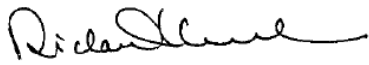


INVERNESS FIRE PROTECTION DISTRICT STANDARD OPERATING GUIDELINE	
SUBJECT: FOIA REQUESTS	SOP # ADM-41
INDEXED AS: Administration	EFFECTIVE DATE: June 1, 2024
APPROVED BY: Richard Kurka, Fire Chief 	REPLACES: June 1, 2022

PURPOSE

It is the policy of the Board of Trustees of the Inverness Fire Protection District to permit access to and copying of public records in accordance with the Illinois Freedom of Information Act, balanced, however, by the limited exceptions recognized in the Act to safeguard individual privacy and the efficient operation of the District. The Administrative Assistant, who is hereby appointed the District's Freedom of Information Officer, shall insure that the District complies with the Act through execution of the District's regulations adopted pursuant to this policy. A copy of this policy shall be posted on the District's website.

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1.0 DEFINITIONS

- 1.1 Public Record. All records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the public body.
- 1.2 Business Day. A business day is defined as a regular day of the week (Monday through Friday). Saturdays, Sundays, and state holidays are not business days.

2.0 DESCRIPTION OF INVERNESS FIRE PROTECTION DISTRICT

Inverness Fire Protection District, Cook County, Illinois, is a fire protection district organized pursuant to the Illinois Fire Protection District Act (70 ILCS 705/1 et seq.) to provide fire protection and other emergency services to the residents of the District. The District's operating budget is comprised of tax collections for both fire and ambulance services along with grants, donations, and other miscellaneous forms of revenue. The District's fire station headquarters is located at 35 Ela Road, Inverness, Illinois 60067.

The District employs 17 full-time employees.

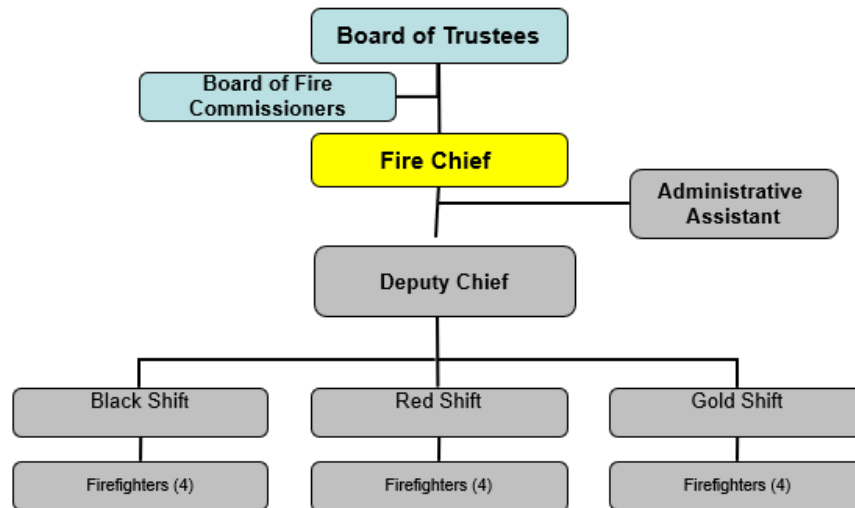
The Board of Trustees consists of the three members that govern the District:

The District's Board of Fire Commissioners consists of three members appointed by the Board of Trustees.

The District's Firefighters' Pension Fund consists of five members, two appointed by the District's Board of Trustees and 3 members elected by the membership.

Inverness Fire Protection District

Organization Chart



POLICY

3.0 Brief Description of the Method to Request Information

All public requests for information and/or records will be processed through the administrative offices of the District, located at:

Inverness Fire Protection District - Station 36
35 Ela Road
Inverness, Illinois 60067

The Administrative Assistant serves as the Freedom of Information Officer for the District. Requests shall be directed to the Administrative Assistant of the District (or designee) pursuant to the District's Administrative Policy at the address noted above. The first 50 black and white copies are free. Thereafter, each page will be charged \$.15 per page. Electronic, color or oversized copies will be charged at the actual cost to the District of reproduction.

For any additional information, the administrative office is open:

Monday through Friday, 9:00 a.m. to 4:30 p.m.
The telephone number is (847) 991-8700.

4.0 Public Access to Records

The District shall make available its public records to any person requesting access pursuant to the provisions of the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.) (the "Act"), as well as other applicable law. The District shall not provide access to public records or portions thereof that are exempt from disclosure under the Act or as provided by other applicable law. Denials of requests for records will contain a detailed factual basis for the denial.

5.0 Nonexempt Materials Contained in Exempt Records

The District shall delete any information which is exempt from disclosure under the Act from a public document which contains nonexempt material, and make the remaining information available for inspection and copying.

6.0 Denial of Request for Public Records; Appeal

Any person denied access to inspect or copy any public record may appeal the denial to the Office of the Public Access Counselor at Illinois Attorney General, 100 West Randolph Street, Chicago, Illinois; telephone (312) 814-3000.

7.0 General Materials Available

The following information will be made available to the public:

- 7.1. Types or Categories of Records under the District's Control
 - a. Financial records
 - . Budget
 - . Levy ordinance and certificate of tax levy
 - . Audit
 - . Bills
 - . Receipts for revenue
 - . Bills payable
 - . Revenue and Expense Reports
 - . Cancelled checks
 - . Labor agreements

- b. General Records
 - . Board minutes
 - . Board resolutions and ordinances
 - . Bidding specifications
 - . Board policies and administrative procedures
 - . Administrative instructions to staff
 - . personnel names, salaries, titles and dates of employment
 - . Office equipment
 - . Insurance
 - . Capital equipment
 - . Real estate
 - . Legal notices
 - . Application for contracts, permits, grants or agreements
 - . Consulting contracts
 - . Contracts for capital equipment
 - . Contracts for office supplies
 - . Contracts for maintenance and repair
 - . Number of employees

8.0 REQUEST PROCEDURES

8.1. Initiation of Request

Any person wishing to inspect or copy a District's public record shall submit a written request to the FOIA Officer. While the use of a specific form is not required, the District will provide a form (See Form 1) upon request. A FOIA form may be obtained from the FOIA Officer and are available on our website: www.invernessfpd.org. Requests are accepted via personal delivery, mail, facsimile or email if directed to FOIA@invernessfpd.org. Requests must specify District records with reasonable particularity to avoid inefficient use of staff time in retrieving and preparing records for inspection.

8.2. Response to Request

1. Upon receipt, the FOIA Officer shall mark the date received upon the request, along with the date a response is due.

2. The District shall either comply with or deny the written request for public records within five (5) working days after its receipt. (see Forms 2, 3 and 4.) Denial shall be by letter as provided below and contain a detailed factual basis for the denial. Failure to respond to a written request within five (5) working days after its receipt shall be considered a denial of the request.
3. The District's time for response may be extended for not more than five (5) additional working days for any of the following reasons (see Form 5):
 - a) The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
 - b) The request requires the collection of a substantial number of specified records;
 - c) The request is couched in categorical terms and requires an extensive search for the records responsive to it;
 - d) The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
 - e) The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under the Act or should be revealed only with appropriate deletions;
 - f) The request for records cannot be complied with by the District within five (5) working days without unduly burdening or interfering with the operations of the public body;

- g) There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of the District having a substantial interest in the determination or in the subject matter of the request.
- 8.3 When additional time is required for any of the reasons listed, the District shall notify by letter the person making the written request within five (5) working days of receipt of request (see Form 5).
- 8.4 The response times contained in this Section may be extended as authorized in the Freedom of Information Act and/or with the written agreement of the requestor; and
- 8.5 The FOIA Officer shall maintain a copy of each request, response and written communications with the requestor and all documents submitted.

9.0 Inspection or Copying

- 9.1. Inspection of District public records not excluded from inspection under the Act shall be permitted between the hours of 9:00 a.m. and 4:30 p.m., Monday through Friday, on days the District office is open for business.
- 9.2 Inspection must be made at the District office, and records are not to be removed from the District office.
- 9.3 The FOIA Officer or his designee shall be present during inspection of District records.
- 9.4 Inspection will not be allowed when records are in immediate use by persons exercising official duties which require use of the records.
- 9.5 Copies of requested records will be provided by District employees within the limitations of District copying equipment.

- 9.6 The District is not required to copy a public record that is published on the District's website. The District will notify the requester that the public record is available online and direct the requester to the website where the record can be reasonably accessed.
- 9.7 When a person requests a copy of a record maintained in an electronic format, the District will furnish it in the electronic format specified by the requester, if feasible. If it is not feasible to furnish the public records in the specified electronic format, then the District will furnish it in the format in which it is maintained by the public body, or in paper format at the option of the requester.

10.0 Fees

- 10.1 Letter-sized, black and white copies are charged at \$.15 per page after the first 50 copies. Each color copy will be charged at \$.25 per page. Persons requesting electronic or oversized copies of District public records shall reimburse the District for its actual cost for reproducing public records, as determined by the FOIA Officer or his designee. Each record certified shall cost \$1.00.
- 10.2 Documents shall be furnished without charge or at a reduced charge, as determined by the Board of Trustees, if the person requesting the documents states the specific purpose for the request and indicates that a "waiver or reduction of the fee is in the public interest" pursuant to Section 6(b) of the Act (5 ILCS 140/6(b)). In setting the amount of the waiver or reduction, the District shall take into consideration the amount of materials requested and the cost of copying them.
- 10.3 Records may be produced electronically, if requested. The District will email records where practicable. When requests are unable to be sent via email or the requestor does not desire emailed copies, the District shall purchase appropriate electronic media and copy the documents to the electronic media. The requestor will pay the actual cost of the media. In no event may the District accept electronic media from a requestor.

11.0 Unduly Burdensome Request Exemption

- 11.1 Requests calling for all records falling within a category shall be complied with unless compliance with the request would be unduly burdensome for the District and there is no way to narrow the request, and the burden on the District outweighs the public interest in the information.
- 11.2 Before invoking this exemption, the District shall extend to the person making the request an opportunity to confer with it in an attempt to reduce the request to manageable proportions.
- 11.3 The District shall invoke this exemption in writing to the person making the request specifying the reasons why it would unduly burden the District and the extent to which compliance would so burden the operations of the District.
- 11.4 Repeated requests for the same public records by the same person shall be deemed unduly burdensome under this provision.

12.0 Documents Containing Personal Information

- 12.1 When a requested document contains information of a highly personal nature or whose release would be objectionable to a reasonable person, the FOIA Officer must determine if the subject's right to privacy outweighs and legitimate public interest. If the FOIA Officer determines the legitimate public interests outweigh privacy interests, the FOIA Officer shall release the documents.
- 12.2 If the FOIA Officer determines the right to privacy outweighs any legitimate public interest, the FOIA Officer shall seek an advisory opinion from the Public Access Counselor pursuant to the procedures adopted by that body.
- 12.3 If the FOIA Officer believes the advisory opinion is in error, with the consent of the Board of Trustees, the FOIA Officer may seek judicial review of the decision.

13.0 Commercial Requests

- 13.1 Prior to responding to a request for records, the FOIA Officer shall determine whether the requested records will be used in any sale, resale, solicitation or advertisements for sales or services. If the FOIA Officer determines that the request is for one of these purposes, it shall be deemed a commercial request and response shall be governed by this section. Requests received from news media, non-profit, scientific or academic organizations shall not be considered commercial requests.
- 13.2 When a request is for a commercial purpose, the FOIA Officer shall respond to the requestor within five (5) business days, informing the requestor that the request is considered commercial.
- 13.3 Within twenty-one (21) business days after the receipt of the commercial purpose request, the FOIA Officer shall respond to the requestor. Such response shall either: 1) provide an estimate of the time required to provide the records, including a requirement that the requestor pay for the copies; 2) deny the request pursuant to one or more exemptions found in the Freedom of Information Act; 3) notify the requestor that the request is unduly burdensome and extend an opportunity to the requestor to reduce the request to manageable proportions, or 4) provide the requested records.
- 13.4 When estimating the time required for responding to a commercial records request, the FOIA Officer should consider the size and complexity of the request. Priority shall be given to non-commercial requests.

14.0 Emergency Medical Service Records

Records regarding performance of emergency medical services are not subject to disclosure under the Freedom of Information Act. Disclosure of such records is governed by the disclosure procedures found in 735 ILCS 5/8-802.

15.0 Designation of a Freedom of Information Officer

- 15.1 In accordance with the Freedom of Information Act, the District designate certain employees, officers, or members to receive training on compliance with the Freedom of Information Act, and submit a list of those designated to the Public Access Officer of the Illinois Attorney General's Office.
- 15.2 Appointment of the District Freedom of Information Officer will occur annually by the President of the District Board at the first meeting of the year, and designate whether the person appointed is the "primary" or "secondary" FOIA officer.
- 15.5 Individuals designated as the Freedom of Information Officer will do so for the District Board of Trustees, the District Organization, the District's Pension Fund, the District's Foreign Fire Insurance Board and any temporary or standing committee formed by either body.

16.0 Training of Designated Personnel

- 16.1 Initially, those persons designated for compliance training must successfully complete an electronic training curriculum administered by the Public Access Counselor of the Illinois Attorney General's Office by July 1st, 2010.
- 16.2 Those designated for compliance training must successfully complete an annual training program.
- 16.3 When designating a new person for compliance training, that person must complete the electronic training curriculum within 30 days after the designation.

17.0 Freedom of Information Act Officer

- 17.1 The personnel listed on the attached Addendum 1 are hereby appointed by the District Board of Trustees as the designated FOIA officers that shall be responsible for:
 - 1. Receiving FOIA requests submitted to the District;
 - 2. Ensuring that the District responds in a timely fashion to all requests;
 - 3. Issuing responses under the Freedom of Information Act;

4. Maintaining for public inspection, a brief description of how the public may request public records;
 5. Developing and maintaining a list of documents or categories of records that the District must immediately disclose upon request.
 6. Assisting the public in identifying requested records;
 7. After records are located and reviewed, make records available for inspection or denying access to the records in whole or in part.
 9. Certifying, upon request, that a copy is a true copy.
 10. Informing the requester, when access is denied, of their right to appeal to the Illinois Attorney General's Office of the Public Access Counselor.
 11. Maintaining a public file of denials indexed according to type of record requested and type of exemption asserted by the Protection District.
- 17.2 The District Legal Counsel shall provide legal advice and assistance to the FOIA officers in the review and response to a specific request.

INVERNESS FIRE PROTECTION DISTRICT

35 Ela Road
Inverness, Illinois 60067
847-991-8700
Fax: 847-991-8789
Email: FOIA@invernessfpd.org

FREEDOM OF INFORMATION ACT OFFICERS

The following personnel have been appointed as the Freedom of Information Officers for the Inverness Fire Protection District for the calendar year 2024:

Primary: Marjean Diercks, Administrative Assistant

Secondary: Richard Kurka, Fire Chief

INVERNESS FIRE PROTECTION DISTRICT

FORM 1

**INVERNESS FIRE PROTECTION DISTRICT
FREEDOM OF INFORMATION ACT
WRITTEN REQUEST FOR RECORDS**

Dear FOIA Officer (or designee):

(I), (We), are hereby requesting that (I) (We)

_____ inspect the following records at the Inverness Fire Protection District's Administrative Office.

_____ receive copies of the following records from the Inverness Fire Protection District.

(Please be specific in listing records.)

Will the records received or requested or the information derived thereof be used in any form of sale, resale, or solicitation or advertisement for sales or services?

_____ **Yes**

_____ **No**

I understand that if I request that the records be copied, I may be charged a fee due in full before the copies are made.

Signature(s) of Requester(s)

Date of Request

(For office use only)

Date Request Received: _____ Signature: _____

Date Response Due: _____

INVERNESS FIRE PROTECTION DISTRICT

FORM 2

**INVERNESS FIRE PROTECTION DISTRICT
FREEDOM OF INFORMATION ACT
APPROVAL FOR REQUEST FOR PUBLIC RECORDS**

DATE: _____

TO: _____

FROM:
Inverness Fire Protection District
35 Ela Road
Inverness, Illinois 60067

NAME _____

ADDRESS _____

CITY STATE ZIP

(____) _____
PHONE NUMBER

DESCRIPTION OF REQUESTED RECORDS:

Your request dated _____ for the above captioned records has been approved.

_____ The documents will be made available at the District Administrative Office on (Date) _____ upon payment of copying costs in the amount of _____.

_____ You may inspect the records at _____

On: _____
DATE

FOIA Officer or Designee

Date

INVERNESS FIRE PROTECTION DISTRICT

FORM 3

**INVERNESS FIRE PROTECTION DISTRICT
FREEDOM OF INFORMATION ACT
DENIAL OF REQUEST FOR PUBLIC RECORDS**

DATE: _____

TO:

FROM:

Inverness Fire Protection District
35 Ela Road
Inverness, Illinois 60067

NAME

ADDRESS

CITY STATE ZIP

(____) _____

PHONE NUMBER

DESCRIPTION OF REQUESTED RECORDS:

Your request dated _____ for the above captioned records has been denied:

_____ The request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act, and we were unable to negotiate a more reasonable request.

_____ The materials requested are exempt under Section 7 of the Freedom of Information Act for the following reasons:

The individual(s) who were responsible for the denial are:

You have the right to appeal the denial of the records you have requested to the Public Access Counselor at Sarah Pratt, Public Access Counselor, Office of the Attorney General 500 S. 2nd Street, Springfield, Illinois 62706 and by placing the words "Freedom of Information Act Appeal" on the face of the envelope, if sent by mail. In submitting your notice of appeal, you must include a copy of your original request and this denial, and state the reasons why you feel your appeal should be granted.

FOIA Officer or Designee

Date

INVERNESS FIRE PROTECTION DISTRICT

FORM 4

**INVERNESS FIRE PROTECTION DISTRICT
FREEDOM OF INFORMATION ACT
PARTIAL APPROVAL OF REQUEST FOR PUBLIC RECORDS**

DATE: _____

TO:

FROM:

Inverness Fire Protection District
35 Ela Road
Inverness, Illinois 60067

NAME

ADDRESS

CITY STATE ZIP

(____) _____
PHONE NUMBER

DESCRIPTION OF REQUESTED RECORDS:

Your request dated _____ for the above captioned records has been partially approved. Those parts of your request that have been approved:

_____ will be made available at District Administrative Offices on (Date) ____
_____ upon payment of copying costs in the
amount of _____.

_____ may be inspected at _____
_____ on _____.
DATE

The following portions of your request have been denied for the reasons cited:

INVERNESS FIRE PROTECTION DISTRICT

FORM 4 – (Page 2)

The individual(s) who were responsible for the denial are:

You have the right to appeal the denial of that portion of the records you have requested to Public Access Counselor, Office of the Attorney General, 500 S. 2nd Street, Springfield, Illinois 62706. In submitting your notice of appeal, you must include a copy of your original request and this partial denial and state the reasons why you feel this appeal should be granted.

FOIA Officer or Designee

Date

INVERNESS FIRE PROTECTION DISTRICT

FORM 5

**INVERNESS FIRE PROTECTION DISTRICT
FREEDOM OF INFORMATION ACT
DEFERRAL OF RESPONSE TO REQUEST FOR PUBLIC RECORDS**

DATE: _____

TO: _____

NAME _____

ADDRESS _____

CITY STATE ZIP

(____) _____

PHONE NUMBER

FROM:
Inverness Fire Protection District
35 Ela Road
Inverness, Illinois 60067

DESCRIPTION OF REQUESTED RECORDS:

The response to your request dated _____ for the above captioned records must be delayed. Pursuant to Section 3(d) of the Freedom of Information Act, the delay in responding to your request is for the following reason(s):

You will be notified by _____ as to the action taken on your request. Date

FOIA Officer or Designee

Date