



# NORTH PALOS FIRE PROTECTION DISTRICT

## Administration

Effective: 09/19/2017

Revised: 10/21/2022

## Board Up Program

#100.12

Page 1 of 4

---

**Subject:** Board Up Rotation Program

**Purpose:** The purpose of this policy is to provide a prompt and efficient means of emergency board up services within the District. This policy is also designed to assist in the establishment of a list of approved contractors who may be requested on a rotational basis for the purpose of emergency board up services.

**Scope:** This policy is enacted for the benefit and convenience of the public and the District. It is designed for equitability among licensed contractors of participating board up services and to minimize complaints made to the District by business and property owners.

---

### **POLICY:**

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 North Palos Fire Protection District ("District") and any licensed contractors subject to this policy. The 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 Hickory Hills, City of Palos Hills, City of Palos Heights, Village of Worth and Cook County Contractor License currently on file with the 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 municipality 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.

The Fire Chief, 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.

### **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 Southwest



# NORTH PALOS FIRE PROTECTION DISTRICT

## Administration

Effective: 09/19/2017

Revised: 10/21/2022

## Board Up Program

#100.12

Page 2 of 4

---

Central 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.
- E. Contractors wishing to be placed on the eligibility list shall;
  - 1. Be currently licensed Contractor holding a valid City of Hickory Hills, City of Palos Hills, City of Palos Heights, Village of Worth and Cook County Contractor license.
  - 2. Maintain in force at all times, and on file with the 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 workers compensation insurance.
- F. Possess and maintain a vehicle containing an inventory of equipment and supplies sufficient to perform services under the program.
- G. Shall agree to neither bill, charge or affix fees to the 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 District.
- H. Board up company must be willing to perform board up services at no cost to the District or any of the municipalities in which it covers, in the event that no insurance is in effect on the property.

## VII. 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 November to be reviewed for inclusion in the following year. 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 Hickory Hills, City of Palos Hills, City of Palos Heights, Village of Worth and Cook County Contractor 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



# NORTH PALOS FIRE PROTECTION DISTRICT

## Administration

Effective: 09/19/2017

Revised: 10/21/2022

## Board Up Program

#100.12

Page 3 of 4

---

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 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 follow requirements shall be followed.
  - 1. All board up company vehicles that respond to the scene of an incident shall 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.

## VIII. 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 the 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, or the District.



# NORTH PALOS FIRE PROTECTION DISTRICT

## Administration

Effective: 09/19/2017

Revised: 10/21/2022

## Board Up Program

#100.12

Page 4 of 4

---

- 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 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 District. Such opportunity shall not be a formal evidentiary hearing. The decision of the President of the 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 North Palos 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 North Palos Fire Protection District from the appellant when the review finds in favor of the North Palos Fire Protection District. A full and complete accounting shall be supplied to the unsuccessful appellant with the findings.

By the order of:

*Paul Mackin*

Paul F. Mackin  
Chief

Date: 10/31/2023