



BENSENVILLE FIRE PROTECTION DISTRICT #2

500 S. York Road, Bensenville IL 60106
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EMERGENCY BOARD UP SERVICES ROTATION PROGRAM POLICY AND PROCEDURES

PURPOSE

To have guidelines to provide prompt and efficient means of emergency board-up services at all hours and have responsible contracting parties who have been vetted to benefit and serve the residents, businesses, and property owners in the Bensenville Community, minimize complaints, maintain a rotational list, and provide uniformity with emergency response companies.

SCOPE

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 Bensenville Fire Protection District and any licensed contractors subject to this policy. The Bensenville FPD may enter into multiple such agreements. The purpose of this guideline, with respect to such services, is to incorporate licensed contractors into a rotational duty list to establish an equitable means of distributing such calls for service. Such calls shall be assigned under this guideline only to contractors who are insured and bonded within the state and have a Village of Bensenville and County of both DuPage and Cook business license currently on file with the Bensenville Fire Protection District. Contractors shall be required to provide such services to participate in the rotational duty assignments.

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.

AUTHORITY

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

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 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 Addison Consolidated Dispatch 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 and or removal from the list.
- E. Contractors wishing to be placed on the eligibility list shall:
 - 1. Be a currently licensed Contractor holding a valid Village of Bensenville and County of DuPage and Cook 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 Village, its members, employees, agents as additionally named insured.
 - 3. Maintain in force at all times comprehensive auto and general liability insurance, and workers compensation insurance.
- F. Possess and maintain a vehicle containing an inventory of equipment and supplies sufficient to perform emergency board-up services.
- G. Shall agree to neither bill, charge or affix fees to the Village, 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 Bensenville 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.

APPLICATION PROCESS

All licensed contractors who desire to participate in the Emergency Board-Up eligibility list shall prepare and file an application with the Bensenville Fire Protection District by the end of December of each year to be reviewed for inclusion in the following fiscal year (January 1 through December 31). The Bensenville Fire Protection District shall determine the allowable number of contractors on the rotational list.