

**CHANNAHON FIRE PROTECTION DISTRICT
EMERGENCY BOARD-UP SERVICES
ROTATION PROGRAM POLICY AND PROCEDURES**

I. PURPOSE

The purpose of this policy is to provide a prompt and efficient means of emergency board-up services after hours and other times when there is no responsible party, the responsible party is otherwise unable to respond, or at the request of the responsible party. This policy is also designed to assist in the establishment of a list of approved contractors who may be used by the city on a rotational basis for the purpose of emergency board-up services.

II. SCOPE OF POLICY

This policy is enacted for the benefit and convenience of the public and the Channahon Fire Protection District. It is designed for equitability among licensed contracts of participating board-up services and to minimize complaints made to the Channahon Fire Protection District by business and property owners.

The emergency board-up and/or otherwise securing of properties shall be provided pursuant to the terms and conditions of an agreement to be entered into by the Channahon Fire Protection District and any licensed contractors subject to this policy. The Fire District may enter into multiple such agreements. The purpose of this policy, with respect to such services, is to incorporate licensed contractors into the rotational duty list to establish an equitable means of distributing such calls for service. Such calls shall be assigned under this policy only to contractors who are insured and bonded within the state and have a Village of Channahon and County of Will business license currently on file with the Fire District. Contractors shall be required to provide such services in order to participate in the rotational duty assignments. Except where inconsistent with the terms of any agreement between the village and a licensed contractor, all terms and conditions of this policy shall apply to such services.

The rotational list and request of licensed contractors is governed by the provisions of the policy. In the event of conflict, this policy shall be subordinate to any contradictory federal, state or local legislation. This policy shall be amended in the event of applicable changes in federal, state or local legislation. All licensed contractors desiring to participate in this rotational duty assignment list must agree to comply with the conditions in this policy.

III. AUTHORITY

The Chief of the Fire District, and/or their designated representatives shall be responsible for the implementation and enforcement of the provisions of this policy. Their decision on any matter shall be final.

IV. GENERAL REQUIREMENTS

- A. The Fire Chief, or his/her designees, shall create and/or revise a list of qualified contractors as set forth in section VII of this policy.
- B. The Fire Chief or his/her designees, shall review the qualifications and select all contractors who qualify under the terms of this policy.
- C. Approved contractors shall be placed on a rotating callback list maintained by the

WESCOM Communication Center.

- D. Eligible Contractors are required to respond to the scene of an event within 60 minutes of notification. Inability to respond within the required time limit will result in the contractor being placed at the bottom of the rotational list.
 - E. Contractors wishing to be placed on the eligibility list shall:
 - 1. Be a currently licensed Contractor holding a valid Village of Channahon and County of Will business license.
 - 2. Maintain in force at all times, and on file with the Fire District, during their participation in the program, a certificate of insurance covering its operation(s) and naming the city, its members, employees, agents as additionally named insured.
 - 3. Maintain in force at all times comprehensive auto and general liability insurance, and worker's compensation insurance.
 - F. Possess and maintain a vehicle containing an inventory of equipment and supplies sufficient to perform services under the program as prescribed by the Village.
 - G. Shall agree to neither bill, charge or affix fees to the Fire District, its officers, agents, employees or representatives for services rendered under this program. Any remuneration shall come solely from the property owner or companies insuring the affected property, even when performed at the direction of a Fire Officer.
 - H. Board up company must be willing to perform board up services at no cost to the Channahon Fire Protection District or any of the municipalities in which the Fire District covers, in the event that no insurance is in effect on the property.
- V. APPLICATION PROCESS
- A. All licensed contractors who desire to participate in the Emergency Board-Up eligibility list shall prepare and file an application with the Fire Chief at any time during the month of September to be reviewed for inclusion in the following fiscal year (January through December). The application shall include, but may not be limited to the following:
 - 1. The name of the business, its business address, and telephone number;
 - 2. The business owner's name, residence address, and telephone number;
 - 3. Evidence of current liability insurance, comprehensive and general liability auto insurance, and worker's compensation insurance;
 - 4. Evidence of a Village of Channahon and County of Will business license;
 - 5. Such other information as the Fire Chief may deem relevant and necessary to evaluate the qualification of the applicant.
 - B. Applications must be signed and dated by the owner of said business acknowledging agreement to comply with all provisions of the Emergency Board-Up policy.
 - C. Board up company shall have background check on file of all employees. The background check can be requested by the Fire District at any time with ample notice to the company. Any employee/employer found providing board up service without a current background check will be terminated from the rotation list.
 - D. The Fire Chief or his /her designee will notify the interested contractor, in writing, of his acceptance for placement on the Emergency Board-Up referral list. Any applicant meeting stated requirements shall be approved for inclusion in the Emergency Board-Up rotation; however, the Fire District reserves the right to refuse new applications if, in the opinion of the Fire Chief, it is in the Fire District's best interest to limit the number of contractors on

the Emergency Board-Up rotation list. Approved contractors will be added to the rotation list based on the date the application was received by the Fire Chief.

- E. All accepted applications shall be valid for the following calendar year (January through December). Emergency Board-Up contractors shall, thereafter, be responsible for annually renewing their placement on the Emergency Board-Up referral list. All renewals and new applications shall be submitted during the month of November and will be subject to review of the minimum requirements of this policy.
- F. Once the approved contractors are added to the rotational list and respond to a call out, the following requirements shall be followed:
 - 1. All Board Up company vehicles that respond to the scene of an incident shall be identified with a company name and or logo.
 - 2. All employees shall wear a company photo ID and some type of identifying shirt or uniform.
 - 3. The first arriving employee of the requested board up company shall report directly to the Incident Commander.

VI. CAUSE FOR REMOVAL FROM THE LIST

- A. The Fire Chief may remove a contractor from the Emergency Board-Up referral list if, upon investigation, it is determined that:
 - 1. The applicant failed to respond within a maximum allotted sixty (60) minutes; or
 - 2. The applicant fails to maintain the requisite contractor license and tools/equipment to operate a Board-Up business; or
 - 3. The applicant fails to maintain or cannot obtain the minimum required insurance; or
 - 4. The applicant engages in practices detrimental to the efficient operation of this policy, the operations of Fire District, or its relationship with the public; or
 - 5. Any Board Up company shows up without being called out.
 - 6. Such other causes exist which, in the discretion of the Fire Chief, would not be in the interest of the public, the Channahon Fire Protection District.
- B. The Fire Chief shall notify the applicant, in writing, as to removal from the list and shall set forth the cause(s) upon which such removal has been made. The written notification shall be sent, certified mail /return receipt, to the business address listed on said application. Within ten (10) business days after receiving the written notice of removal, the contractor may submit a request, in writing to the President of the Fire District for an opportunity to respond to the removal. If such a request is submitted, the President of the Fire District shall notify the contractor of the time and place where such responses may be made. The contractor may then present his/her position and such evidence deemed relevant to the President of the Fire District. Such opportunity shall not be a formal evidential hearing. The decision of the President of the Fire District in the case will be final.
- C. The Appellant shall post five hundred dollars (\$500.00) either in cash or cashier's check with the Channahon Fire Protection District to cover all, or a portion of, the appeal costs. Any and all costs of such appeal will be recovered by the Channahon Fire Protection District from the appellant when the review finds in favor of the Channahon Fire Protection District. A full and complete accounting shall be supplied to the unsuccessful appellant with the findings.

CHANNAHON FIRE PROTECTION DISTRICT

BOARD UP SERVICE APPLICANT CHECKLIST AND VERIFICATION

Company Name: _____

Business Address: _____

Business Phone: _____ Business Fax: _____ Cell: _____

Check List (Please initial if completed and understood)

- _____ 1. Village of Channahon Business License
 - _____ 2. County of Will
(Attach copy of current business license or completed application for each)
 - _____ 3. General Liability Insurance (Attach copy)
 - _____ 4. Workman's Compensation Insurance (Attach copy)
 - _____ 5. Background check completed on all employees and owners.
 - _____ a. Background checks completed by an approved 3rd party entity within the last 12 months for each employee.
 - _____ b. All felony arrests/conviction, convictions for arson, arson related offenses, (vandalism, bombs), fraud, sex offenses, felony theft, all others, are not acceptable and will not be sent to call outs.
 - _____ 6. Policy for Non-payment
 - _____ a. Attach company policy on how refusal to pay by homeowner's insurance company will be handled, and must be attached.
 - _____ 7. Hold Harmless
 - _____ a. Contractors and its officers, employees, agents, representatives or subcontractors shall indemnify and hold harmless the Channahon Fire Protection District , its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses and other costs including litigation costs and attorney fees rising out of, resulting from, or in connection with all program activities.
 - _____ 8. Response Policies
 - _____ a. Listed companies shall be able to respond within 60 minutes to the incident
 - _____ b. Listed companies shall have a permanent business address (No PO Box)
 - _____ c. Listed companies shall have a person call center 24/7 365 days a. year
 - _____ d. Listed companies shall respond to the scene when called (No chasing)
 - _____ e. Listed companies that respond to the scene without being called will be removed from the list.
 - _____ f. When requested to the scene, the company will park away from the incident and report to the incident commander on arrival, vehicles and personnel. Will stay clear of the scene until authorized by the incident commander.
 - _____ g. Personnel shall not gather information from or speak with the homeowner (s) until authorized by the incident commander and after the fire investigation personnel are complete.
 - _____ 9. Identification
 - _____ a. All vehicles at the scene must be marked with the company logo or name.
 - _____ b. Company personnel shall wear a company photo ID and some type of identifying shirt or uniform.
- _____

_____ 10. Contractors services

- _____ a. Board up: plywood cover up of all openings such as doors, windows, vent holes and fire openings to protect and secure the property.
- _____ b. Roof Coverings: plastic and trap cover up of roof and ceiling openings to prevent in climate weather damage.
- _____ c. Debris: the cleanup of debris as required, and removal of debris from adjacent properties, streets and sidewalks.
- _____ d. Fencing: the erection of cyclone or other approved type of fencing as required.
- _____ e. Winterization

I have read the attached Channahon Fire Protection Board up Rotation Program Policies and Procedures and agree to comply. Additionally, I have read, understand, and have initialed my agreement to comply with the sections listed above. I, the undersigned, agree to comply with the Channahon fire Protection District's policies and procedures and understand that this application is only good for one year from the signature date and at any time the Channahon Fire Protection District in writing can request additional information. Additionally, I understand this is only an application and not a guarantee to be placed on a call out list.

Signature

Date

Witness Signature

Date

Title of Signature

Company Name

APPLICATION FOR BOARD-UP REGISTRY

Company Name: _____

Business Address: _____

Business Phone: _____ Fax: _____

Check List (Please initial if completed and understood)

Village of Channahon Business License

County of Will Business License

- Attach copy of current Business License or completed application

General Liability Insurance

- Attach copy

Workman's Compensation Insurance

- Attach copy

Auto Insurance on all responding vehicles

- Attach copy

Background Check completed on all employees and owners

- Background checks completed by an approved 3rd party entity within the last 12 months for each employee
- All felony arrests/convictions, convictions for arson, arson related offenses (vandalism, bombs), fraud, sex offenses, felony theft, all others, are not acceptable and will not be sent to call outs.

Policy on Non-payment

- Attach company policy on how refusal to pay by the homeowner's insurance company will be handled and must be attached.

Hold Harmless

- Contractors and its officers, employees, agents, representatives or subcontractors shall indemnify and hold harmless the Channahon Fire Protection District, its agents, officers and employees from and against all claims, damages, losses, judgments, liabilities, expenses and other costs, including litigation costs and attorney fees arising out of, resulting from, or in connection with all program activities.

Response Policies

- Listed companies shall be able to respond within 60 minutes to the incident
- Have a permanent office address (No Po Box)
- Have a person call center 24/7 365
- Listed companies will only respond to scenes when called. "No Chasing".
- Listed companies that respond to a fire without being called will be removed from the list.
- When requested to an incident, the Company will park away from the incident and report to the Incident Commander on arrival, vehicles and personnel will stay clear of the scene until authorized by the Incident Commander.
- Personnel shall not gather information from or speak with homeowners until authorized by the Incident Commander and after the fire investigation personnel are complete.

Identification

- All vehicles at fire scenes must be marked with company logo or name.
- Company personnel shall wear a company photo ID and some type of identifying shirt or uniform.

Contractor Services

- Board-Up: plywood cover-up of all openings such as doors, windows, vent holes and fire openings to protect and secure the property.
- Roof Coverings: plastic and tarp cover-up of roof and ceiling openings to prevent in climate weather damage.
- Debris Removal: the cleanup of debris as required, and the removal of debris from adjacent properties, streets and sidewalks.
- Fencing: the erection of cyclone or other approved type of fencing as required. (may be sub-contracted)
- Winterization

I have read the attached Channahon Fire Protection District Board-up Rotation Program Policies and Procedures and agree to comply. Additionally, I have read, understand and have initialed my agreement to comply with the sections listed above. I, the undersigned, agree to comply with the Channahon Fire Protection District's policies and procedures and understand that this application is only good for one year from the signature date and at any time the Channahon Fire Protection District in writing can request additional information. Additionally, I understand this is only an application and not a guarantee to be placed on a call out list.

Signature

Witness Signature

Date: _____

Date: _____

Title of Signature