

Salt Lake County
Fleet Management
Board Meeting

MINUTES #1	Date: March 11, 2026	Time: 10:00 a.m	Anchor Location: Fleet Management Conference Rm 7125 S 600 W Midvale, UT 84047
	Adjourn Time:		

[Salt Lake County Ordinance 2.40 – Fleet Management Board](#) Email jljones@saltlakecounty.gov
[Salt Lake Countywide Policy 1350: Vehicle Policy](#) to join electronically

MEETING CALLED BY	Scott Baird, Chair Salt Lake County Fleet Management Board
TYPE OF MEETING	Salt Lake County Fleet Management Board
MINUTES TAKE BY	Jenny Jones via recording
FLEET BOARD CHAIR	Scott Baird

		In Attendance
FLEET BOARD VOTING MEMBERS	Scott Baird Vehicle Using Representative, Chair	x
	Greg Folta Mayor's Fiscal Staff Representative	x
	Sheila Srivastava Treasurer's Office Representative	x
	David Delquadro Council Staff Representative	x
	Kari Huth Sheriff's Office Representative	
	Chris Stavros Vehicle Using Representative	
	Brad Park Vehicle Using Representative	x
	Elizabeth Bayler Vehicle Using Representative	x
	Caid Kroeger Public Representative	x
	ALTERNATES	
	Tyler Andrus Vehicle Using Alternate	x
	Brad Townley Treasurer's Office Alternate	
	Catherine Kanter Vehicle Using Alternate	
	Arlyn Bradshaw Mayor's Fiscal Staff Alternate	
	Jason Ackerman Sheriff's Office Alternate	
	Mitch Park Council Staff Alternate	
Chris Donoghue Vehicle Using Alternate	x	
Glenn Ingersoll Vehicle Using Alternate		

EX OFFICIO, NON-VOTING MEMBER	William Garbina Risk Management Representative
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FLEET STAFF	Ben Roueche Division Director	x
	Todd Heitman Associate Director	x
	Thomas Steffey Fiscal Manager	x
	Doreen Erznosnik Asset Manager	x
	Jenny Jones Coordinator	x
	David Pena Legal Council	x

GUESTS	Jared Steffey
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AGENDA ITEM #1	WELCOME AND INTRODUCTIONS	SCOTT BAIRD
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	Scott Baird reintroduced Caid Kroeger from Weber State University as the Public Representative Member of the Fleet Board. Tyler Andrus as the alternate for Chris Stavros.	
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AGENDA ITEM #2	APPROVAL OF MINUTES FROM SEPTEMBER 12, 2025	SCOTT BAIRD
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MOTION	Dave Delquadro	SECOND	Tyler Andrus
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NOTES	Dave Delquadro requested that a change be made under item #4 Take Home Vehicle in the first sentence, 2nd line to read "for take-home vehicles used by individuals who reside outside of Salt Lake County". With this change, a motion was made by Dave Delquadro and seconded by Tyler Andrus. The motion passes unanimously showing that all board members present voted "aye".	
AGENDA ITEM #3	PUBLIC COMMENTS	SCOTT BAIRD
NOTES	No public comments	
AGENDA ITEM #4	MOTOR POOL PROGRAM	THOMAS STEFFEY
MOTION		SECOND
NOTES	<p>The motor pool program currently has 8–9 vehicles, most of which are 2015 models or older. Usage has declined sharply. Many vehicles sit unused for long periods, requiring maintenance and costing money unnecessarily.</p> <p>Proposed Plan</p> <p>Reduce the number of fleet-owned vehicles to about three to five. Keep a few essential options:</p> <ul style="list-style-type: none"> *12–15 passenger van. *Smaller passenger van (minivan). *Pickup truck. *Possibly an SUV. <p>Sell off unused vehicles now to recoup value, rather than letting them continue to depreciate.</p> <p>Financial & Operational Considerations</p> <p>The Fleet Division owns and funds these vehicles through its internal replacement levy. Selling vehicles would lower costs and align with recommendations for other departments to reduce underused vehicles.</p> <p>If future demand arises (e.g., after moving to the new Government Center in 2027), the program could be scaled back up—positions and approval authority will be maintained to allow flexibility.</p> <p>It is currently cheaper and easier for departments to use Enterprise rental contracts, Uber, or other rideshare services rather than maintaining an internal motor pool.</p> <p>Next Steps</p> <p>Tom to conduct a survey of fiscal managers about departmental need and frequency of vehicle use. Brief presentation to the next fiscal operations meeting on background and intent. Fleet to analyze survey results and recommend:</p> <ul style="list-style-type: none"> *Which vehicles to sell. *Which few to retain. <p>Report back at the next board meeting on progress and decisions.</p>	
AGENDA ITEM #5	POLICY REVIEW COMMITTEE UPDATE	BEN ROUECHE
MOTION		SECOND
NOTES	<p>The committee has convened twice to initiate the comprehensive review of the organization's policy. The committee agreed to divide the policy into four parts for review. The next meeting the committee will work on the policy introduction. David Pena has agreed to become a part of the committee and he will bring his expertise in the formal/legal writing. Elizabeth Bayler noted that they have had a management change within the District Attorney's office and Tim Bodily has been made the Division Administrator that will oversee risk and to add him as the Fleet Board exoficio non-voting member replacing William Garbina. Liz also suggested that Tim Bodily be a part of the Policy Review Committee.</p>	
AGENDA ITEM #6	DIRECTOR'S REPORT INCLUDING NEW SERVICES	BEN ROUECHE
MOTION		SECOND

NOTES	<p>Apprenticeship - Last year Fleet hired 2 Apprentice Fleet Technicians. They are temporary positions that are able to work up to 29 hours a week. They are able to work side by side with knowledgeable technicians and move from shop to shop. One of these technicians is currently enrolled in a diesel tech program and is able to continue his educations while also working with us. The other technician was able to move into an open merit position when it came available. We are going to open 1 or 2 more of these positions and see if we can eventually hire them on full-time. Car Washes -The State contract with Rinse works with all car washes, but we are finding that divisions are able to get their own contracts with local car washes that are better prices. Tom will talk with the contact with Rynse to see if we can negotiate a better price. Upfitting - To bypass prolonged vendor turnaround times and rising hardware costs experienced since the pandemic, Fleet is piloting an in-house upfitting program. Production will start immediately with amber lighting installations and unmarked/detective units (e.g., District Attorney vehicles). The program will be evaluated over the next six months. If fiscally and operationally efficient, it will expand to full police vehicle upfitting; if not economically viable, operations will return to external vendors.</p> <p>All backlogged vehicles ordered for the Sheriff's Office are complete. Newly ordered Toyota units are currently arriving, with Ford deliveries expected later. Congratulations - Scott Baird announced that Ben Roueche was recognized by the Utah Chapter of the American Public Works Association (APWA) as the 2025 Outstanding Public Fleet Management Professional.</p>
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AGENDA ITEM #7	SELECT NEXT FLEET BOARD MEETING DATE AND TIME	SCOTT BAIRD
DATE	Wednesday, June 17, 2026	TIME 3:00 PM
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ADJOURN TIME	10:41 AM	

Minutes are available on the Fleet Management Division website <https://www.saltlakecounty.gov/fleet/>
Or by request to Division HR Coordinator, Jenny Jones at (385) 468-0472