



**Oak Lawn EMS/ Fire / Rescue**

6451 W. 93<sup>rd</sup> Place  
Oak Lawn, Illinois 60453



Office: 708-499-7700  
Fax: 708-598-3092

**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 Oak Lawn Fire Department. It is designed for equitability among licensed contractors of participating board-up services and to minimize complaints made to the Oak Lawn Fire Department 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 Oak Lawn Fire Department and any licensed contractors subject to this policy. The Fire Department 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 Oak Lawn and County of Cook business license currently on file with the Fire Department. 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 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.

### 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 OLREC 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 Oak Lawn and County of Cook business license.
  - 2. Maintain in force at all times, and on file with the Fire Department, 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 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 Village.
- G. Shall agree to neither bill, charge or affix fees to the Village, the Fire Department, 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 Oak Lawn Fire Department or any of the municipalities in which the Fire Department 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 December to be reviewed for inclusion in the following fiscal year (January 1 through December 31). 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 Oak Lawn and County of Cook 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 Department 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 Department reserves the right to refuse new applications if, in the opinion of the Fire Chief, it is in the Fire Department'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 pay an annual filing fee of \$100.00 to cover 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.

## 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 Department, 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 Oak Lawn Fire Department.
- 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 Chief of the Fire Department for an opportunity to respond to the removal. If such a request is submitted, the Chief of the Fire Department 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 Department. Such opportunity shall not be a formal evidentiary hearing. The decision of the Chief of the Fire Department 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 Oak Lawn Fire Department to cover all, or a portion of, the appeal costs. Any and all costs of such appeal will be recovered by the Oak Lawn Fire Department from the appellant when the review finds in favor of the Oak Lawn Fire Department. A full and complete accounting shall be supplied to the unsuccessful appellant with the findings.

OAK LAWN FIRE DEPARTMENT  
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 Oak Lawn Business License
- \_\_\_\_\_ 2. County of Cook  
(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 Oak Lawn Fire Department, 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

- \_\_\_\_\_  
incident
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
incident  
personnel.  
commander.
- a. Listed companies shall be able to respond within 60 minutes to the
  - 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 and report to the incident commander on arrival, vehicles and 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. Further, Personnel shall not recommend or present any contact regarding or referencing a public adjuster or restoration services to the stricken family or business.

\_\_\_\_\_  
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 Oak Lawn Fire 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 Oak Lawn fire Department's policies and procedures and understand that this application is only good for one year from the signature date and at any time the Oak Lawn Fire Department 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 Oak Lawn Business License

County of Cook 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 Oak Lawn Fire Department, the Village of

Oak Lawn, 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 report to the Incident Commander on arrival, vehicles and personnel will stay clear and 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 adjuster or recommend or present any contact regarding or referencing a public restoration services to the stricken family or business.

#### 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 Oak Lawn Fire Department 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 Oak Lawn Fire Department's policies and procedures and understand that this application is only good for one year from the signature date and at any time the Oak Lawn Fire Department in writing can request additional information. Additionally, I understand this is only an application and not a guarantee to be place on a call out list.

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Signature

Witness Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Title of Signature