Tri-Com Central Dispatch
Board-Up Service Policy 2027

The St. Charles, Geneva, Batavia, Elburn, North Aurora, and Sugar Grove Fire Departments (Tri-Com Central Dispatch), as a service to our residents, maintain an annual registry list of board-up companies to assist property owners in selecting a company following a fire or other emergency. In instances where property owners do not have a preference, Tri-Com will contact, on a rotating basis, registered companies who have completed the application packet and meet the criteria set forth below. Tri-Com Central Dispatch and its member agencies do not endorse any of the companies on the list. In order to be on the list of companies, the following requirements must be agreed upon.

Your initials after each requirement below acknowledges that you have read, understand, and agree to abide by each statement. If you fail to comply with any statement, the company will be removed from the referral list.

1. Complete a registration packet annually. The packets must include contact information, a signed copy of this form, and all documentation requested by Tri-Com. Initial: _____

2. Maintain comprehensive general liability in the sum of $1,000,000, statutory minimum workman's compensation, and automobile insurance, all listing "Tri-Com Central Dispatch" as an additional insured party. *Certificates of insurance must be submitted with the annual registration packet.
   Initial: _____

3. Maintain written evidence of criminal background checks completed by an approved third-party entity within the last twelve-month period for each employee working. Reports must be made available to police and fire personnel upon request. No employee who has any felony conviction, a misdemeanor conviction relating to theft, larceny, fraud, deceptive practice, or similar related offense may provide services on a project. If an owner, principal, or employee is found to not have a current background check on file or an unsatisfactory background check report – the company will be removed from the referral list and will be liable for any associated losses.
   *A statement of completion, listing each individual by name that has been cleared. must be submitted with the application packet. Initial: _____

4. All vehicles must be marked with the company name and/or logo. All employees shall present a company ID with photo and a state issued driver's license or photo ID to the on-scene incident commander.
   Initial: _____

5. No company will be allowed on an incident scene unless it has been requested by the building owner or contacted by Tri-Com on behalf of a fire department. Companies found "chasing" fires will be removed from the referral program. Initial: _____

6. Board-up companies must have the ability to provide associated services upon request including winterization. Initial: _____

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7. Service calls to board-up companies must be answered by a live representative. Multiple calls will not be made to the board-up company. Messages will not be left for the board-up company.
Initial: _____

8. Board-up service representatives must arrive on-scene within **60 minutes** of being contacted unless a longer ETA is provided and approved at the time of the initial contact. Initial: _____

9. Services may not be subcontracted out to another company. If you are unable to respond when contacted, Tri-Com must be notified and the next company on the list will be contacted.
Initial: _____

10. Board-up companies participating in the referral program hereby agree to hold harmless and indemnify Tri-Com Central Dispatch, and each and every member (municipality, special district, fire department, police department and agency)(collectively "Indemnified Party") and every officer, employee, official, agent, successor, and assign thereof, against any claim, loss, injury, cost, wage, charge, materials cost, and any other damage of any kind, arising from, or allegedly arising from, in whole or in part, the company's status on the referral list and the provision of services. Moreover, you agree that inclusion on the rotating list does not constitute a contract between the company and the Indemnified Party, and the Indemnified Party is under no obligation to refer or utilize the services of the company. Initial: _____

11. Board-up companies and their employees may not represent themselves as being endorsed in any way by Tri-Com Central Dispatch or any member agency of Tri-Com Central Dispatch.
Initial: _____

12. Failure to meet any of the above requirements as stated may result in the termination of referral services and a suspension of at least one (1) full year before any reinstatement will be considered.
Initial: _____

Company Name/Address: _____

Phone Number for Service Calls: _____

Contact Name: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Tri-Com Central Dispatch
Board-Up Service Application Checklist 2027

The Board-Up Service Application deadline is **Thursday, December 10, 2026 at 3:00PM (CST)**. All items below must be checked in by a Tri-Com staff person. If you are missing any items listed below, you must turn them in before the deadline. Late applications and incomplete application packets will not be accepted and will not be considered.

Application Packet

Item	Tri-Com Received	Notes
Completed Copy of Board-Up Service Policy with Signature		
Copy of Certificate of Insurance		
- General Liability sum of $1,000,000		
- Statutory Limit Workman's Comp		
- Vehicle Insurance		
Background Check Statement w/Names		
Price List		
- Hourly Rates/Package Rates		
- Equipment Charges		
- Materials & Services		
Application Packet Complete		