



BENSENVILLE FIRE PROTECTION DISTRICT #2

500 S. York Road, Bensenville IL 60106
Non-Emergency (630) 350-3441 • Fax (630) 350-3421

EMERGENCY BOARD UP SERVICES APPLICATION

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/ or designee by the deadline date in December to be reviewed for inclusion in the following fiscal year (January 1 through December 31). The Bensenville Fire Protection District will determine the allowable number of contractors on the rotation list. 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 workers' compensation insurance;
 - 4. Evidence of a Village of Bensenville and County of DuPage and Cook business licenses;
 - 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 their 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/ or designee.
- E. All accepted applications shall pay an annual filing fee of \$100.00 to cover the costs of maintaining the list. This fee is payable upon acceptance but prior to addition to the call-out list.
- F. 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.
- G. Once the approved contractors are added to the rotational list and respond to a call out, the follow 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.
4. There shall be no solicitation, suggestion or offer of any additional services within 24 hours of the event by board-up contractor or related company.

CAUSE FOR REMOVAL FROM THE LIST

- A. The Fire Chief, or his/her designees, 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 Bensenville Fire Protection District.
- B. The Fire Chief, or his/her designees, 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 Chief of the Fire District for an opportunity to respond to the removal. If such a request is submitted, the Chief 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 Chief of the Fire District. Such an opportunity shall not be a formal evidentiary hearing. The decision of the Chief 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 Bensenville 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 Bensenville Fire Protection District from the appellant when the review finds in favor of the Bensenville Fire Protection District. A full and complete accounting shall be supplied to the unsuccessful appellant with the findings.

**BENSENVILLE FIRE PROTECTION DISTRICT
BOARD UP SERVICE APPLICANT CHECKLIST AND VERIFICATION 2024**

Company Name: _____

Business Address: _____

Business Phone: _____ Main Cell: _____

Check List (Please initial if completed and understood)

- ___ 1. Village of Bensenville License
- ___ 2. County of DuPage (*Attach copy of current Business License or completed application*)
- ___ 3. County of Cook (*Attach copy of current Business License or completed application*)
- ___ 4. General Liability Insurance (Attach copy)
- ___ 5. Workman's Compensation Insurance (Attach copy)
- ___ 6. 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, and bombs), fraud, sex offenses, felony theft, all others, are not acceptable and will not be sent to call outs.
- ___ 7. 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.
- ___ 8. Hold Harmless
 - a. Contractors and its officers, employees, agents, representatives, or subcontractors shall indemnify and hold harmless the Bensenville 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.
- ___ 9. 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. Personnel will stay clear of the scene until authorized by the incident commander to begin.
 - 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. Further, Personnel shall not recommend or present any contact regarding or referencing a public adjuster or restoration services to the stricken family or business at any time.
- ___ 10. Identification
 - a. All vehicles at the scene SHALL 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.
- ___ 11. 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 tarp cover up of roof and ceiling openings to prevent inclement 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 Bensenville Fire Protection District Board Up Rotation Program Policies and Procedures and agree to comply. Additionally, I have read, understand, and have initiated my agreement to comply with the sections listed above. I, the undersigned, agree to comply with the Bensenville 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 Bensenville 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

Title of Signature

Company Name

Witness Signature

Date

APPLICATION FOR BOARD-UP REGISTRY 2024

Company Name: _____

Business Address: _____

Business Phone: _____ Main Cell: _____

Check List (Please initial if completed and understood)

_____ Village of Bensenville Business License.

_____ County of DuPage Business License.
(Attach copy of current Business License or completed application)

_____ County of Cook Business License.
(Attach copy of current Business License or completed application)

_____ Attach a copy of 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 offense (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 Bensenville Fire Protection District, the Village of Bensenville, 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 the homeowner(s) until authorized by the incident commander and after the fire investigation personnel are complete. Further, Personnel shall not recommend or present any contact regarding or referencing a public adjuster or restoration services to the stricken family or business such practice subject to permanent removal.

_____ 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 Bensenville Fire Protection District's 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 Bensenville 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 Bensenville 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

Title of Signature

Company Name

Witness Signature

Date

