

BUDGET RESPONSES - FLEET

Can staff look into outsourcing the Village's fleet maintenance?

Staff is always investigating new and different methods for reducing the cost of maintaining the Village fleet. Recently staff has analyzed the Village's fleet and implemented several operating efficiencies which have resulted in substantial cost savings. During this analysis staff compared the Village's fully loaded labor cost to a retail repair station. The Village's fully loaded cost per hour is \$80 compared to a \$100 per hour cost of a private sector vehicle repair station. This cost analysis of the retail repair station did not consider the cost of moving vehicles around to various facilities for repair and maintenance.

Staff could investigate this option further if directed by Council as part of the Village's Strategic Plan.

How much revenue has the Village received in the General Fund from the sale of vehicles seized by the Police Department?

To date in 2009, the Village has received a total of \$22,922.21 in the General Fund from the sale of seized vehicles.

How is staff looking to reduce the size of vehicles, where appropriate? Specifically, are there ways that large SUV's can be replaced with smaller more fuel efficient vehicles?

Staff has continued the process of "right-sizing" the Village fleet. This term not only refers to the number of vehicles the Village purchases, but also the type of the vehicles which staff utilizes in providing services to the community. Staff continuously reviews the composition of the Village fleet and determines where operational efficiencies may be implemented which could reduce the number and size of vehicles in the Village fleet without negatively impacting services to the public. For example, in 2009, the Public Works Director elected to receive an auto allowance rather than use a Village SUV.

Additionally, with each vehicle replacement, staff re-evaluates the type of vehicle being replaced and the vehicle function. In instances where larger vehicles or SUV's are necessary for transporting passengers, cargo or equipment, staff determines whether the purchase of alternative fuel versions of these larger vehicles would be a viable for the Village. Staff will continue this process in the future in an effort to reduce operational costs for the Village.

How many times have the staff that have take home cars responded to any emergency using those vehicles?

The Police Department does not formally track these types of call-outs. In speaking with staff and by looking at the various call types last year, it is estimated that Police Department staff responded in some manner to approximately 50 incidents last year. In some of these instances multiple Police Department staff members responded while off-duty in a Village assigned vehicle. The level of response is highly dependent on the type of incident involved.

The Fire Department responded to over 115 emergency calls in 2008 which required the use of supervisory staff take home vehicles. This estimate does not include Fire Department secondary responses throughout the year which are not tracked.

Can our PD and FD administrators who take vehicles home use the lights and sirens in other municipalities when called out for an emergency? If not why do they need to take a vehicle

home? Can we have one Chief or Deputy Chief on call for an evening or weekend rather than all of them? How often have we had to call in off duty Chiefs or Deputy Chiefs for emergency events?

Police and Fire administrators are on call 24 hours a day. Police and Fire Department administrators could utilize lights and sirens on their vehicles when responding to emergencies. When responding to significant incidents, it is necessary to mobilize all Police and Fire supervisory personnel as these individuals are each responsible for the coordination and management of manpower and services during emergency response.

Can the FD & PD operate on a one person on call system for a week / weekend / day only allowing 1 car per department to go home instead of 3?

Yes, the FD and PD could operate with fewer staff members with access to a Village vehicle. This would result in a change in the service level.

The Village requires that a few employees in leadership positions in the Police and Fire Departments respond to emergencies on a 24-hour per day basis. These employees, the Fire Chief, two Deputy Fire Chiefs, a Battalion Chief of Safety and Training, the Police Chief, two Deputy Police Chiefs, the Lieutenant of Investigations and one Detective, are assigned a Village vehicle with which to use in the case of an emergency response. These vehicles are equipped with equipment including lights and sirens, communication devices, a computer aided dispatch system and safety equipment.

These staff members perform leadership duties during emergency situations. Generally speaking, each staff member performs a distinct incident command function for which they are uniquely qualified and trained. In many emergency situations, multiple staff members are required to perform their duties at the same time. During emergency situations, these staff members are required to respond to the scene. Their leadership and incident command duties begin once they are alerted to the emergency and continue while they are in route to the emergency scene. Staff members use the equipment in the Village vehicle to perform their incident command duties.

If the number of Village vehicles were reduced, the level of emergency service provided would be affected in either of two ways; a delay in the commencement of incident command activities or a shift in the incident command activities to other on-duty staff members. First, the incident command duties could be delayed as the staff members drive their personal vehicles to the Fire Station or Police Station to retrieve their Village vehicles. Alternatively these incident command duties would have to be performed by staff members on duty within the Village. If the Village chooses to require on-duty staff members to perform incident command, additional staffing and training would be required.

If the Village would like to eliminate the driving of Village vehicles to staff member residences outside of Village limits, the Village could consider requiring certain staff members to reside within the Village. This would allow the incident command staff noted above to perform their duties during emergency situations without a delay in the commencement of incident command and without a shift of duties to other on-duty staff members.

Can we begin to consider residency requirements for our FD & PD chiefs?

Yes, this can be considered. Requiring residency may have an impact on the candidate pool for these positions and the cost of attracting and retaining employees. Generally, residency requirements decrease the candidate pool for these positions and increase the cost to the Village

in the form of higher salaries and reimbursement for relocation costs. Since there are very few municipalities within the metro area requiring residency, staff is not able to estimate the financial impact of requiring residency. The Village Manager recently discussed this issue with a leading municipal executive search consultant. She indicated that she recommends to her municipal clients to not require residency for positions other than the Manager because the candidate pool is significantly negatively impacted and that many offers of employment can not be finalized due to inability to negotiate salary and relocation expenses. The residency requirement can be looked at on an ongoing basis in other words for future hires.

Are the employees who take home a care willing to pay for some of the expense, say \$200 a month or some reasonable sum?

Since the employees are allowed to use the vehicles for de minimis personal use only, and because the employees are required to use of the vehicles to travel to and from work to perform emergency response services required of their positions, charging a fee for the use of a Village vehicle does not seem appropriate.

Do the employees who have take home cars use them during the day to answer calls or are other vehicles available if needed?

The employees use the Village vehicles to respond to calls during their scheduled working hours. With the recent reduction in the Village fleet, we have minimized the number of vehicles. While some may be available at certain times, the current fleet management system does not guarantee that a vehicle would be available. If all take-home vehicles were eliminated, there may be an opportunity to reduce the total number of cars available for the use by the entire PD and FD leadership team members. However, this would require significant analysis and may affect the way the Village responds to emergencies.

Are take home cars allowed to be used as personal vehicles for non-village related activities?

No. Pursuant to Village regulations, only de minimis personal use of the Village vehicles is permitted.

Are the take home vehicles right- sized and are there other options in the existing fleet to save on gas use and wear and tear?

Yes. Staff recently completed an analysis of the entire Village fleet focusing on fleet reduction, right-sizing of vehicles, operating efficiencies and cost reduction. Staff feels that the vehicles are properly sized and equipped for their intended use. Staff continues to review the required functions of the vehicles and changes the make and model of the vehicle to meet these functions.

Has a car allowance ever been considered for the FD / PD admin positions allowing the employee to install emergency lights in their private vehicle or use the \$\$ for gas insurance and other expenses?

Yes. In approximately 2002, the PD chiefs were provided a vehicle allowance in lieu of a Village vehicle. No lights, sirens or other equipment was installed on the personal vehicles. This practice was abandoned when it was determined that emergency response services declined under this approach. The installation of Village equipment on privately owned vehicles may be problematic. Questions of liability have been raised such as whose insurance would pay for an accident occurring while driving a private vehicle with the lights and sirens operating while responding to an emergency and would an individual be able to obtain insurance for their vehicle if they are required to use the vehicle to respond to emergencies? Operational questions have also been raised such as would the private vehicle be used by other members of the employee's

family and if this private vehicle were required to be used by the employee and therefore not available for use by other family members, would the employee have to purchase additional vehicles to serve the needs of his family? If the employee were terminated, how would the Village retrieve its equipment that is affixed to a privately owned vehicle?

Will the Village lose its mutual aid status if the vehicles are not at home with the employees?

No. The type of Village vehicle use does not directly affect the status of mutual aid. However, staff is concerned that if, over time, the Village's service level to municipalities requesting the use of mutual aid declines, the Village may receive fewer requests for mutual aid and in return other municipalities may choose to reduce the amount of aid provided to the Village.

Do the mutual aid agreements require that FD / PD admin. positions have take home vehicles?

No.

In the age of cell phones and other instant communication as well as radios, can admin. employees can be briefed / involved in an incident while in route to the incident?

Yes, employees can use portable radios and cell phones for communication in route to an incident. The employees would not have access to the Village's computer aided dispatch system which provides information about the incident that can not be effectively transmitted via radio or phone.

What other employees have vehicle allowances and are they negotiated into the employee's contract?

The Village Manager, Village Attorney, Deputy Village Manager, C.D. Director, Communications Director, Public Works Director, Assistant PW Dirs. (2), PW Senior Engineer, and the Community Events Director receive vehicle allowances. Only the Village Manager's vehicle allowance is included as a term of an employment contract. In all other cases the allowances were conditions of employment.

If we reduce the number of take home vehicles what will the savings be in 2010 and beyond?

Reducing the number of take home vehicles would reduce the Village's cost in an amount equal to the cost of operating the vehicle traveling to and from the employees' residences. Since the employees would need to use these vehicles to respond to emergencies, the size of the vehicle fleet would not be reduced (the vehicles would remain parked at Village facilities ready for use by the incident command team once they arrive to retrieve their Village vehicles). Staff estimates that the cost of operating the vehicles due to travel to and from employee's residences is approximately \$28,200 per year (60,000 miles traveled per year at an average cost per vehicle of \$0.47 per mile). This cost savings would likely be offset by the cost of providing vehicle allowances of \$24,300. The net savings would be approximately \$3,900 per year. IN the long run, the reduction in the amount of miles may extend the life of the vehicles and could affect the life of the vehicles by up to 1 year and the replacement pre-funding schedule.