

# Salt Lake County Fleet Management Board Meeting

MINUTES #2

DATE:  
APRIL 15, 2024

Time: 2:00 P.M.

Anchor 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](#)

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 CHAIR	SCOTT BAIRD
FLEET BOARD VOTING MEMBERS	<p>SCOTT BAIRD – VEHICLE USING REPRESENTATIVE, CHAIR  DARRIN CASPER – MAYOR’S FISCAL STAFF REPRESENTATIVE  WAYNE CUSHING – TREASURER’S OFFICE REPRESENTATIVE  DAVID DELQUADRO – COUNCIL STAFF REPRESENTATIVE  KARI HUTH – SHERIFF’S OFFICE REPRESENTATIVE  CHRIS STAVROS – VEHICLE USING REPRESENTATIVE  STEVE SALTZGIVER – PUBLIC REPRESENTATIVE</p> <p>***ALTERNATES  TYLER ANDRUS – VEHICLE USING ALTERNATE  PHIL CONDER – TREASURER’S OFFICE ALTERNATE  CATHERINE KANTER – VEHICLE USING ALTERNATE  JILL MILLER – MAYOR’S FISCAL STAFF ALTERNATE  RICHARD MORSE – SHERIFF’S OFFICE ALTERNATE  MITCH PARK – COUNCIL STAFF ALTERNATE</p>
EX OFFICIO, NON-VOTING MEMBER	JOE WEIPERT – RISK MANAGEMENT REPRESENTATIVE
FLEET STAFF	<p>EVAN HARRISON – DIVISION DIRECTOR  BEN ROUECHE – ASSOCIATE DIVISION DIRECTOR  TOM STEFFEY – FISCAL MANAGER  DOREEN ERZNOZNIK – ASSET MANAGER  MIKE TERRY – COORDINATOR</p>

GUESTS	RYAN ROGHAAR ELIZABETH BAYLER JOSEPH TARVER
MEMBERS NOT IN ATTENDANCE	STEVE SALTZGIVER WAS EXCUSED

<b>AGENDA ITEM #1</b>	WELCOME AND INTRODUCTIONS	SCOTT BAIRD
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<b>AGENDA ITEM #2</b>	APPROVAL OF THE MINUTES FROM JANUARY 10, 2024	SCOTT BAIRD
ACTION ITEM		
MOTION	KARI HUTH	
SECOND	DARRIN CASPER	

NOTES

SCOTT BAIRD NOTED THAT JARED SMITH WAS NOT IN THE PREVIOUS MEETING BUT WASN'T MARKED AS EXCUSED AND ASKED THAT THE MINUTES REFLECT THAT.

A MOTION WAS MADE BY KARI HUTH AND SECONDED BY DARRIN CASPER TO APPROVE THE MINUTES WITH THE CORRECTION SCOTT MENTIONED. THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."

<b>AGENDA ITEM #3</b>	REQUEST FROM PARKS AND RECREATION FOR AN ADDITIONAL ALLOCATION FOR A BLUEBIRD BUS	RYAN ROGHAAR
ACTION ITEM		
MOTION	DARRIN CASPER	
SECOND	DAVID DELQUADRO	

NOTES

RYAN ROGHAAR EXPLAINED THAT THEY CURRENTLY HAVE A BUS THAT IS DUE TO BE SURPLUSED AND REPLACED BY A VAN, HOWEVER THEY WISH TO KEEP THE BUS AND ARE ASKING FOR AN ADDITIONAL ALLOCATION.

EVAN HARRISON EXPLAINED THAT THEY ARE ABLE TO PAY FOR IT THROUGH SAVINGS OBTAINED BY DOWNSIZING OTHER VEHICLES IN THEIR DEPARTMENT FROM BUSES TO TOYOTA RAV4 VEHICLES.

A MOTION WAS MADE BY DARRIN CASPER AND SECONDED BY DAVID DELQUADRO TO APPROVE THE REQUEST SUBJECT TO ANY BUDGET REVIEW NECESSARY BY THE POLICY MAKERS. THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."

DARRIN CASPER INDICATED THAT HE WOULD SEND RYAN AN EMAIL AND COPY THE APPROPRIATE PEOPLE TO MAKE EVERYONE AWARE THAT THIS TRANSACTION IS CONTINGINGENT ON BUDGETARY APPROVALS.

**AGENDA ITEM #4**

**REQUEST FROM DISTRICT ATTORNEY FOR  
TWO (2) NEW TOYOTA HIGHLANDER HYBRIDS**

**ELIZABETH BAYLER**

**ACTION ITEM**

<b>MOTION</b>	<b>WAYNE CUSHING</b>
<b>SECOND</b>	<b>CHRIS STAVROS</b>

**NOTES**

ELIZABETH BAYLER INDICATED THAT THE DISTRICT ATTORNEY’S OFFICE WENT THROUGH A REORGANIZATION THIS PAST YEAR DUE TO THE NEW WAY THAT THE COURT IS STRUCTURED. THEY DID A RECLASSIFICATION PROCESS AND WERE ABLE TO ADD TWO LEGAL INVESTIGATORS TO THE DA’S BUDGET, AND NOW NEED TWO ADDITIONAL VEHICLES FOR THEM. THEY HAVE BEEN LEASING TOYOTA RAV4 VEHICLES FOR THEIR ARPA FUNDED TIME LIMITED EMPLOYEES BUT TOYOTA HIGHLANDER HYBRIDS ARE BETTER SUITED FOR THESE TWO NEW POSITIONS DUE TO THE SIZE OF THE VEHICLE STORAGE. SHE IS AWARE THAT SHE WILL NOT BE ABLE TO GET THE VEHICLES UNTIL 2025, SO THIS WOULD BE A PART OF THE DA’S 2025 BUDGET. IN THE MEANTIME, THEY WILL CONTINUE LEASING THE RAV4 VEHICLES.

DAVID DELQUADRO MENTIONED THAT SINCE THE TWO ARPA FUNDED POSITIONS ARE IN REALITY BEING CONVERTED TO FULL TIME FTE EMPLOYEES, THAT WILL REQUIRE TWO NEW VEHICLE ALLOCATIONS, THIS WHOLE CONVERSATION ABOUT THE DA’S BUDGET SHOULD BE DISCUSSED IN JUNE INSTEAD OF NOVEMBER JUST SO EVERYONE IS AWARE OF WHAT THE COSTS ARE GOING TO BE FOR THEIR BUDGET.

ELIZABETH SAID THAT SHE WOULD TAKE THAT RECOMMENDATION BACK TO HER DEPARTMENT. SHE ALSO INDICATED THAT IF FOR SOME REASON THE COUNCIL WAS NOT AMEANABLE TO FUNDING THESE TWO NEW ALLOCATIONS, THE DA’S OFFICE IS PREPARED TO BE ABLE TO FUND THEM THROUGH CUTS IN OTHER AREAS.

DAVID DELQUADRO INDICATED THAT THE TWO NEW POSITIONS THAT WERE RECLASSIFICATIONS WERE NOT SUBJECT TO COUNCIL APPROVAL, AND THUSLY HE IS UNCOMFORTABLE SAYING THAT HE VOTED IN FAVOR OF PURCHASING NEW VEHICLES FOR THEM.

SCOTT BAIRD SUGGESTED THAT PERHAPS WE WAIT UNTIL AFTER THE JUNE BUDGET MEETINGS, AND THEN IF APPROVED WE CONVENE AN INTERIM FLEET BOARD MEETING TO APPROVE THE ALLOCATIONS.

WAYNE CUSHING ASKED IF IT WAS POSSIBLE TO APPROVE THE ALLOCATIONS WITH THE UNDERSTANDING THAT THEY WERE DEPENDENT ON BUDGETARY APPROVAL.

EVAN HARRISON SAID THAT THE BOARD IN THE PAST HAS APPROVED THESE TYPES OF REQUESTS PENDING COUNCIL APPROVAL OF THE BUDGETED FUNDS TO PAY FOR THEM.

DAVID DELQUADRO SAID HE WOULD BE COMFORTABLE APPROVING THE REQUESTS SUBJECT TO THE DA’S OFFICE SATISFYING THE BUDGET, INCLUDING THE CONTRA ACCOUNTS, AS ADOPTED FOR 2024 BY THE COUNCIL AND THE MAYOR.

DARRIN CASPER ASKED LIZ IF SHE HAD THE MONEY NOW TO PAY FOR THE VEHICLES. LIZ SAID THAT IT WAS TOO EARLY IN THE YEAR TO KNOW HOW MUCH HER UNDERSPEND WOULD BE, BUT SHE INDICATED THAT THERE ARE SOME OTHER WAYS TO PAY FOR THEM SUCH AS ASSET FORFEITURE MONEY OR FIND A WAY TO USE UNSPENT TRANSFORMATION INITIATIVE FUNDS THAT WILL BE SAVED BY THE TWO TIME LIMITED POSITIONS BEING VACANT FOR THE REST OF THE YEAR.

A MOTION WAS MADE BY WAYNE CUSHING AND SECONDED BY CHRIS STAVROS TO APPROVE THE PURCHASE OF THESE TWO VEHICLES PENDING THE OUTCOME OF THE COUNTY COUNCIL WHICH MAY HAPPEN MID YEAR OR BEFORE REGARDING CONTRA ACCOUNTS AND OTHER BUDGET ISSUES. THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED “AYE.”

<b>AGENDA ITEM #5</b>		<b>REQUEST FROM SHERIFF TO TRANSFER TWO (2) VEHICLES FROM UPD TO SHERIFF'S OFFICE AND CREATE TWO (2) NEW ALLOCATIONS</b>	<b>KARI HUTH</b>
ACTION ITEM			
<b>MOTION</b>	<b>SCOTT BAIRD</b>		
<b>SECOND</b>	<b>DARRIN CASPER</b>		
<b>NOTES</b>			
<p>KARI HUTH EXPLAINED THAT THE COUNTY COUNCIL THE WEEK PRIOR HAD APPROVED TWO NEW LIEUTENANT POSITIONS FOR THE NEW L.E.B. BUREAU. THIS WILL RESULT IN TWO FTES COMING TO THE SHERIFF FROM UPD AND IT IS ANTICIPATED THAT UPD WILL ALLOW THESE EMPLOYEES TO BRING THEIR CARS WITH THEM. IF THAT HAPPENS THE SHERIFF'S OFFICE WILL NEED ADDITIONAL ALLOCATIONS FOR THESE TWO TRANSFERRED VEHICLES. THE COUNCIL HAS APPROVED FUNDING FOR ONGOING COSTS AND REPLACEMENT FUND CONTRIBUTIONS.</p> <p>SCOTT BAIRD CLARIFIED THAT THERE ARE NO ADDITIONAL REPLACEMENT COSTS ASSOCIATED WITH THIS, AND KARI SAID THAT IS CORRECT, NO ADDITIONAL COSTS AT THE TIME OF TRANSFER, BUT WE MAY LIKELY NEED TO START CONTRIBUTING TO THE REPLACEMENT FUND MOVING FORWARD.</p> <p>DAVID DELQUADRO INDICATED THAT AS THE UPD IS WILLING TO TRANSFER THEIR VEHICLES TO THE COUNTY, THAT THE FLEET BOARD IS AGREEABLE TO THE ALLOCATIONS INCREASING FOR THOSE VEHICLES.</p> <p>DARRIN AND KARI BOTH INDICATED THAT IT IS UNKNOWN AT THIS TIME IF ANY UPD VEHICLES WILL BE TRANSFERRED WITH ONGOING REPLACEMENT FUNDS, BUT IT IS UNLIKELY. IT IS ANTICIPATED THAT ANY VEHICLE THAT IS TRANSFERRED WOULD HAVE TO START A NEW REPLACEMENT FUND FOR EACH VEHICLE.</p> <p>A MOTION WAS MADE BY SCOTT BAIRD AND SECONDED BY DARRIN CASPER TO APPROVE THIS REQUEST TO PROVIDE ALLOCATIONS AND START CONTRIBUTING TO THE REPLACEMENT FUND. THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."</p>			

<b>AGENDA ITEM #6</b>		<b>PROPOSED CHANGES TO POLICY 2.40</b>	<b>SCOTT BAIRD AND DAVID PENA</b>
ACTION ITEM			
<b>MOTION</b>	<b>WAYNE CUSHING</b>		
<b>SECOND</b>	<b>KARI HUTH</b>		
<b>NOTES</b>			
<p>SCOTT BAIRD SHARED THE PROPOSED CHANGES TO POLICY 2.24.020:</p> <ul style="list-style-type: none"> <li>• BOARD WILL CONSIST OF NINE MEMBERS, AN INCREASE OF TWO MEMBERS.</li> <li>• INSTEAD OF TWO OF THE FOUR VEHICLE USING GROUPS ROTATING MEMBERSHIP, ALL FOUR WILL BE INVITED TO CONTINUOUSLY SERVE ON THE BOARD. THOSE GROUPS ARE THE ASSESSOR, DISTRICT ATTORNEY, MAYOR, AND SURVEYOR. VEHICLE USING GROUPS WILL NO LONGER HAVE TERM LIMITS.</li> <li>• BOARD MEMBERS FROM MAYOR'S FINANCE, COUNCIL, TREASURER, AND SHERIFF WILL NO LONGER HAVE TERMS FOR A FIXED NUMBER OF YEARS AND WILL SERVE INDEFINITELY.</li> </ul> <p>A MOTION WAS MADE BY WAYNE CUSHING AND SECONDED BY CHRIS STAVROS TO APPROVE THE CHANGES AND BE SENT TO THE STEERING COMMITTEE. THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."</p>			

**AGENDA ITEM #7**UPDATE ON BOARD MEMBERS  
FROM MAYOR'S FINANCE

DARRIN CASPER

ACTION ITEM

MOTION

SECOND

## NOTES

DARRIN CASPER INDICATED THAT HE HAD ATTEMPTED TO FIND A REPLACEMENT FOR HIMSELF ON THE BOARD, BUT THUS FAR HASN'T BEEN SUCCESSFUL. HE WILL JUST REMAIN ON THE BOARD FOR NOW, AND WILL CONTINUE LOOKING FOR A REPLACEMENT.

SCOTT BAIRD MENTIONED THAT HE WOULD LIKE THIS AGENDA ITEM TO REMAIN ON THE AGENDA FOR THE NEXT MEETING.

**AGENDA ITEM #8**

2024 PREFERRED VEHICLE LIST

TOM STEFFEY

ACTION ITEM

MOTION

SCOTT BAIRD

SECOND

KARI HUTH

## NOTES

TOM STEFFEY DISCUSSED THE UPDATED 2024 PREFERRED VEHICLE LIST. THE 2024 LIST IS IDENTICAL TO THE 2023 WITH A COUPLE SMALL CHANGES. THE FORD EXPLORER NO LONGER HAS A HYBRID OPTION, SO FLEET HAS ADDED THE CHEVY BLAZER SMALL SUV AS A HYBRID OPTION.

THE NEW LIST HAS BEEN MARKET ADJUSTED, AND THE BIG TAKEAWAY IS THAT RESALE VALUES ARE DROPPING BACK TO NORMAL LEVELS.

THE BOARD DISCUSSED THE SOUNDNESS OF RECOMMENDING PURELY ELECTRIC VEHICLE BASED ON THE LOW SALVAGE VALUE, AND LACK OF CHARGING STATIONS. EVAN HARRISON RECOMMENDED THAT THEY REMAIN ON THE PREFERRED LIST FOR THOSE DEPARTMENTS THAT WANT ELECTRIC VEHICLES FOR VARIOUS BUSINESS REASONS.

A MOTION WAS MADE BY SCOTT BAIRD AND SECONDED BY KARI HUTH TO APPROVE THE LIST OF PREFERRED VEHICLES. THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."

**AGENDA ITEM #9**

DIRECTOR'S REPORT

EVAN HARRISON

ACTION ITEM

MOTION

SECOND

**NOTES**

STEVE SALTZGIVER'S TERM ON THE BOARD ENDS THIS SUMMER, AND SCOTT BAIRD ASKED THE BOARD MEMBERS TO THINK ABOUT A REPLACEMENT FOR HIM AND DISCUSS NAMES AT THE NEXT MEETING. IT NEEDS TO BE SOMEONE FROM THE PUBLIC, WITH A KNOWLEDGE OF THE FLEET INDUSTRY. THE BOARD CAN SUBMIT A RECOMMENDATION TO THE MAYOR, BUT ULTIMATELY IT WILL BE UP TO THE MAYOR FOR APPROVAL.

SCOTT INDICATED THAT HE WOULD CHECK WITH CATHERINE KANTER TO SEE IF THE MAYOR MAY ALREADY HAVE SOMEONE WHO HAS SHOWN AN INTEREST FOR THE POSITION.

EVAN HARRISON MENTIONED SOME RECENT CHANGES TO FLEET STAFFING. ACCOUNTANT MIKE LYON RETIRED, AND TENZIN YOUNGTOK WAS HIRED FROM THE OUTSIDE TO REPLACE HIM. MIKE STUERTZEL WILL RETIRE IN MAY AND WILL BE REPLACED BY DOREEN ERZNOZNIK WHO IS ALREADY A FLEET EMPLOYEE.

FLEET WILL BEGIN TRANSITIONING COUNTY RADIOS TO THE NEW P25 RADIOS. BEN ROUECHE IS TAKING THE LEAD ON THIS PROJECT AND WILL BE WORKING WITH ALL OF THE STAKE HOLDERS OVER THE NEXT YEAR.

**AGENDA ITEM #10**SELECT NEXT FLEET BOARD  
MEETING DATE AND TIME

SCOTT BAIRD

ACTION ITEM

MOTION

SECOND

NEXT FLEET BOARD MEETING DATE – WEDNESDAY, AUGUST 14, 2024 AT 11:00 A.M. – 12:30 P.M.

ADJOURN TIME – 12:20 P.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.