

# Salt Lake County Fleet Management Board Meeting

**MINUTES #2**

**DATE:**  
JUNE 27, 2019

**Time:** 10:30 A.M.

**Location:**  
Government Center  
Room N2-220

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

<b>MEETING CALLED BY</b>	PHIL LANOUILLE, 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 LANOUILLE
<b>FLEET BOARD VOTING MEMBERS</b>	<p>DARRIN CASPER – MAYOR’S FISCAL STAFF REPRESENTATIVE            DAVID DELQUADRO – COUNCIL STAFF REPRESENTATIVE            CHERYLANN JOHNSON – AUDITOR’S OFFICE REPRESENTATIVE            KARI HUTH – SHERIFF’S OFFICE REPRESENTATIVE            PHIL LANOUILLE – VEHICLE USING REPRESENTATIVE, CHAIR            SCOTT BAIRD – VEHICLE USING REPRESENTATIVE            STEVE SALTZGIVER – PUBLIC REPRESENTATIVE</p> <p>***ALTERNATES            DINA BLASES – MAYOR’S FISCAL STAFF ALTERNATE            JASON ROSE – COUNCIL STAFF ALTERNATE            ROSWELL ROGERS – AUDITOR’S OFFICE ALTERNATE            RICHARD MORSE – SHERIFF’S OFFICE ALTERNATE            LISA VAN BUSKIRK – VEHICLE USING ALTERNATE            RICK GRAHAM – VEHICLE USING ALTERNATE</p>
<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>	DAVID PENA, BILL OLPIN, JEFF GWILLIAM
<b>MEMBERS NOT IN ATTENDANCE</b>	

# Agenda

## AGENDA ITEM #1

WELCOME AND INTRODUCTIONS

PHIL LANOUEETTE

## AGENDA ITEM #2

APPROVE MINUTES FROM  
MARCH 27, 2019

PHIL LANOUEETTE

ACTION ITEM

MOTION	Dave Delquadro	
SECOND	Cherylann Johnson	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

### NOTES

Lisa Van Buskirk, Chair Alternate, asked if there was a motion to approve the minutes from the March 27, 2019, Fleet Management Board meeting. The motion was made by Dave Delquadro, seconded by Cherylann Johnson, to approve the minutes from Mach 27, 2019. The motion passed unanimously, showing that all Board members present voted "Aye."

## AGENDA ITEM #3

AGING & ADULT SERVICES  
REQUEST TO FLEET MANAGEMENT BOARD

UP-GRADE (3) PRIUS VEHICLES  
TO (3) FORD TRANSIT ABILITRAX VAN  
FOR ADA TRANSPORTATION

BILL OLPIN

ACTION ITEM

MOTION	Scott Baird	
SECOND	Dave Delquadro	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

### NOTES

Bill Olpin told the board the funding for these vehicles is from a donation from an Estate to Aging Services.

A motion was made by Scott Baird, seconded by Dave Delquadro to approve this request. The motion passed unanimously, showing that all Board members present voted "Aye."

## AGENDA ITEM #4

FINE ARTS  
REQUEST TO FLEET MANAGEMENT BOARD

UP-GRADE FORD F-150 PICK UP TRUCK  
TO FORD F-250 PICK UP TRUCK

JEFF GWILLIAM

ACTION ITEM

MOTION	Dave Delquadro	
SECOND	Kari Huth	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

NOTES

Jeff Gwilliam told the board this truck will be used to plow snow and move equipment from one theater to another, need to up-grade to an F250.

A motion was made by Dave Delquadro, seconded by Kari Huth to approve this request. The motion passed unanimously, showing that all Board members present voted "Aye."

**AGENDA ITEM #5**

**COUNTY'S ACCIDENT INVESTIGATION  
CONTRACT AND PROCEDURES**

**JEFF ROWLEY**

ACTION ITEM

MOTION

Dave Delquadro

SECOND

Steve Saltzgiver

ACTION ITEM

PERSON RESPONSIBLE

DEADLINE

NOTES

Jeff told the board over the last 6 years the county has had a contract in place with Crawford and Company, they go to the scene of every accident documenting with statements and photos. The time has come to replace that contract. They put out a bid and added to that bid appraisal services. They only received one bid for the accident documenting services. They increased their bid to \$650 per accident, \$750 for after hours. Risk Management now need to make some other considerations, they have decided to not accept that bid, now going out with an RFI to see if there is others in the market place that would be willing to do it for what they have budgeted, that would be less than \$400 per accident. Jeff is bringing this to Fleet Management board because the agencies with the vehicles are the agencies paying the cost for the accidents. If that does not come back with anybody Jeff is considering the option to bring it in-house and have the supervisors respond to every scene. Under County Policy the supervisors are supposed to go the every accident in case the employee needs to be drug tested per post-accident protocols or reasonable suspicions at the time of the accident. But, that is not happening all the time and it can be costly. If supervisors were to document their staff's accidents, Risk Management would be relying on supervisors to know what to look for and to know what to photograph, and know what to ask for. Discussion was held on accident documenting.

A motion was made by Dave Delquadro, seconded by Steve Saltzgiver to approve extending the contract with Crawford and Company for \$450 per accident and put out an RFI. The motion passed unanimously, showing that all Board members present voted "Aye."

**AGENDA ITEM #6**

**PREFERRED VEHICLE LIST**

**GREG NUZMAN**

ACTION ITEM

MOTION

Steve Saltzgiver

CONCLUSION

Scott Baird

ACTION ITEM

PERSON RESPONSIBLE

DEADLINE

NOTES

Greg presented the 2019 Fleet Preferred Vehicle List, short discussion was held on some vehicles.

A motion was made by Steve Saltzgeber, seconded by Scott Baird to approve the 2019 Preferred Vehicle List. The motion passed unanimously, showing that all Board members present voted "Aye."

**AGENDA ITEM #7**

DIRECTOR REPORT

GREG NUZMAN

ACTION ITEM

RECOMMENDATION

CONCLUSION

ACTION ITEM

PERSON RESPONSIBLE

DEADLINE

NOTES

Greg gave the board up-dates of the future of the new Fuel Station and Charge Point Smart Charge for Electric vehicles.

**NEXT FLEET BOARD MEETING DATE – September 30, 2019 10:30 AM**

**ADJOURN – 11:40 AM**

\*\*\*Minutes available via Fleet Management Division website [www.https://slco.org/fleet/](https://slco.org/fleet/) or by request to Division HR Coordinator, Shauna Johnson (385)468-0481.