

Salt Lake County Fleet Management Board Meeting

MINUTES #3

DATE:
AUGUST 14, 2024

Time: 11:00 A.M.

Anchor 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 CHAIR	SCOTT BAIRD
FLEET BOARD VOTING MEMBERS	<p>SCOTT BAIRD – VEHICLE USING REPRESENTATIVE, CHAIR DAVID DELQUADRO – COUNCIL STAFF REPRESENTATIVE DARREN CASPER – MAYOR’S FISCAL STAFF REPRESENTATIVE KARI HUTH – SHERIFF’S OFFICE REPRESENTATIVE WAYNE CUSHING – TREASURER’S OFFICE REPRESENTATIVE CHRIS STAVROS – VEHICLE USING REPRESENTATIVE ELIZABETH BAYLER – VEHICLE USING REPRESENTATIVE BRAD PARK – VEHICLE USING REPRESENTATIVE VACANT – PUBLIC REPRESENTATIVE</p> <p>***ALTERNATES MITCH PARK – COUNCIL STAFF ALTERNATE JILL MILLER – MAYOR’S FISCAL STAFF ALTERNATE JASON ACKERMAN – SHERIFF’S OFFICE ALTERNATE PHIL CONDER – TREASURER’S OFFICE ALTERNATE TYLER ANDRUS – VEHICLE USING ALTERNATE GLENN INGERSOLL – VEHICLE USING ALTERNATE LISA VAN BUSKIRK – VEHICLE USING ALTERNATE CATHERINE KANTER – VEHICLE USING ALTERNATE</p>
EX OFFICIO, NON-VOTING MEMBER	JOE WEIPERT – RISK MANAGEMENT REPRESENTATIVE

FLEET STAFF	EVAN HARRISON – DIVISION DIRECTOR BEN ROUECHE – ASSOCIATE DIVISION DIRECTOR TOM STEFFEY – FISCAL MANAGER DOREEN ERZNOZNIK – ASSET MANAGER MIKE TERRY – COORDINATOR
GUESTS	DUKE JOHNSON WILLIAM MAUGHAN KUNBI ADEKUNLE
MEMBERS NOT IN ATTENDANCE	DAVID DELQUADRO WAS EXCUSED, HIS ALTERNATE MITCH PARK VOTED IN HIS PLACE

AGENDA ITEM #1	WELCOME AND INTRODUCTIONS	SCOTT BAIRD
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AGENDA ITEM #2	APPROVAL OF THE MINUTES FROM APRIL 15, 2024	SCOTT BAIRD
ACTION ITEM		
MOTION	KARI HUTH	
SECOND	DARRIN CASPER	

NOTES

KARI HUTH AND SCOTT BAIRD NOTED A COUPLE MISPELLED WORDS AND A GRAMMATICAL ERROR THAT NEEDED TO BE FIXED.

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

AGENDA ITEM #3	PUBLIC COMMENT	SCOTT BAIRD
ACTION ITEM		
MOTION		
SECOND		

NOTES

NO MEMBERS OF THE PUBLIC ATTENDED THE MEETING

AGENDA ITEM #4

REQUEST FROM PLANETARIUM TO
UPGRADE FROM A FORD T-150 CARGO VAN
TO A MINIVAN

PLANETARIUM STAFF

ACTION ITEM

MOTION

DARRIN CASPER

SECOND

CHRIS STAVROS

NOTES

DUKE JOHNSON EXPLAINED THAT THE PLANETARIUM HAS A NEED TO TRANSPORT STAFF AS WELL AS CARGO TO PROVIDE THEIR SERVICES TO THE COMMUNITY. HE IS ASKING FOR A 2023 GAS POWERED TOYOTA SIENNA VAN THAT IS NOT ON THE PREFERRED VEHICLE. THEY WOULD PREFER THIS MODEL IN ORDER FOR THE REAR SEATS TO LAY FLAT WITHOUT A HUMP IN THE MIDDLE LIKE THE HYBRID VAN ON THE PREFERRED VEHICLE LIST.

EVAN HARRISON POINTED OUT THAT EVEN THOUGH THE HYBRID IS MORE EXPENSIVE, IT IS ACTUALLY LESS EXPENSIVE OVER THE LIFE OF THE VEHICLE.

DUKE INDICATED THAT HE PREFERRED THE TOYOTA SIENNA FOR ITS RELIABILITY, AND HIS STAFF HAD RESEARCHED THE VEHICLE AND WAS A BETTER FIT FOR THE PLETARIUM'S NEEDS.

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

AGENDA ITEM #5

REQUEST FROM SHERIFF FOR AN ADDITIONAL
2025 TOYOTA CAMRY HYBRID FOR PUBLIC
SAFETY BUREAU CAPTAIN

KARI HUTH

ACTION ITEM

MOTION

DARRIN CASPER

SECOND

SCOTT BAIRD

NOTES

KARI HUTH SAID THAT THIS IS FOR A NEW FTE IN THE 2025 BUDGET AND WOULD BE CONTINGENT ON THE FTE BEING FUNDED BY THE COUNCIL.

SCOTT BAIRD ASKED FOR CLARIFICATION THAT IF IT WAS THE INTENT OF THE SHERIFF TO ASK FOR BUDGET FOR THE FTE, BUDGET FOR THE VEHICLE, AND BUDGET FOR THE ONGOING REPLACEMENT FUND COSTS. KARI CONFIRMED THAT SCOTT WAS CORRECT, THEY ARE ASKING TO BUDGET FOR ALL OF THOSE COSTS.

A MOTION WAS MADE BY DARRIN CASPER AND SECONDED BY SCOTT BAIRD TO APPROVE THE REQUEST CONTINGENT ON COUNCIL FUNDING. THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."

AGENDA ITEM #6

COUNCIL POLICY DISCUSSION

MICHELLE HICKS

ACTION ITEM

MOTION

SECOND

NOTES

MICHELLE HICKS WANTED TO CLARIFY WHAT THE COUNCIL INTENT WAS WITH REGARDS TO WHO NEEDS TO TAKE DEFENSIVE DRIVING TRAINING IN THE COUNTY.

THE COUNCIL'S POLICY SAYS THAT EMPLOYEES DO NOT NEED TO TAKE THE DEFENSIVE DRIVING COURSE IF THEIR JOB DESCRIPTION DOESN'T MENTION THAT THEY DRIVE FOR WORK, OR IF THEY ARE DRIVING THEIR PERSONAL VEHICLE.

SHE INDICATED THAT THEY ARE STILL WORKING THROUGH ADDITIONAL RULES FOR HAVING THE EMPLOYEE'S DRIVER LICENSE ON FILE, AND THERE WILL BE TRAINING EARLY 2025 FOR THE DEPARTMENTS.

ELIZABETH BAYLER POINTED OUT THAT THERE WAS STILL CONTRADICTION LANGUAGE IN THE POLICY REGARDING THOSE EMPLOYEES SEEKING MILEAGE REIMBURSEMENT. SCOTT BAIRD ASKED IF THE CORRECTIONS TO THE POLICY COULD BE DISCUSSED OFFLINE BY MICHELLE HICKS, MITCH PARK, ELIZABETH BAYLER, AND JOE WEIPERT. IT WAS AGREED, AND THEY WILL RETURN TO DISCUSS AT THE NEXT MEETING.

AGENDA ITEM #7

PROPOSED CHANGES TO POLICY 2.40.020

SCOTT BAIRD
AND DAVID PENA

ACTION ITEM

MOTION

SECOND

NOTES

SCOTT INDICATED THAT THE UPDATES TO THE POLICY WERE APPROVED BY COUNCIL. NOW THE BOARD HAS NINE MEMBERS INSTEAD OF SEVEN, AND THE VEHICLE USING DEPARTMENTS NO LONGER WILL ROTATE IN AND OUT OF THE BOARD.

AGENDA ITEM #8UPDATE ON BOARD MEMBERS
FROM MAYOR'S FINANCE

DARRIN CASPER

ACTION ITEM

MOTION

SECOND

NOTES

DARRIN CASPER INDICATED THAT HE HOPES TO HAVE SOMEONE SOON TO REPLACE HIM ON THE BOARD. HE MAY HAVE TO ASSIGN IT TO SOMEONE AND WILL LET THE BOARD KNOW ONCE HE HAS A REPLACEMENT.

AGENDA ITEM #9DISCUSSION OF BOARD MEMBER
REPLACEMENT OF STEVE SALTZGIVER

SCOTT BAIRD

ACTION ITEM

MOTION

SECOND

NOTES

SCOTT BAIRD ASKED IF ANYONE HAD A RECOMMENDATION TO REPLACE STEVE SALTZGIVER ON THE BOARD FOR THEM TO REACH OUT TO HIM. HE ALSO MENTIONED HE WILL CHECK WITH CATHERINE KANTER FOR HER INPUT.

AGENDA ITEM #10

2025 PROPOSED BILLING RATES

TOM STEFFEY

ACTION ITEM

MOTION

DARRIN CASPER

SECOND

KARI HUTH

NOTES

TOM STEFFEY DISCUSSED THE PROPOSED 2025 FLEET BILLING RATES. THE LABOR RATES IN ALL SHOPS WERE INCREASED \$3.00 PER HOUR TO KEEP UP WITH THE INCREASED COSTS OF DOING BUSINESS. ALL OTHER RATES WILL REMAIN THE SAME.

THEY HAVE DONE A LOCAL SURVEY AND FOUND THAT FLEET'S LABOR RATES ARE AT LEAST \$50.00 PER HOUR BELOW THE MARKET, INDICATING THAT FLEET'S CUSTOMERS CONTINUE TO GET EXCELLENT VALUE FOR THE PRICE THEY PAY. TOM INDICATED THAT THEIR CUSTOMERS HAVE BEEN NOTIFIED AND ARE BUDGETING FOR THE \$3.00 AN HOUR INCREASE.

A MOTION WAS MADE BY DARRIN CASPER AND SECONDED BY KARI HUTH TO APPROVE THE NEW BILLING RATES. THE MOTION PASSED UNANIMOUSLY SHOWING THAT ALL BOARD MEMBERS PRESENT VOTED "AYE."

AGENDA ITEM #11

DIRECTOR'S REPORT

EVAN HARRISON

ACTION ITEM

MOTION

SECOND

NOTES

EVAN INDICATED THAT FLEET IS CURRENTLY DOWN FIVE TECHNICIANS, AFTER TWO LEFT THE COUNTY TO GO TO DRAPER CITY. THEY ARE HOPING TO FILL THE VACANCIES AND ARE CONSIDERING CREATIVE WAYS TO GET MORE PEOPLE TO APPLY.

AGENDA ITEM #12

**SELECT NEXT FLEET BOARD
MEETING DATE AND TIME**

SCOTT BAIRD

ACTION ITEM

MOTION

SECOND

NEXT FLEET BOARD MEETING DATE – DECEMBER 4, 2024, AT 11:00 A.M.

ADJOURN TIME – 11:55 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.**