



EMERGENCY BOARD-UP SERVICES 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 Lockport Township Fire Protection District (“Fire District”) on a rotating 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 Fire District. It is designed for equitability among licensed contractors of participating board-up services and to minimize complaints made to the Fire 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 Fire 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 City of Lockport, City of Crest Hill, Village of Romeoville, Village of New Lenox, and the 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 rotation 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 designee, shall create and/or revise a list of qualified contractors as set forth in this policy.

Lockport Township Fire Protection District



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- B. The Fire Chief, or his/her designee, 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 City of Crest Hill, City of Lockport, Village of Romeoville, Village of New Lenox, and County of Will business license.
 - 2. Maintain in force at all times, and kept on file with the Fire District, during their participation in the program, a certificate of insurance covering its operation(s) and naming the Fire District, 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 services under the program as prescribed by the Fire District.
- 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 representative of the Fire District.
- H. The board up company must be willing to perform board up services at no cost to the Lockport Township 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 Services Program shall prepare and file an application with the Fire Chief, or his/her designee, at any time during the month of October to be reviewed for inclusion in the following calendar 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 workers compensation insurance.
 - 4. Evidence of a current City of Crest Hill, City of Lockport, Village of Romeoville, Village of New Lenox, 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.

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- 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. All board-up company staff shall submit to a background check annually by an approved third-party entity within the last 12 months. 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 Rotation 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). Board-up contractors shall, thereafter, be responsible for annually renewing their placement on the Emergency Board-Up Rotation List. All renewals and new applications shall be submitted during the month of October and will be subject to review of the minimum requirements of this policy.
- F. Once an approved contractor is added to the Emergency Board-up Rotation List, they shall adhere to the following guidelines.
 - 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

- A. The Fire Chief may remove a contractor from the Emergency Board-Up Rotation List if, upon investigation, it is determined that:
 - 1. The applicant failed to respond within the 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. A board up company shows up without being called out.
 - 6. Such other causes exist which, at the discretion of the Fire Chief, would not be in the interest of the public or the Fire 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.

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2025 APPLICATION – EMERGENCY BOARD-UP SERVICES PROGRAM

Business Name: _____

Business Address: _____

Business Phone: _____ Fax Number: _____

Alternate Phone Number: _____ Email: _____

Checklist of required items (*initial when read, understood, and completed*):

_____ City of Lockport Business License (attach copy of current license)

_____ City of Crest Hill Business License (attach copy of current license)

_____ Village of Romeoville Business License (attach copy of current license)

_____ Village of New Lenox Business License (attach copy of current license)

_____ County of Will (attach copy of current license)

_____ General Liability Insurance (attach copy)

_____ Worker Compensation Insurance (attach copy)

_____ Background Checks 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/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.

_____ Policy for Non-Payment

- Attach company policy on how refusal to pay by 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 Lockport Township 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.

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Response Policies

- Listed companies shall be able to respond within 60 minutes to the incident
- Listed companies shall have a permanent business address (no PO Box)
- Listed companies shall have a person call center 24/7 365 days a year
- Listed companies shall respond to the scene when called (no chasing)
- Listed companies that respond to the scene without being called will be removed from the list.
- 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.

Identification

- All vehicles at the scene must be marked with the 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 trap cover up of roof and ceiling openings to prevent climate weather damage.
- Debris: the cleanup of debris as required, and removal of debris from adjacent properties, streets and sidewalks.
- Fencing: the erection of cyclone or other approved type of fencing as required.
- Winterization

I have read the attached Lockport Township Fire Protection District's Emergency Board Up Services 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 Lockport Township 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 Lockport Township Fire Protection District, in writing, can request additional information. Furthermore, I understand this is only an application and not a guarantee to be placed on the rotation list.

Signature

Printed Name

Date

Title of Signature

Company Name

Witness Signature

Printed Name

Date