collectively for the County as well as the UPD.

A motion to approve three Camry, Pending Council approval. Approval passed unanimously, showing that all Board members present voted Aye. Board Member Darrin Casper was not present for the vote.

<b>AGENDA ITEM #7</b>		<b>MILEAGE REIMBURSEMENT</b>	<b>DARRIN CASPER &amp; EVAN HARRISON</b>
RECOMMENDATION			
MOTION	Scott Baird		
SECOND	Cherylann Johnson		

**MINUTES**

Evan told the board the handout is for all of 2017, there were actually four vehicles that went over the 6000 miles. Compared to previous years this is way down. Three of these were from the Health Department. Evan ran a report on the Health Department, to look at their underutilization; they only had one vehicle underutilized las year, that vehicle belongs to Health Department Director Gary Edwards. Phil told the board he had received a letter from Gary Edwards regarding mileage reimbursement and how the vehicles are used, and why he would like to keep these employees on mileage reimbursement. Reasons such as multiple locations, employees working outside of the office, vehicles are not always easy to access because of where they are dispatched from, some are undercover vehicles. Gary has taken steps of the last twelve months to fully utilize their fleet vehicles. At the end of 2016 the Health Department began providing the fleet usage data and their employee's reimbursement data to all of their managers, and has let divisions know this information should be discussed monthly. From this information Gary asks for increased communications. The Fleet Management board has seen improvements in the Health Departments' use of their fleet and a decrease in reimbursement requests.

Evan said he could send a report along with a letter to the Health Department showing how they have improved and what they could save additionally; also send he will send a copy to Fleet Management Board. Also, Evan will look at the 6000 miles usage to see if that is still the correct threshold number for both the Camry and the Prius.

Motion was made to ask Fleet to draft a letter to the Health Department commending them for their improved usage of mileage also give them an analysis of what they would have saved if they had purchased a vehicle instead, and also reevaluate the 6000 mile threshold and see if that is where we still are.

Motion passed unanimously, showing that all Board members present voted Aye. Board Member Darrin Casper was not present for the vote.

<b>AGENDA ITEM #8</b>		<b>POLICY 1350 &amp; ORDINANCE – CHANGES &amp; DISCUSSION</b>	<b>PHIL LANOQUETTE</b>
RECOMMENDATION			
CONCLUSIONS			

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<p><b>MINUTES</b></p> <p>Paula Smith reminded the board that at the last meeting she was asked to come up with an approach in the ordinance so that they could have both members of the board and some kind of substitute. At that meeting they discussed the importance of having a substantial substitute. Paula has made a draft with that in mind, which provides for substitutes. Paula had said that they would be named, the reason is because there is a state statute that boards and commissions of the county have to be appointed by the Mayor with the advice and consent of the council. If you or your substitute cannot attend you will not be represented, you can't just change that whenever you want. If there is a change in that membership you need to go back to the council. Paula is asking for the board's recommendation, currently the public representative serves a two year term, but the ordinance has nothing about the regular member's term. Paula told the board she has set this up in a format that once it is approved it can just go to council; this is just a discussion item today. Paula has also attached a summary which is required for the council as well. Discussion was held of how the member's terms could look. It was suggested to remove the word annually for the Vehicle Using Representative, to say selected on a rotating basis by the assessor, district attorney, mayor and surveyor, and then to leave the member's terms the same as it is now in the Ordinance. Paula recommends that once the names for substitutes are decided that all names of members and substitutes are presented for approval to the council.</p> <p>Discussion was held on 1350 11.2.1 Incidental Personal Use; it says incidental personal use of a County vehicle is defined as a de minimus distance two (2) miles from the route of official use. Jeff recommended it to be changed to incidental personal use is defined as a de minimus distance of <u>no more than</u> two (2) miles from the route of official use. Jeff gave a heads up to a change at this legislative session Senate Bill 190 was passed that changes the law with regards to uninsured and underinsured motorist coverage. Our current policy states that we do not provide uninsured and underinsured motorist coverage. The reason for this is most of the people that are in our vehicles are employees and they will receive full workers compensation through benefits. They have now changed it where it did say cannot be reduced by workers compensation. They can now receive on top of that uninsured and underinsured motorist coverage. Jeff thinks they need to take a look at when they say they may need to provide some coverage, maybe delineate it for passengers that are not employees and for passengers that are employees. This is so new because the session just ended. A legal review is need because of what the statute says now and how we need to change the policy. Jeff told the board this will take some discussion from the DA's office and he will bring it back with the recommendation. This is going into effect in May.</p> <p>Paula told the board she was trying to allow for electronic meeting in the ordinance, this will allow members of the board to attend and participate electronically, they could have a meeting where everyone is participating electronically, but they would need an anchor location where someone could come to participate. Paula set up the council conference room as the anchor location, not limited to this room it could be other rooms. I t was decided to have the back-up anchor location as the Fleet Management conference room. Notice would be given of a location change and notification it is an electronic meeting. This would need to be adopted in policy before an electronic meeting can be held. Discussion was held of whether to send changes of the ordinance through council or wait and send changes of both the ordinance and Policy 1350 to council together. Paula suggests if the board wants to do a comprehensive review of the policy they should set aside time just for that, and have it out before the meeting. Phil proposed having a meeting in one month to strictly look at the changes of the ordinance and policy. The board agreed that having the changes before the meeting would be helpful. Scott brought up 5.2 Maintenance of Vehicle, All repairs not performed by Fleet Management need to be paid for by Fleet Management. Scott's concern is if the Heavy Duty Shop has a back log and it's going to be a couple of weeks and a division want to go out and get a repair done by an outside vendor. Why couldn't they pay for those themselves on a P-Card? Greg told Scott this repair would not be entered into the software; they lose all of the cost per mile tracking. This was discussed a few years ago; if Fleet Management pays the bills then they have the information in the system. Evan said, this is against P-Card policy also, to pay for gasoline or repairs. Purchasing ask Evan to add this to Policy 1350, it is in the purchasing policy also. Fleet Management is okay with the division going to the outside shop, but the invoice is submitted to Fleet Management for payment, then a journal entry is sent to the division. Evan said, Ideally the division would call Fleet Management for a work order number before the repair for tracking. Scott just wanted to know the process. Phil suggested a meeting Wednesday, April 18<sup>th</sup> 1:30 pm to look at the changes of the ordinance and policy. All members agreed on this date and time.</p>		
<p><b>AGENDA ITEM #9</b></p>	<p>PROPOSE A FUEL FEE REDUCTION OF \$.05 PER GALLON FOR WEX CARD PURCHASES</p>	<p>GREG NUZMAN</p>
<p>RECOMMENDATION</p>		
<p>CONCLUSIONS</p>		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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**MINUTES**

Greg told the board, the Fleet Fuel Specialist retired. Fleet decided that since there has been some slow down. Therefore, Fleet will not replace this employee. Fleet is trying to contain costs. Fleet is subletting some duties to a vendor and then divided the other duties to Fleet staff. Fleet does not have the 24 hour on call any more so that is a cost savings there. Greg is proposing dropping all of the WEX card transactions by \$.05. Dave asked questions of Greg to remind the board of what the WEX card is. Greg said it is a Sinclair Credit Card. WEX is good nationwide. Fleet does not maintain those sites. Fleet does have to apply for the Taxes back; there is some work in maintaining the cards, but not as much work as our own sites. What is that compared to paying now? Greg said it is from \$.22 to \$.17 a gallon for the WEX card transactions. When would you make this effective? When the Fleet Management Board approves it. What will you spend the extra fees? Greg asked the extra \$.05 since January? Dave asked what it would be dedicated to. Greg said it's for the whole program, they just realized the costs are down a little bit. Fleet has costs going out to a vendor now instead of an employee. Right now the extra money could go towards for the new fuel island that is slated for next year. Scott asked what \$.05 equates to for one year. Evan said it is about Thirty Thousand dollars of revenue a year that will decrease. Dave said so the rational is that your cost have gone down so you can afford to charge less, in the past this was a dedicated charge devoted specifically to this program. So basically your charges were established to reflect the costs paid out. Evan said yes. Dave asked so you are saying your costs are lower so you can afford a reduction. Evan said yes. Dave is just trying to capture the savings. Dave is basically saying so \$.05 distributed over your customers that are a welcome relief for sure, but there is no way to track that. The point is that there are other expenses that will be considered as a result of saving that would result from paying less with this card. Dave said he is asking about the user's savings and how would it be spent. Evan said he could provide a report of each organization's fuel usage last year on the WEX card, but they will obviously have a windfall in their budget. Dave said what he is interested in is basically of where that money might go. Dave doesn't find it unreasonable for Fleet to collect the money. Greg said if Fleet kept collecting this it would go toward the new fuel island, Dave said that doesn't sound like a bad idea. Dave suggests this be held over until the next meeting. At that time Evan could bring reports and information for the board.

<b>AGENDA ITEM #10</b>	<b>QUESTIONS</b>	<b>BOARD MEMBERS</b>
RECOMMENDATION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**MINUTES**

Jason Mazuran asked the board for ideas and recommendation for about 5 or 6 years protective services has been looking very closely based on a number of instances of getting an explosives detective K9 that could be used for detective purposes to sweep county facilities, buildings, court houses, and special events. This is a great tool and would be used quite regularly. They have been able to remove every barrier except for one, which is the vehicle. When running a dog they need a dedicated vehicle for the safety of the animal. Does a vehicle such as a truck or SUV that would come available or come out of service for this situation. This is an additional vehicle, a current office and current animal. Greg said UPD would have the best Units coming out of service and we can buy them from them. Evan suggested retro fitting the current vehicle or turns that vehicle in and replace with the need vehicle. Dave suggests pursue funding from the DA's office from the training simulator funds. Telling the DA's office the sheriff has a grant that would cover the cost of the dog and the training. Ask the DA office for help with the vehicle. Phil suggested looking into a cascaded vehicle. Evan suggested looking into cascading their truck at the gun range, it is used little with very few miles.

<b>AGENDA ITEM #11</b>	<b>DIRECTORS REPORT</b>	<b>GREG NUZMAN</b>
RECOMMENDATION		

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<p>MINUTES</p> <p>Hold until meeting in June.</p>		
NEXT FLEET BOARD MEETING DATE –		
<p style="text-align: center;">ADJOURN – 1:22 P.M.</p>		