

Salt Lake County Fleet Management Board Meeting

MINUTES #3

DATE:
SEPTEMBER 22, 2021

Time: 10:00 A.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 2.40 – Fleet Management Board](#)
Salt Lake County Policy: [Salt Lake Countywide Policy 1350: Vehicle Policy](#)

MEETING CALLED BY	SCOTT BAIRD, CHAIR SALT LAKE COUNTY FLEET MANAGEMENT BOARD
TYPE OF MEETING	SALT LAKE COUNTY FLEET MANAGEMENT BOARD
MINUTES TAKEN BY	MIKE TERRY
FLEET BOARD CHAIRMAN	SCOTT BAIRD
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 BRAD PARK – VEHICLE USING REPRESENTATIVE SCOTT BAIRD – VEHICLE USING REPRESENTATIVE, CHAIR 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	JARED SMITH - RISK MANAGEMENT REPRESENTATIVE
FLEET STAFF IN ATTENDANCE	GREG NUZMAN EVAN HARRISON MIKE TERRY DOREEN ERZNOZNIK
GUESTS	BEN SCHWARTZ - GEOTAB

MEMBERS NOT IN ATTENDANCE

STEVE SALTZGIVER
KARI HUTH (ALTERNATE RICHARD MORSE ATTENDED)
JARED SMITH

AGENDA ITEM #1

WELCOME AND INTRODUCTIONS

SCOTT BAIRD

AGENDA ITEM #2

APPROVAL OF MINUTES FROM
JUNE 23, 2021

SCOTT BAIRD

ACTION ITEM

MOTION

DAVID DELQUADRO

SECOND

DARRIN CASPER

NOTES

SCOTT BAIRD AND EVAN HARRISON BOTH POINTED OUT THAT THERE WERE A COUPLE OF MISSPELLED NAMES IN THE MINUTES, AND ASKED THAT THEY BE CORRECTED.

SCOTT BAIRD ASKED IF THERE WAS A MOTION TO APPROVE THE MINUTES WITH THOSE CORRECTED NAMES FROM THE JUNE 23, 2021 MEETING.

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

AGENDA ITEM #3

GEOTAB TELEMATICS DEMONSTRATION

BEN SCHWARTZ, GEOTAB

ACTION ITEM

RECOMMENDATION

CONCLUSION

ACTION ITEM

PERSON RESPONSIBLE

DEADLINE

NOTES

BEN SCHARTZ GAVE A DEMONSTRATION ON THE CAPABILITIES OF THE GEOTAB TELEMATICS SOFTWARE. THE ITEMS THAT WERE DISCUSSED WERE:

- USING GEOTAB DATA
- TELEMATICS RETURN ON INVESTMENT
- TRIP HISTORY REPORTS
- UTILIZATION REPORTS
- IDLING REPORTS AND WAYS TO PREVENT IDLING
- ENGINE DATA REPORTS
- SAFETY IMPROVEMENTS
- SUSTAINABILITY

AGENDA ITEM #4

TELEMATICS DISCUSSION / POLICY

FLEET BOARD

ACTION ITEM

MOTION

DARRIN CASPER

SECOND

DAVID DELQUADRO

NOTES

SCOTT BAIRD ASKED GREG NUZMAN WHERE HE WOULD LIKE TO GO WITH TELEMATICS AND WHAT HE WAS TRYING TO ACCOMPLISH, AND GREG INDICATED THAT HIS RECOMMENDATION WOULD BE TO HAVE IT ON EVERY LICENSED COUNTY VEHICLE BECAUSE WITHOUT DATA YOU CAN'T MANAGE THE FLEET.

GREG MENTIONED THAT IN THE NEXT YEAR HE WOULD LIKE TO SEE A TELEMATICS POLICY WRITTEN THAT APPLIED TO ALL LICENSED VEHICLES IN ALL DEPARTMENTS.

SCOTT ASKED WHAT THE COST PER VEHICLE WOULD BE AND GREG INDICATED THAT IT WAS \$21.00 MONTHLY PER VEHICLE.

GREG COMMENTED THAT FLEET MANAGEMENT AND GEOTAB COULD CREATE CUSTOM REPORTS FOR THE DEPARTMENTS, BUT UNLESS THE DEPARTMENTS ARE MANAGING IT THEY WILL NOT SEE ANY BENEFIT OR SAVINGS. IT WILL REQUIRE DEPARTMENTS TO TRACK THE DATA IF THEY ARE TO SEE SAVINGS.

SCOTT ASKED GREG IS HE HAS A DRAFT POLICY, AND GREG INDICATED THAT NOTHING WAS WRITTEN YET. HE WANTED TO HEAR WHAT THE FLEET BOARD HAD TO SAY BEFORE DRAFTING ANYTHING.

THE BOARD ALSO HAD A BRIEF DISCUSSION ABOUT CREATING SOME SORT OF AN INCENTIVE PLAN FOR EMPLOYEES TO BE SAFER AND EFFICIENT DRIVERS, TAKING DATA FROM GEOTAB AND REVIEWING THEIR DRIVING PROFILE.

THE BOARD DECIDED THAT THEY WOULD LIKE TO FORM A SUB-COMMITTEE OR WORKING GROUP TO DISCUSS MOVING FORWARD IN IMPLEMENTING A FLEET-WIDE TELEMATICS PROGRAM USING THE DATA THAT HAS BEEN COLLECTED THUS FAR, AND WHAT A DRAFT POLICY MIGHT LOOK LIKE.

SCOTT BAIRD ASKED IF THERE WAS A MOTION TO CREATE THE SUB-COMMITTEE; A MOTION WAS MADE BY DARRIN CASPER AND SECONDED BY DAVID DELQUADRO TO APPROVE THE CREATION OF A SUB-COMMITTEE TO STUDY IMPLEMENTING TELEMATICS FLEET-WIDE. THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."

IT WAS DETERMINED THAT THE SUB-COMMITTEE WOULD CONSIST OF SCOTT BAIRD, DAVID DELQUADRO, JARED SMITH, DAVID PENA, AND FLEET MANAGEMENT PERSONNEL. GREG WAS TASKED WITH SETTING UP THE MEETING IN THE NEXT COUPLE WEEKS, AND TO BRING THEIR DISCUSSION ITEMS BACK TO THE DECEMBER FLEET BOARD MEETING.

AGENDA ITEM #5CHANGE IN FLEET POLICY AT REQUEST
OF AUDITOR (FUEL CARDS)

EVAN HARRISON

ACTION ITEM

MOTION	DAVID DELQUADRO	
SECOND	DARRIN CASPER	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

NOTES

EVAN HARRISON INDICATED THAT THE AUDITOR HAS ASKED FOR A POLICY RELATED TO FUEL CARDS BE CREATED, SO EVAN DRAFTED A POLICY AND ASKED FOR THE FLEET BOARD'S INPUT. SOME OF THE ITEMS INCLUDED WERE LETTING FLEET STAFF KNOW WHEN AN EMPLOYEE TERMINATES, AND THAT EMPLOYEES WHO ARE PURCHASING FUEL ARE AUTHORIZED TO PURCHASE FUEL.

GREG ALSO BROUGHT UP THE FACT THAT POLICY 1350 DOESN'T SPELL OUT THE DEFINITION OF A VEHICLE AS IT RELATES TO THE POLICY. HE RECOMMENDED THAT IT BE WRITTEN TO BE A ROAD-WORTHY, LICENSED VEHICLE, WITH A MOTOR, OR ANYTHING IN THE REPLACEMENT FUND WOULD ALSO FALL UNDER THE POLICY AS WELL.

A MOTION WAS MADE BY DAVID DELQUADRO TO ACCEPT THIS DRAFT AND SEND IT TO THE ATTORNEY'S OFFICE AND THEN STEERING COMMITTEE TO BE DISCUSSED FURTHER. THE MOTION WAS SECONDED BY DARRIN CASPER. THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."

AGENDA ITEM #6

DIRECTORS REPORT

GREG NUZMAN

ACTION ITEM

RECOMMENDATION		
CONCLUSION		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

NOTES

INFLATION ON PARTS THIS UPCOMING YEAR WILL BE IN THE NEIGHBORHOOD OF 6%-8% WHEN USUALLY IT IS CLOSER TO 3%.

THE VANS THAT AGING SERVICES WERE APPROVED TO PURCHASE DID END UP BEING HYBRID VEHICLES.

FLEET IS DOWN A FLEET TECHNICIAN AND ARE IN THE MIDDLE OF RECRUITING AND INTERVIEWING.

NEXT FLEET BOARD MEETING DATE – DECEMBER 8, 2021 @ 10:00 A.M.

ADJOURN – 11:45 A.M.

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