

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, ambulances 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 97 vehicles for the Village, 25 for the Glenbard Wastewater Authority and 17 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 (except ambulances).

Equipment Services Accomplishments for FY09/10

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 while another tech is also an A.S.E. certified truck equipment installer.
2. The Equipment Services Division received the ASE “Blue Seal of Excellence” award from the National Institute for Automotive Service Excellence for 2009-2010. The program’s emphasis is to identify highly qualified repair facilities with a large percentage of ASE-certified professionals. This is the third 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 four (4) years without a “lost time” accident.
4. ESD team members successfully completed the objectives and skills evaluation in accordance with the curriculum on the American Heart Association Heartsaver AED Program and have been certified for the next two years.
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 diesel 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 FY09/10 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. Equipment Services took delivery of two new Ford E450 Medtec type III front line ambulances and one previously owned Ford F450 McCoy Miller type I reserve ambulance. The ESD completed the upfit of Medic 20, 21 and 22. The ESD team installed cab MDT’s with docking stations and module MDT’s with docking stations. Air pack mounts, fire extinguishers, gear hooks, Streamlites, communication radios, supply racks and a complete graphics package were installed.

8. Division personnel tore down old and setup three (3) new marked Police patrol cars and one (1) new Sergeants supervisory command squad. Equipment removed from the old marked squad cars and subsequently installed in the new units included computers complete with mounting stations, mobile printers, audio/video systems, AVL systems, light bars, communication radios, vehicle partitions, sirens, radars, emergency lighting, trunk boxes, electronic weapon racks, all decals, numerals and lettering, and other equipment as required.
9. The Equipment Services Division took delivery of a previously owned 1994 Chevrolet P-30 Utilimaster Police Incident Command Vehicle. This self sufficient command vehicle is equipped with an 110v/220v gas powered electrical generator; an 110v power inverter/battery charger; and a shore line that will connect to either an 110v or 220v land line. It is equipped with UHF, VHF, and 800 MHz communication radios and has emergency and scene lighting capabilities. The van has a command desk, self contained HVAC system, on-board water tank and sink, refrigerator, portable radio and Mag-lite battery chargers, secure evidence storage, universal storage cabinets/closet and bench seating. The ESD removed old graphics and the exterior was buffed and polished. Equipment services designed and installed new graphics/stripping to conform to the existing police fleet.
10. Equipment Services wrote specifications, advertised, and procured five (5) 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 one (1) customer service van, one (1) multi-use dump/salt spreader trucks with plow, one (1) utility crane truck and two (2) heavy duty class 8 multi use dump trucks with electronic salt spreaders and plows. Division personnel converted one Planning and Development inspection truck to a Public Works JULIE truck. The ESD also replaced four (4) heavy duty snow plows and one (1) asphalt hot box.
11. The Division Supervisor attended the Illinois Public Service Institute (IPSI) from October 4th to October 9th 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.
12. The ESD performed an annual inspection of vehicle fire extinguishers. Fire extinguishers were removed, inspected, serviced or replaced on all Village vehicles.
13. 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 Public Works surplus equipment auctions.

14. The ESD completed the annual reconditioning of four v-box salt spreaders. This year's improvements included new LED beacons and new hydraulic conveyor motors. The salt spreaders were installed into multipurpose dump bodies utilizing the new IMT crane. This allowed for the safe and efficient transfer of equipment from storage racks to vehicle beds.
15. The ESD completed an inventory usage analysis and removed all obsolete inventories. Inventory has been consolidated and restocked. The CFA fleet analysis program has been updated to reflect all changes.
16. Equipment Services completed a vehicle and equipment report that will be used by the EPA to determine the Village of Glen Ellyn carbon footprint. The report includes vehicle year, make, model, fuel type and fuel usage for 3 time periods.
17. 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.
18. ESD staff wrote specifications for four facility related projects at the Reno Center. Equipment Services oversaw the replacement of an in ground hydraulic tank for the single post vehicle hoist in the ESD shop; the replacement of the U.S.T. leak detection system; the overhaul and upgrade of the monoxivent vehicle exhaust system; and the replacement of the U.S.T sump covers and manhole structures.
19. Required annual line-leak detection testing was performed on (1) gasoline and (1) diesel underground storage tanks.
20. Equipment Services implemented and followed the established standards for the quality of repairs performed in the department and the accountability of staff time.

Equipment Services Goals for FY10/11

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. Re-examine 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.
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.