

Salt Lake County Fleet Management Board Meeting

MINUTES #1

DATE:
JANUARY 15, 2020

Time: 1:30 P.M.

Location:
Government Center
Room N2-220

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

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| MEETING CALLED BY | PHIL LANOUCETTE, CHAIRMAN SALT LAKE COUNTY FLEET MANAGEMENT BOARD |
| TYPE OF MEETING | SALT LAKE COUNTY FLEET MANAGEMENT BOARD |
| MINUTES TAKING BY | MIKE TERRY |
| FLEET BOARD CHAIRMAN | PHIL LANOUCETTE |
| FLEET BOARD VOTING MEMBERS | <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 LANOUCETTE – VEHICLE USING REPRESENTATIVE, CHAIR SCOTT BAIRD – VEHICLE USING REPRESENTATIVE STEVE SALTZGIVER – PUBLIC REPRESENTATIVE</p> <p>***ALTERNATES JILL MILLER – MAYOR’S FISCAL STAFF ALTERNATE MITCH PARK – COUNCIL STAFF ALTERNATE ROSWELL ROGERS – AUDITOR’S OFFICE ALTERNATE RICHARD MORSE – SHERIFF’S OFFICE ALTERNATE LISA VAN BUSKIRK – VEHICLE USING ALTERNATE MIKE SHEA – VEHICLE USING ALTERNATE</p> |
| EX OFFICIO, NON-VOTING MEMBER | JEFF ROWLEY-RISK MANAGEMENT REPRESENTATIVE |
| FLEET STAFF IN ATTENDANCE | GREG NUZMAN EVAN HARRISON MIKE STUERTZEL MIKE TERRY |
| GUESTS | WAYNE JOHNSON, ANDREW KEDINGTON, DAVID PENA, AARON TORRES, MARTI WOOLFORD, JULIE PECK-DABLING, MIKE SHEA |
| MEMBERS NOT IN ATTENDANCE | CHERYLANN JOHNSON, KARI HUTH, STEVE SALTZGIVER |

Agenda

AGENDA ITEM #1

WELCOME AND INTRODUCTIONS

PHIL LANOUE

AGENDA ITEM #2

APPROVE MINUTES FROM
SEPTEMBER 30, 2019

PHIL LANOUE

ACTION ITEM

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| MOTION | DAVID DELQUADRO | |
| SECOND | SCOTT BAIRD | |
| ACTION ITEM | PERSON RESPONSIBLE | DEADLINE |

NOTES

CHAIRMAN PHIL LANOUE ASKED IF THERE WAS A MOTION TO APPROVE THE MINUTES FROM SEPTEMBER 30, 2019. THE MOTION WAS MADE BY DAVID DELQUADRO, AND SECONDED BY SCOTT BAIRD TO APPROVE. THE MOTION PASSED UNANIMOUSLY, SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."

AGENDA ITEM #3

OFFICE FOR NEW AMERICANS & REFUGEES
REQUEST TO FLEET MANAGEMENT BOARD

MARTI WOOLFORD

ACTION ITEM

REQUEST FOR CENSUS 2020 MESSAGES ON
COUNTY VEHICLES

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| MOTION | DARRIN CASPER | |
| SECOND | SCOTT BAIRD | |
| ACTION ITEM | PERSON RESPONSIBLE | DEADLINE |

NOTES

THE BOARD WAS SUPPORTIVE, BUT WANTED TO MAKE SURE THE COUNCIL WAS INVOLVED AND GAVE THEIR APPROVAL. THE BOARD SUGGESTED THAT MARTI WOOLFORD REACH OUT TO EACH DEPARTMENT DIRECTOR FOR A COUNT OF HOW MANY VEHICLES THEY HAD AND WERE ABLE TO PLACE THE SIGNAGE ON THE VEHICLE.

DARRIN CASPER MADE A MOTION, AND WAS SECONDED BY SCOTT BAIRD THAT THE FLEET BOARD WAS SUPPORTIVE OF THE MARKETING INITIATIVE, AND DIRECTED THE OFFICE NEW AMERICANS TO COORDINATE WITH THE COUNTY COUNCIL, ELECTED OFFICIALS, AND THE VARIOUS DEPARTMENT DIRECTORS.

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| PARKS AND RECREATION REQUEST TO FLEET MANAGEMENT BOARD | | |
| AGENDA ITEM #4 | ACCESSIBLE VAN – TO TRANSPORT PERSONS WITH DISABILITIES TO RECREATION CENTERS AND ACTIVITIES | JULIE PECK-DABLING |
| ACTION ITEM | | |
| MOTION | DAVID DELQUADRO | |
| SECOND | DARRIN CASPER | |
| ACTION ITEM | PERSON RESPONSIBLE | DEADLINE |

NOTES

JULIE PECK-DABLING EXPLAINED THAT THEY WERE AWARDED A GRANT TO ACQUIRE AN ACCESSIBLE VEHICLE. THE FUNDING HAS NOW BECOME AVAILABLE FROM THE GRANT, AND THE DEPARTMENT HAS BUDGETED FOR THE MATCHING FUNDS, AND THEY ARE READY TO PURCHASE THE VAN.

A MOTION WAS MADE BY DAVID DELQUADRO, SECONDED BY DARRIN CASPER TO APPROVE THE REQUEST. THE MOTION PASSED UNANIMOUSLY, SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."

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| DISCUSSION ITEM REGARDING FLEET SUSTAINABILITY PRACTICES | | |
| AGENDA ITEM #5 | | MIKE SHEA AND DAVID PENA |
| ACTION ITEM | | |
| RECOMMENDATION | | |
| CONCLUSION | | |
| ACTION ITEM | PERSON RESPONSIBLE | DEADLINE |

NOTES

DAVID PENA PRESENTED POSSIBLE CHANGES TO POLICY 1350 TO CREATE A PREFERENCE FOR ALTERNATIVE FUEL VEHICLES WHEN PRACTICABLE. GREG NUZMAN INDICATED THAT HYBRID VEHICLES HAVE BECOME THE BEST VALUE IN CARS AND SMALLER SUV'S. SCOTT BAIRD ENCOURAGED MIKE SHEA TO CONTINUE WORKING WITH THE FLEET DEPARTMENT TO CONSIDER THE EMISSIONS OF FUTURE VEHICLES PURCHASED.

EVAN HARRISON EXPLAINED THAT IF THE COUNTY INSTALLED TELEMATICS IN ALL VEHICLES WE WOULD BE BETTER ABLE TO TRACK EMISSION AND IDLING DATA. DARRIN CASPER STRESSED THE IMPORTANCE OF OUTCOME MEASURES ON VEHICLE EMISSIONS AND HOW THEY DEMONSTRATE THAT THE ISSUE IS IMPORTANT TO COUNTY LEADERS.

NO OFFICIAL ACTION WAS TAKEN OR MOTIONS MADE BY THE BOARD.

AGENDA ITEM #6**DISCUSSION ITEM REGARDING DEVELOPING
DECISION-MAKING CRITERIA FOR THE USE
OF TAKE HOME VEHICLES**

DAVID DELQUADRO

ACTION ITEM

MOTION

SECOND

ACTION ITEM

BRING BACK TELEMATICS
INFORMATION

PERSON RESPONSIBLE

EVAN HARRISON

DEADLINE

APRIL 9, 2020 MEETING

NOTES

DAVID DELQUADRO EXPRESSED CONCERN THAT THERE ARE EMPLOYEES TAKING VEHICLES HOME DAILY, EVEN THOUGH THEY ARE BEING CALLED OUT ON EMERGENCIES INFREQUENTLY. HE ASKED IF IT MADE MORE SENSE TO PAY FOR THE EMPLOYEE'S MILEAGE AS OPPOSED TO TAKING THE VEHICLE HOME; IT'S A BUDGET ISSUE, AND A PERCEPTION ISSUE.

DURING THE BUDGETARY PROCESS DARRIN CASPER HAD REQUESTED COST/BENEFIT ANALYSIS FROM VARIOUS DEPARTMENTS TO JUSTIFY THE TAKING HOME OF SOME OF THEIR VEHICLES. FOR THE MOST PART DEPARTMENTS WERE ABLE TO SHOW SAVINGS BY HAVING SOME OF THEIR EMPLOYEES TAKING THE VEHICLE HOME.

GREG NUZMAN AND EVAN HARRISON BRIEFLY DISCUSSED THE BENEFITS THAT TELEMATICS WOULD HAVE FOR THESE TAKE HOME VEHICLES. THEY INDICATED THAT THE COST WAS ABOUT \$22/MONTH PER VEHICLE, BUT WE WOULD KNOW FOR SURE WHERE THE VEHICLE WAS GOING AND HOW OFTEN IT WAS BEING CALLED OUT AFTER WORKING HOURS. EVAN WAS ASKED TO BRING MORE TELEMATICS INFORMATION TO THE NEXT MEETING.

SCOTT BAIRD ASKED THE BOARD FOR SOME DIRECTION WITH HIS DEPARTMENT WITH UPPER MANAGEMENT AND SUPERVISORS ASKING FOR TAKE HOME VEHICLES. HE ASKED FOR THE BOARD TO CLARIFY WHAT THEIR POSITION IS, AND WHETHER OR NOT THOSE EMPLOYEES SHOULD BE GETTING A MILEAGE REIMBURSEMENT INSTEAD OF A TAKE HOME VEHICLE. HE WAS ASKED IF HE HAD A MOTION TO MAKE TO BOLSTER THE POLICY, AND SCOTT INDICATED THAT HE WANTED TO TAKE MORE TIME TO THINK ABOUT IT.

AGENDA ITEM #7**2020 TAKE HOME VEHICLE REQUESTS**

ACTION ITEM

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| MOTION | SCOTT BAIRD | |
| SECOND | DAVID DELQUADRO | |
| ACTION ITEM CREATE A SUPPLEMENTAL FORM FOR SUPERVIORS, AS WELL AS A SURVEY FOR EMPLOYEES. | PERSON RESPONSIBLE FLEET DIVISION | DEADLINE APRIL 9, 2020 MEETING |

NOTES

A MOTION WAS MADE BY SCOTT BAIRD, SECONDED BY DAVID DELQUADRO TO APPROVE THE TAKE HOME VEHICLE REQUESTS WITH THE UNDERSTANDING THE DIRECTOR OR ELECTED OFFICIAL CAN RESCIND THE APPROVAL AT ANY TIME AT THEIR DISCRETION. THE MOTION PASSED UNANIMOUSLY, SHOWING THAT ALL BOARD MEMEBERS PRESENT VOTED "AYE."

THE BOARD ASKED GREG AND EVAN TO BRING BACK A SAMPLE SURVEY THAT COULD BE SENT OUT TO (NON-PUBLIC SAFETY) EMPLOYEES WITH TAKE HOME VEHICLES TO DETERMINE HOW OFTEN THEY WERE BEING CALLED OUT ON EMERGENCIES, AS WELL AS CREATING A SUPLEMENTAL FORM FOR SUPERVISORS TO COMPLETE ASKING WHY IT IS NECESSARY FOR THEM TO HAVE A TAKE HOME VEHICLE.

AGENDA ITEM #8**DIRECTORS REPORT**

GREG NUZMAN

ACTION ITEM

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| RECOMMENDATION | | |
| CONCLUSION | | |
| ACTION ITEM | PERSON RESPONSIBLE | DEADLINE |

NOTES

GREG MENTIONED THEY ARE STARTING ON THE FUEL ISLAND. THE FLEET DIVISION RECEIVED SLIGHTLY MORE REVENUE THAN EXPECTED AND HAVE MAINTAINED THEIR BILLABLE HOURS. THEY ARE SHORT ON TECHNICIANS AND HIRING HAS BEEN TOUGH IN THIS ECONOMY. THEY HAVE WORKED WITH THE TREASURER'S OFFICE TO MOVE SOME RESERVES INTO A DIFFERENT ACCOUNT TO EARN MORE INTEREST, WHICH SHOULD RESULT IN AN ADDITIONAL \$50,000 A YEAR. HE FORECASTS THAT FUEL COSTS WILL REMAIN VERY SIMILAR THIS YEAR TO LAST YEAR.

NEXT FLEET BOARD MEETING DATE – APRIL 9, 2020 AT 10:00 A.M.

ADJOURN – 3:20 P.M.

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