

Administrative Procedure		EFFECTIVE DATE 11/26/2024
Procedure Title Emergency Board-Up Services & Application		PROCEDURE NUMBER AP-2024-019
Focus Administrative		REVISION DATE

Purpose:

This Administrative Guideline establishes a policy for prompt and efficient means of Emergency Board-up Services. This policy is also designed to assist in the establishment of a list of approved contractors who may be used by the fire department on a rotational basis for the purpose of emergency board-up.

Policy:

This policy was enacted for the benefit and convenience of the public and the Pine Hill Fire District. It is designed for equitability among licensed contractors of participating board-up services and to minimize complaints made to the Pine Hill 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 Pine Hill Fire District and any licensed contractors subject to this policy. The Fire District may enter into multiple such agreements. The purpose of the policy, with respect to such services, is to incorporate license contracts into the rotation 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 of NJ and have a New Jersey State of Will business license currently on file with the Fire District. Contractors shall be required to provide such services to participate in the rotational duty assignments. Except where inconsistent with the terms of any agreement between the Fire District 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 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.

This policy will also adopt SENATE, No. 1320 STATE OF NEW JERSEY 221st LEGISLATURE (Session 2024 – 2025). Synopsis: Requires certain information to be included in certain contracts with licensed public adjusters.

Authority:

The Fire Chief or their designated representative shall be responsible for the implementation and enforcement of the provisions of this policy. Their decision on any matter shall be final.

General Requirements:

- The Fire Chief, or their designee(s), shall create and/or revise a list of qualified contractors as set forth in this policy.
- The Fire Chief, or their designee(s), shall review the qualifications and select all contractors who qualify under the terms of this policy.
- Approved contractors shall be placed on a rotating callback list and maintained by the Fire Chiefs.
- Eligible contractors are required to respond to the scene of an event within sixty (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.
- Contractors wishing to be placed on the eligibility list shall:
 1. Be a currently licensed contractor holding a valid New Jersey of Will business license.
 2. Always maintain in force, and on file with the Fire District, during their participation in the program, a certificate of insurance covering its operation(s) and naming the town, its members, employees, agents as additionally named insured.
 3. Always maintain in force comprehensive auto and general liability insurance, and worker's compensation insurance.
- 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.
- 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 Fire Chief.
- Board – up company must be willing to perform board – up services at no cost to the Fire District or the municipality covered by the Fire District, if no insurance is in effect on the property.

Application Process:

- All licensed contractors who desire to participate in the Emergency Board – up eligibility list shall prepare and file an application with the Fire District Administrator at any time during the month of September to be reviewed for inclusion in the following fiscal 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 and telephone number.
 3. Evidence of current liability insurance, comprehensive and general liability auto insurance, and worker’s compensation insurance.
 4. Evidence of New Jersey Business Licensed.
 5. Such other information that the Fire District Administrator and Fire Chief may deem relevant and necessary to evaluate the qualification of the applicant.
- Applications must be signed and dated by the owner of said business acknowledging agreement to comply with all provisions of the Emergency Board – Up.
- The board–up company shall have background check on the file of all employees. The background check can be requested by the Fire District or Fire Chief 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.
- The Fire District Administrator or their designee will notify the interested contractor, in writing, of acceptance for placement of 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 application 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 Borad – Up rotation list. Approved contractors will be added to the rotation list based on the date the application was received by the Fire District Administrator.
- 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 Borad -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.
- Once the approved contractors are added to the rotational list and respond to a call for service, the following requirements shall be followed:
 1. All Board – Up company vehicles that respond to the scene of an incident shall be identified with the 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.

Cause For Removal from The List:

The Fire Chief/Fire District Administrator 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 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 the Fire District, or its relationship to the public; or
 5. Any Board – Up company that 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, the Pine Hill Fire District.
- The Fire District Administrator 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 Chairman of the Fire District for an opportunity to respond to the removal. If such a request is submitted, the Chairman of the Fire District shall notify the contractor of the time and place where such responses may be made. The contractor may then present their position, and such evidence deemed relevant to the Chairman of the Fire District. Such opportunity shall not be a formal evidential' hearing. The decision by the Chairman of the Fire District in this case will be final.
 - The appellant shall post five hundred dollars (\$500.00) either in cash or cashier's check with the Pine Hill Fire District to cover all, or a portion of, the appeal costs. All costs of such appeal will be recovered by the Pine Hill Fire District from the appellant when the review finds in favor of the Pine Hill Fire District. A full and complete accounting shall be supplied to the unsuccessful appellant with the findings.

Pine Hill Fire District

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. State of New Jersey Business License.

- (Attach a copy of current business license or completed application for each)

_____ 2. General Liability Insurance (Attach copy).

_____ 3. Workman's Compensation Insurance (Attach a copy).

_____ 4. Background check completed on all employees and owners.

_____ a. Background check completed by an approved 3rd party entity within the last 12 months for each employee.

_____ b. All felony arrest/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 Pine Hill Fire District, its agents, officers and employees from and against all claims, damages, losses, judgements, liability, expenses and other cost including litigation costs and attorney fees rising out of resulting from, or in connection with all program activities.

_____ 8. Response Policies.

_____ a. Listed companies shall be able to respond within 60 minutes to the incident.

_____ 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. List 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 incident and report to the incident commander on arrival. Vehicles and personnel 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 completed.

_____ 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 covers up all openings such as doors, windows, vent holes and fire openings to protect and secure the property.

_____ b. Roof Coverings: plastic and tarp cover up of roof and ceiling openings to prevent 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.

I have read the attached Pine Hill Fire District Board Up Rotation 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 Pine Hill Fire Districts police and procedures and understand that this application is only good for one year from the signature date and at any time the Pine Hill Fire District in writing can request additional information. Additionally, I understand this is only an application and not a guarantee to be placed on the call out list.

Signature Date

Signature Date

Title of Signature Date

Application For Board – Up Registry

Company Name: _____

Business Address: _____

Business Phone: _____ Fax: _____

Check List (Please initial if completed and understood)

State of New Jersey Business License:

- Attach a copy of current business license or completed application.

General Liability Insurance:

- Attach copy.

Workmen’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 arrest/convictions, convictions for arson, arson related offenses (vandalism, bombs), fraud, sex offenses, felony theft, all others, drug use, are not acceptable and will not be sent to call outs.

Policy on Non-payment:

- Attach copy 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 Pine Hill Fire District, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses and other cost, 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 scene 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 and report to the incident commander on arrival, vehicles and personnel will stay clear of the scene until authorized by the incident commander.
- Personnel shall not gather information from or speak with homeowner(s) until authorized by the incident commander.

Identification:

- All vehicles at fire scenes 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 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 damage inclement weather damages.
- Debris removal: 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 (may be subcontracted).

I have read the attached Pine Hill Fire District Board -Up Rotation 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 Pine Hill Fire District’s policies and procedures and understand that this application is only good for one year from the signature date and any time the Pine Hill Fire District in writing can request additional information. Additionally, I understand this is only an application and not a guarantee to be placed on the call out list.

Signature

Witness Signature

Date

Date

Title of Signature

Date Implemented: 11 / 26 / 2024

Chief: Joseph M Hunter

Signed: _____ Date: ____ / ____ / ____

Battalion Chief: Salvatore Pizzo

Signed: _____ Date: ____ / ____ / ____