**St. Charles Countryside Fire Protection District**
112 North First Avenue
P.O. Box 4132
St. Charles, Illinois 60174
Tel: (630) 762-3900
Fax: (630) 762-7035
www.sccfpd.org

# Freedom of Information Act Policy

**The St. Charles Countryside Fire Protection District (the "District") is a *public body* as defined in the Illinois Freedom of Information Act, (*FOIA*, 5 ILCS 140/2) (the "Act"). As a public body, it is subject to the Act.**

Description of the Public Body (5ILCS 140/4a)

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|---|---|
| *Purpose* | **The District was organized in 1942 pursuant to the Fire Protection Act, 70 ILCS 705/0.01 et seq. to provide fire protection services to person and property in unincorporated areas located outside the City of St. Charles. The District currently comprises approximately 34 square miles in ST. Charles and Campton Townships, Kane County, and Wayne Township DuPage County, including portions of the Village of Wayne and the Village of Campton Hills. Fire Protection services provided through a contract with the City of St. Charles and its fire department. Through its membership in Tri-City Ambulance, the District also provides emergency medical response within its juri8sdiction.** |
| *Functional Subdivisions* | **None** |
| *Operation Budget* | **See website** |
| *Offices* | **112 North First Avenue**<br>**ST. Charles, Illinois 60174** |
| *Mailing Address* | **P.O. Box 4132, St. Charles Illinois 60174** |
| *Number of Employees* | **1 part-time** |
| *Normal Business Hours* | **4:30 PM – 6:30PM weekdays by appointment; closed Saturdays, Sundays and State and Federal holidays. The St. Charles City Fire Department is open 8:30AM to 4:30 PM weekdays** |
| *Telephone Contact* | **(630) 762-3900 Fax: (630)** |
| *E-Mail* | **admin@sccfpd.org** |
| *Website* | **www.sccfpd.org** |
| *Payment* | **Payment is due at the time the documents are delivered. Information may be sent by U.S. Mail if pre-paid. Documents may be faxed for additional charge of** |

**$1.00 per page. The District reserves the right to require a deposit if the request is voluminous or requires outside copying services.**

*Fee Waiver*

**Information shall be provided free of charge to any political subdivision in Kane or DuPage Counties that has a reciprocal policy with the District. Fees may be waived for cause in the discretion of the District or for citizens who are unable to access a computer.**

**In accordance with 5ILCS 140/6b, fees, may be reduced or waived entirely upon a written request that includes the specific purpose of the request (including whether the data will be used for any commercial purpose) and the public interest that would be served. The District has sole discretion to act in any such request and may request additional information in order to make a determination.**

FOIA Requests(5ILCS 140/3g)

**All FOIA requests shall be in writing and shall be directed to:**

**Administrator or FOIA Officer**

**St. Charles Countryside Fire Protection District**

**P. O. Box 4132**

**ST. Charles, IL 60174**

**Payment and fee waiver polices shall be set forth above for information available not requiring a FOIA request**

**This policy has been adopted by the District through its Board of Trustees this____ day of November, 2008.**

**_____**

**President**

**ATTEST:**

**_____**

**Secretary**

Records under the Control of the District

**The following types and categories of records are under the control of the District. Please note that this list may include records that are partially or wholly exempt from disclosure under *FOIA* (see 5 ILCS 140/7)**

**Minutes of District Board Meetings**

**Agenda**

**Minutes of Citizens Advisory Committee**

**Ordinances and Resolutions**

**Strategic Plan**

**Petitions for Annexation**

**Petitions for Disconnection**

**Referendum Information**

**Burlington Road property records and invoices**

**IAFP Membership file**

**ICC membership file**

**Legal Notices and Certificates of Publications**

**Correspondence files**

**Annual audits (1999 to present)**

**Vendor files**

**Bank and financial statements**

**Maps of proposed subdivisions**

**Financial Reports and Records**

**Insurance policies and applications**

**Tax Objections**

**Tri-city Ambulance Contract and reports**

**Equipment and Facilities reports**

**St. Charles Fire Department Contract, Reports and Correspondence**

**Reports received from other emergency service providers**

**Legal case files**

Amendments

**This policy may be amended from time to time; said amendments are effective upon their being conspicuously and prominently displayed at the offices of the district.**

Severability

**IN the event that any section, provision or term of the policy is determined by a court or other competent authority to be invalid, that determination shall not affect the remaining sections or provisions that can be given effect without such invalid provisions and accordingly, the provisions of this policy shall be severable.**

Information Available without a FOIA Request (5 ILCS 140/4b)

Available Information

**The following information and public records are available without charge on the District website *www.sccfpd.org***

**Minutes of the District Board of Trustees (when approved)**

**Minutes of the Citizens Advisory Committee (when approved)**

**Meeting Agendas (current year)**

**Monthly Financial Package**

**Ordinances and Resolutions**

**SCCFPD Strategic Plan**

**Press Releases**

**Meeting Schedule**

**Critical Calendar**

**2008 Homeowner Survey Results**

**SCCFPD Fact Sheet**

**Map of the District**

**Other documents as posted from time to time**

**Copies of these documents may be obtained for a charge of $.05 per copy**

Record Requests

**Requests for information not requiring a FOIA request shall be directed to:**

**Administrator or FOIA Officer**

**St. Charles Countryside Fire Protection District**

**P.O. Box 4132**

**St. Charles, Il 60174**