

# Salt Lake County Fleet Management Board Meeting

**MINUTES #1**

**DATE:**  
MARCH 27, 2019

**Time:** 12:30 P.M.

**Location:**  
Government Center  
Room N2-220

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

<b>MEETING CALLED BY</b>	PHIL LANOUCETTE, CHAIRMAN SALT LAKE COUNTY FLEET MANAGEMENT BOARD
<b>TYPE OF MEETING</b>	SALT LAKE COUNTY FLEET MANAGEMENT BOARD
<b>MINUTES TAKING BY</b>	SHAUNA JOHNSON
<b>FLEET BOARD CHAIRMAN</b>	PHIL LANOUCETTE
<b>FLEET BOARD VOTING MEMBERS</b>	<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            PHIL LANOUCETTE – VEHICLE USING REPRESENTATIVE, CHAIR            SCOTT BAIRD – VEHICLE USING REPRESENTATIVE            STEVE SALTZGIVER – PUBLIC REPRESENTATIVE</p> <p>***ALTERNATES            DINA BLAES – MAYOR’S FISCAL STAFF ALTERNATE            JASON ROSE – COUNCIL STAFF ALTERNATE            ROSWELL ROGERS – AUDITOR’S OFFICE ALTERNATE            RICHARD MORSE – SHERIFF’S OFFICE ALTERNATE            LISA VAN BUSKIRK – VEHICLE USING ALTERNATE            RICK GRAHAM – VEHICLE USING ALTERNATE</p>
<b>EX OFFICIO, NON-VOTING MEMBER</b>	JEFF ROWLEY-RISK MANAGEMENT REPRESENTATIVE
<b>FLEET STAFF IN ATTENDANCE</b>	GREG NUZMAN EVAN HARRISON SHAUNA JOHNSON
<b>GUEST</b>	PAULA SMITH, ELIZABETH BAYLER, DINA BLAES
<b>MEMBERS NOT IN ATTENDANCE</b>	STEVE SALTZGIVER

# Agenda

## AGENDA ITEM #1

WELCOME AND INTRODUCTIONS

PHIL LANOUILLE

## AGENDA ITEM #2

APPROVE MINUTES FROM  
OCTOBER 31, 2018

PHIL LANOUILLE

ACTION ITEM

MOTION	Dave Delquadro	
SECOND	Scott Baird	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

MINUTES

Phil Lanouette, Chair, asked if there was a motion to approve the minutes from the October 31, 2018, Fleet Management Board meeting. The motion was made by Dave Delquadro, seconded by Scott Baird, to approve the minutes from October 31, 2018. The motion passed unanimously, showing that all Board members present voted "Aye." Board Member Steve Saltzgeber was not present for the vote.

## AGENDA ITEM #3

DA'S OFFICE  
REQUEST TO FLEET MANAGEMENT BOARD

UP-GRADE (1) VEHICLE  
2008 CHEVY MALIBU  
TO FORD EXPLORER

LIZ BAYLER

ACTION ITEM

MOTION	Scott Baird	
SECOND	Darrin Casper	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

MINUTES

Liz Bayler told the board the DA's office currently has 16 vehicles, 13 are assigned take home vehicles for their sworn officers/legal investigators. The DA's Office is getting ready to hire a Chief of the Division of investigation. That person will be over those investigators. This Chief investigator position will need a Ford Explorer for the investigative equipment of this position, similar to a law enforcement vehicle. Liz told the board right now they have twenty-three thousand dollars in the replacement fund for this vehicle; current estimate is around forty thousand dollars for the new vehicle fully loaded with lights and additional equipment. Evan called the board's attention to the handout showing the fiscal impact for this vehicle.

A motion was made by Scott Baird, seconded by Darrin Casper to approve this request. The motion passed unanimously, showing that all Board members present voted "Aye." Board Member Steve Saltzgeber was not present for the vote.

<b>AGENDA ITEM #4</b>			SHERIFF OFFICE REQUEST TO FLEET MANAGEMENT BOARD		KARI HUTH
ACTION ITEM			(1) 2014 FORD INTERCEPTOR FROM UPD		
MOTION	Darin Casper				
SECOND	Cherylann Johnson				
ACTION ITEM	PERSON RESPONSIBLE			DEADLINE	
<p><b>MINUTES</b></p> <p>Kari Huth told the board the Sheriff's Office did not request a vehicle when they received the FTE for this position of a corrections detective; they are currently using a vehicle loaned from UPD for this position. Sheriff's Office has funds to purchase this vehicle.</p> <p>A motion was made by Darrin Casper, seconded by Cherylann Johnson to approve this request. The motion passed unanimously, showing that all Board members present voted "Aye." Board Member Steve Saltzgiver was not present for the vote.</p>					
<b>AGENDA ITEM #5</b>			FLEET POLICY 1350 VEHICLES TO DISCUSS TECHNICAL CHANGES		DINA BLAES
ACTION ITEM					
MOTION					
SECOND					
ACTION ITEM	PERSON RESPONSIBLE			DEADLINE	
<p><b>MINUTES</b></p> <p>Dina thanked those that have previously worked on updates to Policy 1350 and preparing it for the Fiscal Managers meeting. That meeting is what prompted these items in question. Discussion was held on the three items in question.</p> <p>A motion was made by Dave Delquadro, seconded by Darrin Casper to confirm these changes and ask Dina to follow up with Steering and the Council to approve these changes in Policy 1350. The motion passed unanimously, showing that all Board members present voted "Aye." Board Member Steve Saltzgiver was not present for the vote.</p>					
<b>AGENDA ITEM #6</b>			MILEAGE REIMBURSEMENT REPORT & SHORT DISCUSSION REGARDING MILEAGE REIMBURSEMENT		EVAN HARRISON DAVE DELQUADRO & SCOTT BAIRD
ACTION ITEM					
RECOMMENDATION					
CONCLUSION					
ACTION ITEM	PERSON RESPONSIBLE			DEADLINE	

**MINUTES**

Evan called the board's attention to the handout of the 2018 annual mileage reimbursement report. Evan thanked Darrin and his office for producing this report. Evan formulated the report to show anyone with mileage over 5500 miles; this list is significantly less than in years past. A short discussion was held of the information on this mileage reimbursement report. Evan asked if the board wants him to do anything with the report, the board said reach out to your customers telling them they are doing good, tell them thank very much and way to go. Evan will draft a letter and Phil Lanouette will send it out.

Discussion Regarding Mileage Reimbursement: Dave said when the IRS mileage default rate update came out earlier this year; one of the council members asked what the state is doing. Dave determined the state was intending to adopt the IRS rate at the beginning of their fiscal year. The state is unable to have anything but whole cents in their reimbursement rate not half cents; so if there is a half cent increase or a one and a half cent increase they would round down. The state had done its own analysis and came up with: if a state car is available and you elect to use your own car they will reimburse at forty two cents a mile. The question essentially is are we being so hardnosed about the twenty cents that nobody is using it and if they are, are they using it because they do not know about the policy provision that says there is an opportunity to get a pass and to get the fully reimbursed rate, that's what Scott's going to talk about. Scott called the board's attention to the Travel Allowance and Reimbursement form in the Travel Policy 1019. Scott said he is talking about in state conferences. They ask their self is there a county vehicle available. He said there is always a county vehicle available from the division or through fleet. But if they want to use their personal vehicle they are going to get reimbursed at the 20 cent rate according to the form. Scott's concern with that if you go to a conference and you are there Monday through Friday 8 to 5 in your classes then after classes you can't go anywhere you can't do anything, you can't go a few days early or stay a few days late or take an alternate route to have any freedom because you are in a county car. If you take your own car you are going to get reimbursed at the 20 cent rate. An override is allowed in Travel Policy 1019 2.9.1 At the discretion of the Division Director and Elected Official/ Department Director, if a County-owned automobile is available and the traveler is approved to use their personal vehicle, the traveler may receive either the standard GSA rate or the GSA rate for "Government Owned Automobile is Available." This gives the Division Director, Department Director or Elected Official the ability to reimburse the employee at the higher rate if they take their own vehicle, even though there is a county vehicle available. Scott and Dave had talked about a couple of options; one is to put a note on the referencing Travel Policy 1019 2.9.1, or raise the rate to what the state is using at 42 cents per mile. Dave said this is not necessarily something we should do retroactively or even this year, they are just saying that before we do this next year there is time to think about this. Dina told the board we already have a fiscal operations group looking at modifications/amendments to this policy. Dina will have the fiscal group dovetail this into the existing conversation they are having in updating Policy 1019.

**AGENDA ITEM #7**

**2019 TAKE-HOME  
VEHICLE AUTHORIZATION FORMS**

**PHIL LANOUETTE**

**ACTION ITEM**

<b>MOTION</b>	Dave Delquadro	
<b>SECOND</b>	Darrin Casper	
<b>ACTION ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**MINUTES**

The boards looked over handouts of the copies of the Vehicle Authorization form. Short discussion was held of these forms.

A motion was made by Dave Delquadro, seconded by Darrin Casper to approve the 2019 Take Home Vehicle Authorization forms. The motion passed unanimously, showing that all Board members present voted "Aye." Board Member Steve Saltzgeber was not present for the vote.

**AGENDA ITEM #8**

FUEL / COMMERCIAL CARDS

GREG NUZMAN

## ACTION ITEM

RECOMMENDATION		
CONCLUSION		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

## MINUTES

Greg gave an update of the fleet fuel Island. The selection committee has picked an architect now for the new fuel station in Midvale. They will now go out for a contract. The current fuel card contract with WEX will expire at the end of June. Greg has been looking for ways to deal with the site being down because the bulk of fuel comes out of the Midvale site. He is thinking of going back to the state gas card, not to have them on the fleet sites. This will open up the state sites; they have between 25 and 35 sites trucks can fill up. The state sites will be the same price as fleet prices. This will accommodate our customer's fuel needs while our site is down possibly 6 months during the construction phase. Fleet still has a few months of design, then place a RFP for a construction company.

**AGENDA ITEM #9**

DIRECTOR REPORT

GREG NUZMAN

## ACTION ITEM

RECOMMENDATION		
CONCLUSION		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

## MINUTES

Greg told the board non-county entities with maintenance contracts with fleet are U of U, Mill Creek, Holiday City, Salt Lake Community College, and As of January 1<sup>st</sup> UFA started bringing some of their overflow work to fleet shops.

Greg gave information of electric cars at Fleet Management. Fleet has 3 electric cars, all were purchased used. Discussion was held on electric cars.

**NEXT FLEET BOARD MEETING DATE – June 27, 2019 10:30 AM**

**ADJOURN – 1:55 PM**

\*\*\*Minutes available via Fleet Management Division website [www.https://slco.org/fleet/](https://slco.org/fleet/) or by request to Division HR Coordinator, Shauna Johnson (385)468-0481.