

# Salt Lake County Fleet Management Board Meeting

MINUTES #2      DATE:  
APRIL 9, 2020

Time: 10:00 A.M.

Location:  
Fleet Management Conference Room  
7125 S 600 W  
Midvale, UT 84047

Or email [mterry@slco.org](mailto:mterry@slco.org) for a link to join the meeting electronically.

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	MIKE TERRY
FLEET BOARD CHAIRMAN	PHIL LANOUILLE
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 LANOUILLE – 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 TERRY
GUESTS	JILL MILLER (FOR DARRIN CASPER)

MEMBERS NOT IN ATTENDANCE

DARRIN CASPER, STEVE SALTZGIVER

**AGENDA ITEM #1**

WELCOME AND INTRODUCTIONS

PHIL LANOUILLE

**AGENDA ITEM #2**

APPROVE MINUTES FROM  
JANUARY 15, 2020

PHIL LANOUILLE

ACTION ITEM

MOTION	KARI HUTH	
SECOND	CHERYLANN JOHNSON	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

NOTES

CHAIRMAN PHIL LANOUILLE ASKED IF THERE WAS A MOTION TO APPROVE THE MINUTES FROM JANUARY 15, 2020. DAVID DELQUADRO POINTED OUT A MISPELLED WORD THAT WAS SUBSEQUENTLY CORRECTED. THE MOTION WAS MADE BY KARI HUTH, AND SECONDED BY CHERYLANN JOHNSON TO APPROVE. THE MOTION PASSED UNANIMOUSLY, SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."

**AGENDA ITEM #3**

FOLLOW-UP ON FLEET BOARD'S REQUEST TO  
HAVE FLEET MANAGEMENT CREATE A SURVEY  
FOR THOSE WITH TAKE-HOME VEHICLES

GREG NUZMAN  
EVAN HARRISON

ACTION ITEM

MOTION	DAVID DELQUADRO	
SECOND	SCOTT BAIRD	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE
UPDATE SURVEY AND DRAFT COVER LETTER FOR THE BOARD TO REVIEW	EVAN HARRISON	APRIL 13, 2020

NOTES

EVAN HARRISON PRESENTED A SURVEY TO THE BOARD. THE SURVEY ASKED FOR THE NUMBER OF CALLOUTS, THE NUMBER OF TIMES THE EMPLOYEE WAS ON CALL, AND IF THEY ARE A FIRST RESPONDER OR A SUPERVISOR. THE BOARD DISCUSSED THE IDEA OF EACH EMPLOYEE KEEPING AN INCIDENT LOG THAT TRACKED THE DATE AND REASON FOR EACH TIME THEY WERE BEING CALLED OUT ON AN EMERGENCY. EVAN SUGGESTED IT COULD BE ADDED TO THE ANNUAL RENEWAL FORM IF THAT INFORMATION WAS WANTED BY THE BOARD. JEFF ROWLEY SUGGESTED ASKING ON THE SURVEY WHAT SEASONS THE EMPLOYEE WAS BEING CALLED OUT TO TRY TO DETERMINE IF THE NATURE OF THE CALLOUTS WERE YEAR-ROUND OR LIMITED TO CERTAIN SEASONS. DAVID DELQUADRO WANTED TO ENSURE THAT THE MESSAGING CONVEYED THAT THIS IS BEING DONE FOR BUDGETARY REASONS, AND DURING THESE TIMES WE HAVE TO ENSURE THAT WE NEED TO BE CONFIDENT THAT VEHICLES THAT ARE BEING TAKEN HOME ARE TRULY NECESSARY TO BE TAKEN HOME.

A MOTION WAS MADE BY DAVID DELQUADRO AND SECONDED BY SCOTT BAIRD THAT EVAN WOULD MAKE A FEW MODIFICATIONS TO THE SURVEY, AND THAT HE WOULD DRAFT A COVER LETTER TO GO WITH THE SURVEY EXPLAINING THE NATURE AND REASONS FOR THE SURVEY, AND SEND IT OUT TO THE BOARD TO REVIEW. THE MOTION PASSED UNANIMOUSLY, SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."

<b>AGENDA ITEM #4</b>		FOLLOW-UP ON FLEET BOARD'S REQUEST TO HAVE FLEET MANAGEMENT CREATE A SUPPLEMENTAL QUESTIONNAIRE FOR SUPERVISORS WITH TAKE-HOME VEHICLES		GREG NUZMAN EVAN HARRISON
ACTION ITEM				
RECOMMENDATION				
CONCLUSION				
ACTION ITEM	PERSON RESPONSIBLE		DEADLINE	

NOTES

THE SUPERVISOR QUESTIONNAIRE WAS INCLUDED IN THE DISCUSSION AND SURVEY DISCUSSED IN AGENDA ITEM #3.

<b>AGENDA ITEM #5</b>		DIRECTORS REPORT		GREG NUZMAN
ACTION ITEM				
MOTION		JEFF ROWLEY		
SECOND		CHERYLANN JOHNSON		
ACTION ITEM	PERSON RESPONSIBLE		DEADLINE	
LOOK FOR WAYS TO SAVE THE DEPARTMENTS MONEY IN FUTURE VEHICLE PURCHASES	EVAN HARRISON		ONGOING	

NOTES

EVAN INDICATED THAT THEY HAVE REVIEWED THE FLEET MANAGEMENT BUDGET AND LOOKED AT 3%, 5%, AND 10% REDUCTION SCENARIOS, BUT THEY ARE CURRENTLY DOWN FIVE (5) FLEET TECHNICIANS SO THEY COULD ACHIEVE THE BUDGET CUTS JUST WITH THE VACANT POSITIONS THEY HAVEN'T FILLED.

THE FLEET DIVISION HAS REMAINED OPEN AND BUSY DURING THE PANDEMIC. THE UNIVERSITY OF UTAH BUS FLEET IS ONLY RUNNING AT 50% AT THE MOMENT, SO THEY HAVE BEEN GETTING THEIR BUSES INTO OUR SHOPS GETTING MAINTENANCE AND REPAIRS DONE THAT HAD BEEN DELAYED, AND THEY HAVE INDICATED THAT THEY HAVE A LOT MORE WORK FOR US TO DO ON THEIR BUSES.

WASATCH WASTE HAS ALSO INCREASED THE WORKLOAD. WITH MORE PEOPLE AT HOME, THERE IS MORE GARBAGE TO PICK UP AND THE GARBAGE TRUCKS ARE MAKING MORE TRIPS TO THE DUMP SO THEY'RE PUTTING MORE WEAR AND TEAR ON THEIR TRUCKS.

THE BOARD DISCUSSED HOW EVERY DEPARTMENT IS GOING TO HAVE TO LOOK AT COST SAVING MEASURES ON FUTURE VEHICLE PURCHASES. FOR SOME DELAYING FUTURE PURCHASES MAY BE PRUDENT, BUT THE SAVINGS OF DELAYED PURCHASES MAY BE OFFSET BY CONTINUING TO DRIVE OLDER VEHICLES AN EXTRA YEAR.

JEFF ROWLEY MADE A MOTION THAT THE BOARD ASK FLEET MANAGEMENT TO LOOK AT OPPORTUNITIES TO SAVE MONEY THROUGH THE AMOUNTS THAT GO INTO THE LEVY, AND TO DEMONSTRATE THAT WE ARE DOING ALL WE CAN TO HELP DEPARTMENTS WITH THEIR BUDGETS. THE MOTION WAS SECONDED BY CHERYLANN JOHNSON TO APPROVE. THE MOTION PASSED UNANIMOUSLY, SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."

GREG INDICATED THAT THE MOTOR POOL IS CLOSED BECAUSE IT IS IMPOSSIBLE TO ENSURE THAT VEHICLES ARE PROPERLY CLEANED AND DISINFECTED BETWEEN DRIVERS. HOWEVER IF A NEED IS THERE, MOTOR POOL VEHICLES COULD BE CHECKED OUT FOR EXTENDED PERIODS OF TIME AND ASSIGNED TO A SINGLE DRIVER TO USE. EVAN WOULD BE ABLE TO DETERMINE THE RENTAL RATE IF THAT WAS SOMETHING THAT A DEPARTMENT NEEDED.

THE BOARD DETERMINED THAT THEY WOULD WAIT TO SELECT A DATE FOR THEIR NEXT MEETING UNTIL THINGS SETTLED DOWN. SCOTT BAIRD RECOMMENDED THEY LOOK AT AUGUST AFTER THE JULY HOLIDAYS.

NEXT FLEET BOARD MEETING DATE – AUGUST 25, 2020 AT 12:00 P.M.

ADJOURN – 10:45 A.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.