

# Salt Lake County Fleet Management Board Meeting

**MINUTES #3**

**DATE:**  
SEPTEMBER 30, 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>	<b>PHIL LANOUCETTE, CHAIRMAN SALT LAKE COUNTY FLEET MANAGEMENT BOARD</b>
<b>TYPE OF MEETING</b>	<b>SALT LAKE COUNTY FLEET MANAGEMENT BOARD</b>
<b>MINUTES TAKING BY</b>	<b>JENNY JONES</b>
<b>FLEET BOARD CHAIRMAN</b>	<b>PHIL LANOUCETTE</b>
<b>FLEET BOARD VOTING MEMBERS</b>	<p><b>DARRIN CASPER – MAYOR’S FISCAL STAFF REPRESENTATIVE</b>  <b>DAVID DELQUADRO – COUNCIL STAFF REPRESENTATIVE</b>  <b>CHERYLANN JOHNSON – AUDITOR’S OFFICE REPRESENTATIVE</b>  <b>KARI HUTH – SHERIFF’S OFFICE REPRESENTATIVE</b>  <b>PHIL LANOUCETTE – VEHICLE USING REPRESENTATIVE, CHAIR</b>  <b>SCOTT BAIRD – VEHICLE USING REPRESENTATIVE</b>  <b>STEVE SALTZGIVER – PUBLIC REPRESENTATIVE</b></p> <p><b>***ALTERNATES</b>  <b>DINA BLASES – MAYOR’S FISCAL STAFF ALTERNATE</b>  <b>JASON ROSE – COUNCIL STAFF ALTERNATE</b>  <b>ROSWELL ROGERS – AUDITOR’S OFFICE ALTERNATE</b>  <b>RICHARD MORSE – SHERIFF’S OFFICE ALTERNATE</b>  <b>LISA VAN BUSKIRK – VEHICLE USING ALTERNATE</b>  <b>RICK GRAHAM – VEHICLE USING ALTERNATE</b></p>
<b>EX OFFICIO, NON-VOTING MEMBER</b>	<b>JEFF ROWLEY-RISK MANAGEMENT REPRESENTATIVE</b>
<b>FLEET STAFF IN ATTENDANCE</b>	<b>GREG NUZMAN</b> <b>EVAN HARRISON</b> <b>MIKE STUERTZEL</b> <b>JENNY JONES</b>
<b>GUEST</b>	<b>DAVID PENA, LIZ BAYLER, JERUSHA HARDING</b>
<b>MEMBERS NOT IN ATTENDANCE</b>	<b>CHERYLANN JOHNSON</b>

# Agenda

## AGENDA ITEM #1

WELCOME AND INTRODUCTIONS

PHIL LANOUEETTE

## AGENDA ITEM #2

APPROVE MINUTES FROM  
JUNE 27, 2019

PHIL LANOUEETTE

ACTION ITEM

MOTION	Dave Delquadro	
SECOND	Kari Huth	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

NOTES

PHIL LANOUEETTE, CHAIR, ASKED IF THERE WAS A MOTION TO APPROVE THE MINUTES FROM JUNE 27, 2019, FLEET BOARD MEETING. THE MOTION WAS MADE BY DAVE DELQUADRO WITH ONE MODIFICATION OF REMOVING A "THE". SECONDED BY KARI HUTH, TO APPROVE THE MINUTES FROM JUNE 27, 2019. THE MOTION PASSED UNANIMOUSLY, SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE".

PHIL LANOUEETTE ASKED JEFF ROWLEY, RISK MANAGEMENT, FOR AN UPDATE ON THE RFP FOR ACCIDENT REPORTS CONTRACT. JEFF ROWLEY STATED THAT AN RFP WENT OUT CAME BACK WITH UNSTAINABLE COSTS. SENT OUT AN RFI AND RECEIVED BACK WITH 2 OR 3 VENDORS WITH LOWER COSTS. We are now working on a new RFP.

## AGENDA ITEM #3

FLOOD CONTROL ENGINEERING  
REQUEST TO FLEET MANAGEMENT BOARD

BUSH CUTTER – TO ASSIST IN KEEPING UP  
WITH WEED CONTROL

AMY MCCORMICK

ACTION ITEM

RECOMMENDATION		
CONCLUSION		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

NOTES – GREG NUZMAN REQUESTED TO HAVE THIS ITEM REMOVED FROM AGENDA. THE BUSH CUTTER IS AN ATTACHMENT AND DOES NOT NEED TO BE APPROVED BY THE FLEET BOARD.

<b>AGENDA ITEM #4</b>	<b>FACILITIES SERVICES REQUEST TO FLEET MANAGEMENT BOARD #1 OF 2 CARGO VAN FOR ELECTRICIAN TECH</b>		<b>JERUSHA HARDING</b>
ACTION ITEM			
MOTION	Darrin Casper		
SECOND	Dave Delquadro		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE	
<p><b>NOTES</b> Funding still needs to go to the County Council for budget approval.</p> <p>A motion was made by Darrin Casper, seconded by Dave Delquadro to approve request. The motion passed unanimously, showing that all Board members present voted "Aye".</p>			
<b>AGENDA ITEM #5</b>	<b>FACILITIES SERVICES REQUEST TO FLEET MANAGEMENT BOARD #2 OF 2 UTILITY TRUCK FOR PLUMBER</b>		<b>JERUSHA HARDING</b>
ACTION ITEM			
MOTION			
SECOND			
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE	
<p><b>NOTES</b> Funding still needs to go to the County Council for budget approval.</p> <p>A motion was made by Darrin Casper, seconded by Dave Delquadro to approve request. The motion passed unanimously, showing that all Board members present voted "Aye".</p>			
<b>AGENDA ITEM #6</b>	<b>DA'S OFFICE REQUEST TO FLEET MANAGEMENT BOARD #1 OF 4 UP-GRADE (1) MALABU VEHICLE TO (1) EXPLORER</b>		<b>LIZ BAYLER</b>
ACTION ITEM			
MOTION	David Delquadro		
SECOND	Scott Baird		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE	
<p><b>NOTES – MIKE STUERTZEL, FLEET, WILL LOOK INTO UPGRADING TO A TOYOTA HIGHLANDER HYBRID INSTEAD OF AN EXPLORER TO SEE IF THE HIGHLANDER WILL ACCOMMODATE FOR THE NEEDED EQUIPMENT. IF IT DOES HE WILL</b></p>			

MAKE THE PURCHASE. IF THE HIGHLANDER WILL NOT ACCOMMODATE THE EQUIPMENT HE WILL EMAIL THE BOARD WITH HIS FINDINGS AND THEY WILL HAVE A CONFERENCE CALL TO VOTE ON PURCHASING THE EXPLORER.

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

<p align="center"><b>DA'S OFFICE</b>  <b>REQUEST TO FLEET MANAGEMENT BOARD</b>  <b>#2 OF 4</b>  <b>UP-GRADE (1) MALABU VEHICLE</b>  <b>TO (1) F-150 XLT CREW</b></p>			<p><b>LIZ BAYLER</b></p>
<p><b>AGENDA ITEM #7</b></p>			
<p>ACTION ITEM</p>			
MOTION			
SECOND			
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE	

NOTES - THIS REQUEST WAS CANCELLED PER THE DA'S OFFICE

<p align="center"><b>DA'S OFFICE</b>  <b>REQUEST TO FLEET MANAGEMENT BOARD</b>  <b>#3 OF 4</b>  <b>UP-GRADE (1) RAVE 4 LE VEHICLE</b>  <b>TO (1) EXPLORER XLT 4WD</b></p>			<p><b>LIZ BAYLER</b></p>
<p><b>AGENDA ITEM #8</b></p>			
<p>ACTION ITEM</p>			
MOTION			
SECOND			
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE	

NOTES - THIS REQUEST WAS CANCELLED PER THE DA'S OFFICE

<p align="center"><b>DA'S OFFICE</b>  <b>REQUEST TO FLEET MANAGEMENT BOARD</b>  <b>#4 OF 4</b>  <b>UP-GRADE (1) MINI VAN</b>  <b>TO (1) USED FORD PICK-UP TRUCK</b></p>			<p><b>LIZ BAYLER</b></p>
<p><b>AGENDA ITEM #9</b></p>			
<p>ACTION ITEM</p>			

MOTION	Steve Saltzgeber	
SECOND	Darrin Casper	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

notes - A motion was made by Steve Saltzgeber, seconded by Darrin Casper to approve request. The motion passed unanimously, showing that all Board members present voted "Aye".

<b>AGENDA ITEM #10</b>	SHERRIFF'S OFFICE REQUEST TO FLEET MANAGEMENT BOARD #1 OF 4 2020 CHEVY EXPRESS 2500 12 PASSENGER JAIL TRANSPORTATION VAN	KARI HUTH
ACTION ITEM		

MOTION	Scott Baird	
SECOND	Steve Saltzgeber	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

NOTES -

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

<b>AGENDA ITEM #11</b>	SHERRIFF'S OFFICE REQUEST TO FLEET MANAGEMENT BOARD #2 OF 4 2020 FORD SUV INTERCEPTOR TO PROVIDE 24/7 SUPERVISION IN THE PUBLIC SAFETY BUREAU	KARI HUTH
ACTION ITEM		

MOTION		
SECOND		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

NOTES

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

<b>AGENDA ITEM #12</b>	<p style="text-align: center;">SHERIFF'S OFFICE          REQUEST TO FLEET MANAGEMENT BOARD          #3 OF 4          2020 FORD SUV INTERCEPTOR OUTFITTED FOR          A K9 CAGE AND ESSENTIAL GEAR</p>		KARI HUTH
ACTION ITEM			
MOTION			
SECOND			
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE	
NOTES -			
<p>A motion was made by Scott Baird, seconded by Steve Saltzgiver to approve request. The motion passed unanimously, showing that all Board members present voted "Aye".</p>			
<b>AGENDA ITEM #13</b>	<p style="text-align: center;">SHERIFF'S OFFICE          REQUEST TO FLEET MANAGEMENT BOARD          #4 OF 4          2020 TOYOTA CAMRY          PUBLIC SAFETY BUREAU LIEUTENANT</p>		KARI HUTH
ACTION ITEM			
MOTION			
SECOND			
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE	
NOTES – UPGRADE TO A 2020 TOYOTA CAMRY HYBRID			
<p>A motion was made by Scott Baird, seconded by Steve Saltzgiver to approve request. The motion passed unanimously, showing that all Board members present voted "Aye".</p>			
<b>AGENDA ITEM #14</b>	MILEAGE REIMBURSEMENT REPORT	EVAN HARRISON	
ACTION ITEM			
RECOMMENDATION			
CONCLUSION			
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE	
NOTES			
<p>Dave Delquadro requested that Evan Harrison write a letter to the Health Department congratulating them on their efforts to lower the amount of mileage reimbursement. Went from 30 + employees requesting reimbursement to 5.</p>			

**AGENDA ITEM #15**

DIRECTOR REPORT

GREG NUZMAN

## ACTION ITEM

RECOMMENDATION

CONCLUSION

ACTION ITEM

PERSON RESPONSIBLE

DEADLINE

NOTES

**NEXT FLEET BOARD MEETING DATE – Wednesday, January 15, 2020 1:30pm****ADJOURN – 12:15 pm****\*\*\*Minutes available via Fleet Management Division website [www.slco.org/fleet/](http://www.slco.org/fleet/) or by request to Division HR Coordinator, Shauna Johnson (385)468-0481.**