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November 17, 2023

TO: Board Up Applicants  
FROM: Shevon Sherod-Ramirez  
Administrative Assistant

RE: Board-Up Service Application Packet

To submit an application for placement on the Tri-Com Board-Up Rotation List for the 2023 calendar year, you must submit all necessary items by email before the deadline of 3:00PM CST on Thursday, December 8, 2022. Application packets received after this time will not be considered.

It is in your best interest to submit the application at least 48 hours prior to the deadline. This will allow time to submit any missing documentation. Your packet will be reviewed and you will receive a confirmation email.

Submit your packet to [SRamirez@tri-com911.org](mailto:SRamirez@tri-com911.org).

Any questions? Email or call 630-762-2044.



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

The Board-Up Service Application deadline is **Thursday, December 8, 2022 at 3:00PM (CST)**. All items listed below must be turned in by the deadline. No exceptions. Email your completed documents to [SRamirez@tri-com911.org](mailto:SRamirez@tri-com911.org) by the deadline. Use the checklist below to ensure complete submission.

### Application Packet

Item	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 Workmans Comp		
*Vehicle Insurance		
Background Check Statement w/Names		
Price List		
*Hourly Rates/Package Rates		
*Equipment Charges		
*Materials & Services		
<b>Application Packet Complete</b>		



## Tri-Com Central Dispatch Board-Up Service Policy 2023

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.**

1. Complete a registration packet annually. The packets must include contact information, a signed copy of this form, and the required documentation listed below. Initial: \_\_\_\_\_
2. Maintain comprehensive general liability in the sum of \$1,000,000, statutory minimum workman's compensation, and automobile insurance. Provide documentation with the annual registration packet.  
\*A copy must be included with the application 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 will 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 a fire or disaster 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: \_\_\_\_\_



## Tri-Com Central Dispatch Board-Up Service Policy 2023

7. 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: \_\_\_\_\_
8. 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: \_\_\_\_\_
9. Board-up companies participating in the referral program shall hold Tri-Com Central Dispatch, the member cities, member fire departments, member police departments, and all employees and officials of the foregoing harmless and indemnified against any denied claims, costs, wages, charges, materials incurred by the company in providing services to a project referred by Tri-Com Central Dispatch. A company's inclusion on the rotating list does not constitute a contract between the company and Tri-Com Central Dispatch or any member agency of Tri-Com Central Dispatch. Initial: \_\_\_\_\_
10. 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: \_\_\_\_\_
11. 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: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Phone Number for Service Calls: \_\_\_\_\_