

EQUIPMENT SERVICES DIVISION

The Equipment Services Division is comprised of three fulltime A.S.E. (Automotive Service Excellence) Certified Master Technicians and one Part-time Data Entry Operator. The Equipment Services Supervisor supervises the Division and provides direction to personnel who are responsible for performing or providing oversight of the following functions, duties and activities:

1. Automotive repairs and maintenance of trucks, tractors, automobiles, fire apparatus and other specialized equipment, for all Village departments (except Recreation), the Glenbard Wastewater Authority (GWA) and the Glen Ellyn Volunteer Fire Company. The majority of all repairs are performed in-house (with the exception of body work and warranty work performed by the authorized dealer). This includes about 85 vehicles for the Village, 20 for the Glenbard Wastewater Authority and 15 for the Fire Company.
2. Emergency twenty-four hour road service.
3. Fuel distribution, monitoring, and underground storage tank (UST) compliance.
4. Maintenance of the computerized fleet maintenance system that tracks all vehicle repairs and preventive maintenance histories as well as parts disbursements and inventories.
5. Preparation of detailed bid specifications for securing new vehicles and equipment.
6. Coordination of the legal disposition of all "out-of-service" Village-owned vehicles and equipment.
7. Acquisition of parts and processing all vendor invoices related to the Division.
8. Maintenance and servicing of all shop equipment and acquisition of approved new items.
9. Snow removal and ice control assistance, storm damage cleanup and emergency flood response, and other emergency operations.

Equipment Services is funded as an internal service fund with each operating division paying an inter-fund transfer amount to the Equipment Services Fund for services, parts and fuel based on the average prior 2-year's history. Equipment depreciation is also charged with amounts paid annually to the Equipment Services Fund in order to accumulate the financial resources needed for orderly equipment replacement when it has reached the end of its economic and/or useful life. The depreciation account does not include vehicles from the Glenbard Wastewater Authority or the Glen Ellyn Volunteer Fire Company.

Equipment Services Accomplishments for FY08/09

1. Equipment Services Technicians maintained their A.S.E. Master Certified status and re-certified in areas where required. All Equipment Service Technicians hold double Master Certifications in the Automobile and Medium/Heavy Duty Truck Classifications. One technician is EVT certified, another tech has added A.S.E. certified truck equipment to his credentials.

2. The Equipment Services Division received the ASE “Blue Seal of Excellence” award from the National Institute for Automotive Service Excellence for 2008-2009. The program’s emphasis is to identify highly qualified repair facilities with a large percentage of ASE-certified professionals. This is the second consecutive year the division has been awarded this honor.
3. The Equipment Services Division continued to maintain a safe work environment and to follow industry standard safety procedures and Village safety policies. The Division has achieved over three (3) years without a “lost time” accident.
4. On July 27th, the Village of Glen Ellyn Police DARE car, a 1971 Chevrolet Camaro was entered in the 9th annual “Turnin Back Time” car show in Sycamore, IL. The ESD is proud to announce that Sergeant Beck accepted the Committee’s Choice Award on behalf of the ESD.
5. The Equipment Service Division has continued its endeavor to provide a more efficient fleet of equipment and vehicles that will reduce air pollution and our dependence on foreign oil by utilizing renewable fuel sources. The entire fleet of diesel-powered vehicles and equipment runs on an ultra low sulphur 20% blend of bio-diesel, which is made from soy bean oil. The fleet also has a number of gasoline-powered vehicles that are capable of running on an alternative fuel known as E85, which is made up of 85% ethanol. This is made from corn and is also a renewable fuel source. In FY08/09 Equipment Services maintained four hybrid cars and SUVs. Hybrid vehicles utilize internal combustion engines coupled with electric generators/motors that drive vehicles with electric power. These vehicles are very fuel-efficient and provide zero-emissions when running on battery power only. The Equipment Service Division is committed to our goal of providing the Village with a “Green Fleet”.
6. Equipment Services developed preventive maintenance (PM) checklists for all new vehicles placed into service.
7. Division personnel tore down old and setup two (2) new marked Police Patrol Cars, one (1) new Detective’s unmarked SUV, one (1) new Deputy Chief’s unmarked car and one (1) Community Service truck and one (1) Parking Enforcement SUV. Equipment removed from the old marked squad cars and subsequently installed in the new units included computers complete with mounting stations, Digital Eyewitness Video systems, AVL systems, light bars, communication radios, vehicle partitions, sirens, radars, additional emergency lighting, trunk boxes, electronic weapon racks, all decals, numerals and lettering, and other equipment as required.
8. Equipment Services wrote specifications, advertised, and procured ten (10) vehicles through the State of Illinois bidding process or through the competitive bidding process for the Glen Ellyn Public Works Department. Equipment Services personnel installed vehicle graphics, safety warning lighting, safety equipment, communication radios and any equipment necessary to satisfy the needs of the department on two (2) multi-use 4X4 pick-up trucks, two (2) multi-use dump trucks, three (3) multi-use dump/salt spreader trucks with plows and one (1) street sign/utility truck. Division personnel procured and set up a

new Village Forester's vehicle and a new Village utility inspectors van.

9. Division personnel procured and set up two (2) new Planning and Development building inspectors vehicles.
10. The Division Supervisor attended the Illinois Public Service Institute (IPSI) from October 5th to October 10th in Effingham Illinois. IPSI is a three-year training program which provides instruction expressly designed for city, village and county public service supervisors, managers and directors. The course is divided into three one-week sessions (one week each year) focusing on training in public service, personal growth and professional development. The ESD Supervisor also attended an anti-icing/de-icing seminar in Addison Illinois on October 16th. The topics included new anti-icing/de-icing methods, water quality goals and best management practices for reducing storm water chlorides.
11. The ESD performed an annual inspection of vehicle fire extinguishers. Fire extinguishers were removed, inspected, serviced or replaced on all Village vehicles.
12. The ESD tore down and detailed "out of service" vehicles and equipment. The division provided two technicians and a service truck for the spring and fall Mayors and Managers PW surplus equipment auctions.
13. The ESD completed the installation of Zebra mobile printers and charging cradles into eleven Police patrol squads. These printers will be used for mobile crash reporting and electronic ticketing.
14. The Equipment Services Division removed, lengthened, welded and reinstalled two hand rails at the north entrance to the Metra train station. The hand rail legs and mounting flanges were replaced and a section of rail was added to compensate for the additional course of brick that was added to the walls.
15. Continued laboratory analysis of lubricants used in the fleet of the Glen Ellyn Police Department and the various departments of Public Works to lower the cost of preventive maintenance and decrease downtime.
16. Required annual line-leak detection testing was performed on (1) gasoline and (1) diesel underground storage tanks.
17. Implemented and followed the established standards for the quality of repairs performed in the department and the accountability of staff time.

Equipment Services Goals and Objectives for FY09/10

1. The Equipment Service Division will meet the needs of operators and departments in an environmentally friendly way and will provide service in an efficient fiscally responsible manner. Personnel will ensure that the Division operates in a user friendly way and will strive to promote team spirit.

2. Division personnel will continue to improve upon its preventive maintenance programs and through cost-effective measures, maintain the current level of services provided.
3. Preventive maintenance checklists will be periodically reviewed and adjusted according to long-term vehicle & equipment repair and maintenance histories.
4. Conduct research in conjunction and cooperation with all Village departments and divisions for which the acquisition of new or the replacement of existing vehicles and equipment are scheduled during the fiscal year to ensure that accurate and detailed bid specifications are properly prepared. As delivery of these vehicles and equipment occur, Division personnel will install all specialized equipment and perform any other tasks necessary to place these vehicles into service.
5. Perform the annual teardown of old and setup of new police squad cars.
6. Continue to ensure that the Division's facility is in full compliance with all environmental-related laws and mandates. Reexamine all practices and procedures to ensure that the Division continues to operate in full compliance with all laws and mandates and in an environmentally safe manner. The ESD is going to oversee the replacement of the UST monitoring system, the repair of the UST sumps/manholes, and the repair of the shop Monoxivent exhaust system.
7. Mechanic training will continue with both fee-based and free training courses offered by the National Association of Fleet Administrators (NAFA), Elgin Sweeper Company, Navistar Company, Allison Transmission, Emergency (fire) Vehicle Technician (EVT), Municipal Fleet Managers Association, Inland Diesel, etc. Emphasis will focus on Division personnel studying for and taking EVT certification tests (fire equipment) during the course of the fiscal year as well as Automotive Service Excellence (ASE) certifications.
8. Continue to perform cost effective tasks and services in an efficient manner for our customers (e.g., other Village departments and divisions) routinely and as special needs arise.