

Salt Lake County Fleet Management Board Meeting

MINUTES #6

DATE:
DECEMBER 1, 2017

Time: 1:00 P.M.

Location:
Government Center
Council Conference
Room N2-200

Salt Lake County Ordinance: [Salt Lake County Ordinance #1580](#)
Salt Lake County Policy: 1350

MEETING CALLED BY	PHIL LANOUCETTE, CHAIRMAN SALT LAKE COUNTY FLEET MANAGEMENT BOARD
TYPE OF MEETING	SALT LAKE COUNTY FLEET MANAGEMENT BOARD
MINUTES TAKING BY	SHAUNA JOHNSON
FLEET BOARD CHAIRMAN	PHIL LANOUCETTE
FLEET BOARD VOTING MEMEBERS	DARRIN CASPER – MAYOR’S FISCAL STAFF REPRESENTATIVE DAVID DELQUADRO – COUNCIL STAFF REPRESENTATIVE CHERYLANN JOHNSON – AUDITOR’S OFFICE REPRESENTATIVE JASON MAZURAN – SHERIFF’S OFFICE REPRESENTATIVE PHIL LANOUCETTE – VEHICLE USING REPRESENTATIVE, CHAIR SCOTT BAIRD – VEHICHL E USING REPRESENTATIVE JOHN WEBSTER – PUBLIC REPRESENTATIVE
EX OFFICIO, NON-VOTING MEMBER	JEFF ROWLEY-RISK MANAGEMENT REPRESENTATIVE
FLEET STAFF IN ATTENDANCE	GREG NUZMAN EVAN HARRISON SHAUNA JOHNSON
GUEST	JEFF GWILLIAMS, PAULA SMITH
MEMEBERS NOT IN ATTENDANCE	DARRIN CASPER, CHERYLANN JOHNSON

Agenda

WELCOME AND INTRODUCTIONS

AGENDA ITEM #1

INTRODUCE NEW
SHERIFF'S OFFICE REPRESENTATIVE
JASON MAZURAN

PHIL LANOUILLE

AGENDA ITEM #2

APPROVE MINUTES FROM
AUGUST 23, 2017

PHIL LANOUILLE

RECOMMENDATION

MOTION

Dave Delquadro

SECOND

Scott Baird

MINUTES

Approval of minutes from August 23, 2017 passed unanimously, showing that all Board members present voted Aye. Board Member Darrin Casper and Cherylann Johnson were not present for the vote.

REQUEST TO
FLEET MANAGEMENT BOARD

AGENDA ITEM #3

CENTER FOR THE ARTS
2018 FORD F-150 REG CAB
TO TRANSPORT, DELIVER SUPPLIES,
SNOW PLOW

JEFF GWILLIAM

RECOMMENDATION

MOTION

Dave Delquadro

SECOND

John Webster

MINUTES

Center For The Arts has had only one vehicle for over 15 years, they use it for the transportation of supplies within their own division. With the on-boarding of the Eccles Theater the requests on that vehicle are becoming more and more in conflict. Eccles is an enterprise fund so they were able to set aside money through council based on approval from the Fleet Management Board. The Request To The Fleet Management Form incorrectly showed the requested vehicle is a F150, but was meant to show F250. A F250 was purchased.

AGENDA ITEM #4

TAKE-HOME VEHICLE AUTHORIZATION FORMS

PHIL LANOUILLE

RECOMMENDATION

MOTION	Scott Baird
SECOND	John Webster

MINUTES

Discussion held regarding Take-Home Vehicles. Dave Delquadro suggested drafting a letter signed by Chairman Phil Lanouette; telling the agency their staff is out of compliance with policy 1350 Vehicles. Dave asked Evan Harrison to draft the letter.

Scott Baird motioned that the Fleet Management Board makes a directive for Fleet Management to draft a letter signed by Phil Lanouette addressed to Departments and the employee not in compliance of Take-Home Vehicle Policy 1350 by January 1, 2018. Employee will not take a vehicle home until they are in compliance. The board wants this letter to be sent to Department Heads with directions to pass onto the Division Heads. This was approved by legal counsel Paula Smith. Also, Scott Baird motioned to approve the Take-Home Vehicle Forms presented today.

AGENDA ITEM #5

POLICY 1350 - DISCUSSION

PHIL LANOUILLE

RECOMMENDATION		
MOTION		
SECOND	PERSON RESPONSIBLE	DEADLINE

MINUTES

Paula Smith told the board it is permitted under the Open Meetings Act that you can have electronic meetings, but, a policy resolution or ordinance change is needed. Paula chose the policy because it is easily found. A copy of policy 1350 with her changes had been sent by email to board members prior to this meeting. Paula told the board she had included some language that was taken from something she had done before, it basically allows you to have an electronic meeting by telephone, email, teleconferencing, but there is a specific notice requirement for that. The notice will need to be more detailed because it needs to describe the communication procedures. You shall designate an anchor location that will be available for public monitoring and participation. The statute says you have to establish one or more anchor locations for the public meeting at least one of which is in the building and political subdivision where the public body would normally meet if they were not holding an electronic meeting. You have to provide space and facilities so that interested persons of the public may attend. Paula has discussed with other attorneys; no one else in the county is holding email meetings, because it is very difficult. Within three business days of your meeting you have to make an audio recording of the open meeting available, an email is not audio, someone would need to read the email aloud. You basically have to let the public know for example they can come to this room or maybe other locations and they can participate and see what's going on, they can comment if that's allowed and there needs to be an audio recording. Paula said the DA's office has been looking at board membership and how board members get appointed, if substitutes are allowed and it has come down pretty clearly on the side of no substitutes unless they are allowed, because there are specific ordinances that do allow it and others don't and this one doesn't. Paula said conceivably you could change that, and then it's just a policy issue it's not a legal issue. What level of substitute do you want to allow, because some of the ones that do allow substitutes are specific about who you can substitute, it has to be somebody with similar authority and same organization. Paula's only heard of a few of those. With these changes it would give more flexibility than the board has but not as much as you would like. Dave asks if it is possible to name an individual as a substitute as opposed to a position. Paula said if you wanted to name specific people you would have that substitute approved by the council. Paula is not under the impression that the appointments to this board are approved by the council but the reason some of these issues come up is that there has been some interest by the state auditor in the composition of the boards and commissions and then the county realized there is a statute in the DA's office that requires council approval for boards and commissions. We were looking for an exception in the ordinance for non-policy making boards and commissions, Paula can't remember if that has been repealed, there was a consideration recommending that, but there hasn't been a formal determination by her office. If you're appointed to a board and commission in the county then the council needs to approve it. With that said; Paula can't think of any reason the council couldn't approve one person with another person as a substitute. You would want the ordinance to say substitutes are possible, then the council could approve both of them. That's one method of handling that. The thought for council approval is not to go back and have ratification but for future appointments to have them approved by the council. The advantage of having a position or authority level is if you replace personnel then whoever holds that position is the substitute without approval by the council. Scott Baird asked Paula to repeat why the council needs to approve members. Paula reminded the board this

is a state statute that requires this with no exception in the state statute. Paula said the short answer is there are ways to give you alternatives, the DA's office will be happy to work with you on that. Scott Baird suggested that the board members come together with a list of their substitutes and present all to the council at the same time. Phil said they would have to look into where in the ordinance it would change. No action is being taken on Policy 1350 at this meeting. Paula will look at the ordinance and bring back options for an ordinance change. Greg Nuzman spoke to the board of changes to Policy 1350 Vehicles; he added one sentence on the vehicles coming to Fleet for the yearly inspection. Greg and Evan have met with agencies that have had questions on vehicle inspection compliance. Evan called the board's attention to the attachment. Evan has several changes and asked the board to read through them. It was decided that the board will review the suggested policy changes before the next meeting. The policy changes will be on the agenda for the next meeting.

**NOT ON
PUBLISHED AGENDA**

NOT ON PUBLISHED AGENDA
MILEAGE REIMBURSEMENT REPORT

RECOMMENDATION

MOTION

SECOND

MINUTES

Evan told the board he condensed the report to two pages so now there is a summary for each organization with total miles for the first three quarters. On the second page are individuals with more than 4000 miles for the first three quarters. Scott said he understands that 6000 miles is the breakeven point at where they should have a vehicle, none of the employees have more than 6000 miles, but, he sees five are from the same department, would it make sense for that department to purchase two vehicles that these people could check out. The board explained to Scott these employees are with the Health Department, the Health Department is working on this issue. Dave asked Evan to see who is signing the Mileage Reimbursement Forms for Tax Admin offices, Evan told Dave that Fleet Management does not have access that information, Greg Folta, supervisor of payroll personnel will need to look into this issue for him. Evan said he will bring the under-utilized list to the next meeting.

AGENDA ITEM #6

DIRECTORS REPORT

GREG NUZMAN

RECOMMENDATION

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

MINUTES

Greg told the board Fleet has been testing an electric vehicle, a Volt. Fleet is in the process of purchasing two more electric vehicles. Fleet is going to install a charging station and let different agencies use it for a month or two. Fleet is working on getting more interlocal agreements, Millcreek City approached fleet. Fleet is currently looking at some cars for them and they intend on using Fleet Management for all of their services including fuel, we currently do not have a contract with them.

**NEXT FLEET BOARD
MEETING DATE –**

MARCH 21, 2018

ADJOURN –

2:25 P.M.