

Salt Lake County Fleet Management Board Meeting

MINUTES #3

DATE:
AUGUST 25, 2020

Time: 12:00 P.M.

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

Or email 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 TAKEN 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 STUERTZEL MIKE TERRY

GUESTS	MICHELLE MCGAUGHEY
MEMBERS NOT IN ATTENDANCE	DARRIN CASPER

AGENDA ITEM #1	WELCOME AND INTRODUCTIONS	PHIL LANOUCETTE
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AGENDA ITEM #2	APPROVAL OF MINUTES FROM APRIL 9, 2020	PHIL LANOUCETTE
ACTION ITEM		
MOTION	SCOTT BAIRD	
SECOND	CHERYLANN JOHNSON	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

NOTES

CHAIRMAN PHIL LANOUCETTE ASKED IF THERE WAS A MOTION TO APPROVE THE MIUNTES FROM THE APRIL 9, 2020, MEETING.

THE MOTION WAS MADE BY SCOTT BAIRD, AND SECONDED BY CHERYLANN JOHSON TO APPROVE. THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."

AGENDA ITEM #3	REVIEW COMPLETEED TAKE-HOME VEHICLE SURVEYS	FLEET BOARD
ACTION ITEM		
RECOMMENDATION	CREATE A NEW SURVEY TO BE SENT OUT NEXT YEAR	
CONCLUSION		
ACTION ITEM	PERSON RESPONSIBLE: GREG AND EVAN	DEADLINE: 2021

NOTES

SCOTT BAIRD RECOMMENDED THAT TO BE CONSISTANT, ANY TAKE-HOME VEHICLE SURVEY OUGHT TO INCLUDE THE SHERIFF'S OFFICE AND THE DISTRICT ATTORNEY'S OFFICE. DAVID DELQUADRO AGREED AND SAID THAT THERE IS A BENEFIT TO BEING EVEN-HANDED ACROSS ALL ORGANIZATIONS, AND THAT IT'S NOT TOO MUCH TO ASK PEOPLE IF THEY ARE SUBJECT TO CALL OUT, AND HOW MANY TIMES IN THE PAST YEAR THEY WERE CALLED OUT BECAUSE OF EMERGENCY SITUATIONS.

KARI HUTH AND JEFF ROWLEY POINTED OUT THAT THE PUBLIC SAFETY TAKE-HOME VEHICLES ARE ALMOST ALWAYS EQUIPPED WITH SPECIAL EQUIPMENT, SO TAKING THEIR PERSONAL VEHICLE TO AN EMERGENCY ISN'T AN OPTION.

THE FLEET BOARD DISCUSSED THAT THE SURVEYS THAT WERE RETURNED DIDN'T REALLY PROVIDE THE ACCURATE DATA THAT THEY HAD INITIALLY DESIRED, AND THE RESPONSES WERE OVERLY GENERIC. THE BOARD ASKED GREG AND EVAN TO CREATE A NEW SURVEY TO BE SENT OUT NEXT YEAR THAT RETURNS BETTER DATA, AND IS MORE USEFUL IN DETERMINING WHETHER OR NOT AN EMPLOYEE SHOULD BE TAKING HOME A VEHICLE.

THE BOARD ALSO BRIEFLY DISCUSSED THE BENEFITS OF TELEMATICS, AND HOW THEY WOULD BE USEFUL IN COUNTY VEHICLES.

AGENDA ITEM #4

SHERIFF'S OFFICE
REQUEST TO FLEET MANAGEMENT BOARD
#1 OF 7
2021 TOYOTA RAV4
PUBLIC SAFETY BUREAU LIEUTENANT

KARI HUTH

ACTION ITEM

MOTION

DAVID DELQUADRO

SECOND

SCOTT BAIRD

ACTION ITEM

PERSON RESPONSIBLE

DEADLINE

NOTES

KARI HUTH INDICATED THAT THIS VEHICLE WOULD BE FOR A NEW POSITION, SO IT WOULD BE DEPENDENT ON THE COUNCIL APPROVING THE FTE.

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 #5

SHERIFF'S OFFICE
REQUEST TO FLEET MANAGEMENT BOARD
#2 OF 7
2021 FORD SUV INTERCEPTOR OUTFITTED FOR
A K9 CAGE AND ESSENTIAL GEAR

KARI HUTH

ACTION ITEM

MOTION

DAVID DELQUADRO

SECOND

SCOTT BAIRD

ACTION ITEM

PERSON RESPONSIBLE

DEADLINE

NOTES

DAVID DELQUADRO ASKED IF INTERCEPTORS ARE THE BEST OPTION FOR THIS TYPE OF WORK. KARI HUTH INDICATED THAT ALTHOUGH IT MAY NEVER HAVE TO BE USED IN A PURSUIT, IT IS A POSSIBILITY AND THE INTERCEPTORS ARE THE INDUSTRY STANDARD AT THIS POINT. MIKE STUERTZEL POINTED OUT THAT THE RAV4 IS UNABLE TO ACCODATE MUCH OF THE EQUIPMENT NEEDED BY THE SHERIFF'S DEPARTMENT. THE INTERCEPTOR IS THE ONLY VEHICLE THAT ALLOWS THE REQUIRED EQUIPMENT AND LAPTOP TO FIT.

KARI AND MIKE SAID THAT THEY WOULD CONTINUE TO EXPLORE ALTERNATIVES TO THE INTERCEPTOR, IN HOPES OF FINDING A HYBRID VEHICLE THAT WOULD SUPPORT THE NECESSARY RADIO AND COMPUTER SETUP.

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 #6	SHERIFF'S OFFICE REQUEST TO FLEET MANAGEMENT BOARD #3 OF 7 2021 FORD SUV INTERCEPTOR FOR FACILITIES SERGEANT		KARI HUTH
ACTION ITEM			
MOTION	DAVID DELQUADRO		
SECOND	SCOTT BAIRD		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE	
NOTES 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 #7	SHERIFF'S OFFICE REQUEST TO FLEET MANAGEMENT BOARD #4 OF 7 2021 FORD SUV INTERCEPTOR FOR HR/COMMUNITY RELATIONS/ TRAINING SPECIALIST		KARI HUTH
ACTION ITEM			
MOTION	DAVID DELQUADRO		
SECOND	SCOTT BAIRD		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE	
NOTES 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 #8	SHERIFF'S OFFICE REQUEST TO FLEET MANAGEMENT BOARD #5 OF 7 2016 FORD INTERCEPTOR LINE UNIT FOR THE SHERIFF'S OFFICE		KARI HUTH
ACTION ITEM			
MOTION	DAVID DELQUADRO		
SECOND	SCOTT BAIRD		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE	
NOTES 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 #9	SHERIFF'S OFFICE REQUEST TO FLEET MANAGEMENT BOARD #6 OF 7 (3) 2018 FORD INTERCEPTORS USED TO SERVE CIVIL PROCESS PAPERWORK		KARI HUTH
ACTION ITEM			
MOTION	DAVID DELQUADRO		
SECOND	SCOTT BAIRD		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE	
NOTES 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 #10	SHERIFF'S OFFICE REQUEST TO FLEET MANAGEMENT BOARD #7 OF 7 (2) 2019 FORD INTERCEPTORS USED TO SERVE CIVIL PROCESS PAPERWORK		KARI HUTH
ACTION ITEM			
MOTION	DAVID DELQUADRO		
SECOND	SCOTT BAIRD		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE	
NOTES 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 #11	APPROVAL OF 2021 FLEET MANAGEMENT RATES		EVAN HARRISON
ACTION ITEM			
MOTION	STEVE SALTZGIVER		
SECOND	CHERYLANN JOHNSON		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE	
NOTES EVAN HARRISON PRESENTED THE NEW BILLING RATES FOR 2021. THE LIGHT DUTY SHOP HOURLY RATE WENT UP \$2/HOUR TO \$96, THE HEAVY DUTY AND TRUCK SHOPS WENT UP \$2.50/HR TO \$107.50, AND THE LUBE SHOP WENT UP \$2.50/HOUR TO \$82. ALL OTHER RATES WILL REMAIN THE SAME. EVAN EXPLAINED THAT THE RATE INCREASE IS			

DUE PRIMARILY TO THE COST OF LABOR IN THIS TIGHT LABOR MARKET FOR TECHNICIANS.

EVAN ALSO PRESENTED A SURVEY OF WHAT OTHER ENTITIES ARE CHARGING FOR HOURLY RATES. SALT LAKE COUNTY FLEET IS SIGNIFIGANTLY BELOW MARKET RATE, EVEN WITH THE SMALL INCREASE.

A MOTION WAS MADE BY STEVE SALTZGIVER AND SECONDED BY CHERYLANN JOHNSON. THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."

AGENDA ITEM #12

HEALTH DEPARTMENT
POSSIBLE PURCHASE OF (17) VEHICLES
FOR COVID RESPONSE

MICHELLE MCGAUGHEY

ACTION ITEM

MOTION

PHIL LANOUCETTE

SECOND

DAVID DELQUADRO

ACTION ITEM

PERSON RESPONSIBLE

DEADLINE

NOTES

THE HEALTH DEPARTMENT WAS EXPECTING TO RECEIVE FEDERAL "CARES" MONEY FOR THE PURCHASE OF 17 NEW VEHICLES. MICHELLE MCGAUGHEY INDICATED THAT THEY WERE CURRENTLY LEASING 17 VEHICLES, BUT THEY HAD THE ABILITY TO RETURN THE VEHICLES EARLY IF THEY WERE ABLE TO PURCHASE THE SAME OR SIMILAR VEHICLES NEW WITH THE CARES MONEY.

THE FLEET BOARD DISCUSSED WHAT WOULD BECOME OF THE VEHICLES ONCE THE HEALTH DEPARTMENT WAS DONE WITH THEM, AND THE LANGUAGE IN THE CARES ACT ALLOWS THE VEHICLES TO BE SOLD/TRANSFERRED TO OTHER COUNTY DEPARTMENTS. THE LAW IS UNCLEAR WHETHER OR NOT THEY CAN BE SOLD OUTSIDE OF THE COUNTY, DAVID PENA IS HOPEFUL THAT MORE GUIDANCE WILL BE FORTHCOMING IN THE COMING MONTHS.

A MOTION WAS MADE BY PHIL LANOUCETTE AND SECONDED BY DAVID DELQUADRO THAT THE PURCHASE OF THE VEHICLES COULD BE MADE WITH THE FOLLOWING CONDITIONS: 1) THE COUNTY LEGAL TEAM REVIEWED THE USE OF CARES DOLLARS FOR THESE VEHICLES, 2) HYBRID VEHICLES WERE PURCHASED WHEN AVAILABLE FROM THE PREFERRED VEHICLE LIST, 3) REVIEWING THE REQUEST FOR TRUCKS AND IF OTHER VEHICLES MAY BE MORE APPROPRIATE, 4) THE ENDING OF THE CURRENT LEASES DO NOT HAVE A NEGATIVE FISCAL IMPACT ON THE HEALTH DEPARTMENT, 5) THE VEHICLES WILL NOT PLACED IN THE REPLACEMENT FUND WHILE THEY ARE WITH THE HEALTH DEPARTMENT, 6) THE APPROPRIATE FLEET BOARD REQUEST FORMS BE COMPLETED AND SUBMITTED FOR SIGNATURE.

THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."

AGENDA ITEM #13

DIRECTORS REPORT

GREG NUZMAN

ACTION ITEM

RECOMMENDATION

CONCLUSION

ACTION ITEM

PERSON RESPONSIBLE

DEADLINE

NOTES

GREG NUZMAN INDICATED THAT THE FUEL ISLAND IS COMING ALONG SLOWER THAN EXPECTED.

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

ADJOURN –

***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.