

# Salt Lake County Fleet Management Board Meeting

MINUTES #5

DATE:  
DECEMBER 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 2.40 – Fleet Management Board](#)  
Salt Lake County Policy: [Salt Lake Countywide Policy 1350: Vehicle Policy](#)

<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 TAKEN BY</b>	<b>MIKE TERRY</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>JILL MILLER – MAYOR’S FISCAL STAFF ALTERNATE</b>  <b>MITCH PARK – 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>MIKE SHEA – VEHICLE USING ALTERNATE</b></p>
<b>EX OFFICIO, NON-VOTING MEMBER</b>	<b>JULIE CLARK - RISK MANAGEMENT REPRESENTATIVE</b>
<b>FLEET STAFF IN ATTENDANCE</b>	<b>GREG NUZMAN</b> <b>EVAN HARRISON</b> <b>MIKE STUERTZEL</b> <b>MIKE TERRY</b>
<b>GUESTS</b>	<b>BILL OPIN</b> <b>RANDY ELLIOTT</b>

MEMBERS NOT IN ATTENDANCE

STEVE SALTZGIVER

**AGENDA ITEM #1**

WELCOME AND INTRODUCTIONS

PHIL LANOUEETTE

**AGENDA ITEM #2**

APPROVAL OF MINUTES FROM  
AUGUST 25, 2020 AND SEPTEMBER 18, 2020

PHIL LANOUEETTE

ACTION ITEM

MOTION

DAVID DELQUADRO

SECOND

CHERYLANN JOHNSON

ACTION ITEM

PERSON RESPONSIBLE

DEADLINE

NOTES

CHAIRMAN PHIL LANOUEETTE ASKED IF THERE WAS A MOTION TO APPROVE THE MIUNTES FROM THE AUGUST 25 AND SEPTEMBER 18, 2020, MEETINGS.

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

**AGENDA ITEM #3**

AGING AND ADULT SERVICES  
REQUEST TO FLEET MANAGEMENT BOARD  
2021 FORD F-150 WITH  
MEAL DELIVERY CONFIGURATION

BILL OLPIN

ACTION ITEM

MOTION

DAVID DELQUADRO

SECOND

SCOTT BAIRD

ACTION ITEM

PERSON RESPONSIBLE

DEADLINE

NOTES

BILL OPIN EXPLAINED THAT DURING THE PANDEMIC THE NEED FOR MEALS ON WHEELS HAS INCREASED, AND THE DIVISION HAS THE MONEY TO PAY FOR THE NEW VEHICLE. DAVID DELQUADRO ASKED IF THE MONEY WAS BUDGETED FOR 2020 OR FOR 2021. MR. DELQUADRO MENTIONED THAT REGARDLESS OF WHICH YEAR'S BUDGET IT WAS, AS LONG AS IT WAS APPROVED BY THE COUNCIL, THAT IT SHOULD BE APPROVED, BUT TO BE SURE THAT IT WAS BEING PAID FOR OUT OF THE CORRECT YEAR'S BUDGET. MR. OPIN WAS UNSURE, AND WAS GOING TO GET THAT INFORMATION FROM HIS FISCAL MANAGER AND COMMUNICATE THAT BACK TO THE BOARD.

THE MOTION WAS MADE BY MR. DELQUADRO TO APPROVE THE REQUEST PROVIDED THAT IT WAS BEING PAID FOR WITH THE CORRECT BUDGET DOLLARS. THE MOTION WAS SECONDED BY SCOTT BAIRD, AND PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."

**AGENDA ITEM #4**

2021 TAKE-HOME VEHICLE REQUESTS

FLEET BOARD

## ACTION ITEM

MOTION	SCOTT BAIRD	
SECOND	CHERYLANN JOHNSON	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

## NOTES

EVAN HARRISON NOTED THAT THERE WERE A COUPLE NEW OUT-OF-COUNTY TAKE HOME VEHICLE REQUESTS THIS YEAR, ONE BEING TAKEN TO CLEARFIELD AND ANOTHER BEING TAKEN TO EAGLE MOUNTAIN. SCOTT BAIRD ASKED FOR AN EXPLANATION OF WHAT THE REQUIRED SUPPLEMENTAL INSURANCE ENTAILED, AND MIKE TERRY EXPLAINED THAT IT IS INSURANCE THAT PROVIDES LIABILITY INSURANCE IN THE EVENT THAT THE EMPLOYEE IS INVOLVED IN AN ACCIDENT BEFORE OR AFTER THEIR SHIFT WHILE THEY ARE DRIVING THE COUNTY VEHICLE.

THE MOTION WAS MADE BY SCOTT BAIRD TO APPROVE THE TAKE HOME VEHICLE REQUEST LIST, AND WAS SECONDED BY CHERYLANN JOHNSON. THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMEBERS PRESENT VOTED "AYE."

**AGENDA ITEM #5**

2020/2021 FLEET PREFERRED VEHICLE LIST

GREG NUZMAN

## ACTION ITEM

MOTION	DAVID DELQUADRO	
SECOND	KARI HUTH	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

## NOTES

GREG NUZMAN POINTED OUT THEY ELIMINATED VEHICLES THAT DID NOT HAVE AN ELECTRIC OPTION IN THE CATEGORIES WHERE IT WAS POSSIBLE, WHICH INCLUDED UP THROUGH THE MID-SIZED SPORT UTILITY VEHICLES. THEY ALSO REMOVED THE FORD EXPLORER DUE TO ITS COST COMPARED TO SIMILAR VEHICLES. HE INDICATED THAT AT THE MOMENT THERE ARE NO ELECTRIC VANS AVAILABLE, ALTHOUGH FORD HAS INDICATED THERE WILL BE AN ELECTRIC VAN IN 2022, AND HALF-TON TRUCKS IN 2021.

DAVID DELQUADRO ASKED IF THERE WAS ANY CIRCUMSTANCE IN WHICH THE HYBRID FORD FUSION WOULD BE SELECTED OVER THE SIMILAR TOYOTA CAMRY, WHEN THE CAMRY HAS A \$5,000 LESS EXPENSIVE LIFECYCLE. EVAN HARRISON INDICATED THAT HE COULDN'T THINK OF ONE, AND PERHAPS IT SHOULD BE REMOVED FROM THE LIST, AND IF A DEPARTMENT WANTED ONE THEY WOULD NEED TO COME TO THE BOARD AND PROVIDE RATIONALE FOR THE FUSION OVER THE CAMRY.

MICHAEL SHEA POINTED OUT THAT A VEHICLE'S SMOG RATING IS AN IMPORTANT DATA POINT TO CONSIDER WHEN SELECTING A VEHICLE. HE INDICATED THAT THAT INFORMATION SHOULD BE AVAILABLE THROUGH THE DEALERSHIP. MR. HARRISON INDICATED THAT HE WOULD BE HAPPY TO ADD THAT INFORMATION IF IT WAS MADE AVAILABLE.

THE MOTION WAS MADE BY MR. DELQUADRO TO APPROVE THE TAKE HOME VEHICLE REQUEST LIST WITH THE HYBRID FORD FUSION REMOVED, AND WAS SECONDED BY KARI HUTH. THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMEBERS PRESENT VOTED "AYE."

**AGENDA ITEM #6**

DIRECTORS REPORT

GREG NUZMAN

## ACTION ITEM

RECOMMENDATION		
CONCLUSION		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

## NOTES

GREG NUZMAN ANNOUNCED THE RETIREMENT OF SERVICE WRITER LEILA CHACON, AND ANOTHER FLEET TECH RETIRING AT THE END OF JANUARY, AND INDICATED THAT THE FLEET DIVISION IS DOWN MULTIPLE POSITIONS AND WORKING WITH HUMAN RESOURCES TO GET PERMISSION TO FILL VACANT PERMISSIONS. THEY ARE ALSO CREATING A FLEET SERVICES SUPERVISOR POSITIION WHO WILL SUPERVISE THE SERVICE WRITERS, AS WELL BECOME THE EXPERT IN THE GPS SYSTEM AND GPS EQUIPMENT.

THE FUEL ISLAND CONSTRUCTION WILL BEGIN ON MARCH 1<sup>ST</sup>, AND WILL INCLUDE A 40,000 GALLON FUEL TANK.

NEXT FLEET BOARD MEETING DATE – MARCH 10, 2021 AT 10:00 A.M.

ADJOURN – 10:40 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.