

GRAYSLAKE FIRE PROTECTION DISTRICT



Headquarters: 160 Hawley Street Grayslake, IL 60030
www.grayslakefire.com

Tel. 847.223.8960
Fax 847.223.8964

Dan Pierre
Fire Chief

Board of Trustees

Ellen L. Dimock
President

Karen Wojciechowski
Treasurer

Terry Toth
Secretary

1.18 FREEDOM OF INFORMATION

It is the policy of the Board of the Grayslake Fire Protection District (the "Fire District") to permit access to and copying of public records in accordance with the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.) (the "Act"), balanced, however, by the limited exceptions recognized in the Act to safeguard individual privacy and the efficient operation of the Fire District. The Fire Chief shall ensure that the Fire District complies with the Act through execution of the Fire District's regulations adopted pursuant to this policy. A copy of this policy shall be posted on the District's website.

1.18.1 - PUBLIC RECORDS

"Public records" are defined in FOIA as "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 any public body." (5 ILCS 140/2(c)).

The Fire District will make available its public records to any person requesting access pursuant to the provisions of the Act, as well as other applicable law. The Fire District will 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.

1.18.2 - FREEDOM OF INFORMATION ACT (FOIA) OFFICERS

Section 3.5 of the Act requires that each public body appoint at least one FOIA officer and that the FOIA Officer(s) complete an annual electronic training developed by the Illinois Attorney General's Public Access Counselor.

A Freedom of Information Act Officer ("FOIA Officer") will be appointed by the Fire District to ensure that the Fire District complies with the Act. The FOIA Officer's responsibility will be to receive FOIA requests from the public and to send responses in compliance with FOIA. Whether to designate more than one FOIA Officer is a decision left to the discretion of the public body.

Current FOIA Officers: Administrative Assistant Deb Klemens, Deputy Chief Dave Torkilsen

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1.18.3 - DOCUMENT LISTING

The following information is supplied by the Grayslake Fire Protection District pursuant to Sections 4 and 5 of the Illinois Freedom of Information Act (5 ILCS 140/4 & 5):

A. Descriptive Statement:

1. The Grayslake Fire Protection District is a public fire protection district organized and operating under the provisions of the Illinois Fire Protection District Act (70 ILCS 705/0.01 et seq.)
2. It is located in the following county: Lake
3. It operates a fire department from the following locations:
Station #1, 160 Hawley Street, Grayslake, IL 60030
Station #2, 1200 Brae Loch Road, Grayslake, IL 60030
Station #3, 22405 W. Behm Lane, Grayslake, IL 60030
4. The mailing address of the Grayslake Fire Protection District is 160 Hawley St., Grayslake, IL 60030.
5. Persons desiring to contact the Fire District may contact the following: District's Freedom of Information Act Officer, Grayslake Fire Protection District, 160 Hawley St., Grayslake, IL 60030.
6. The Fire District is governed by a Board of Trustees consisting of three persons. Meetings of the Board are held monthly on the third Wednesday at 9:00 a.m. at Station #1, 160 Hawley St., Grayslake, IL 60030.

B. The Fire District maintains the following types and categories of records:

1. General Ordinances
2. Budget and Appropriation Ordinances adopted annually
3. Property Tax Levy Ordinances adopted annually
4. Financial Reports prepared annually
5. Minutes of meetings of the Board of Trustees and Treasurer's Reports
6. Vouchers, Bank Statements and Records, and other financial records pertaining to receipts and disbursements of the Fire District
7. Policies and procedures regarding the Fire District operations
8. Correspondence

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9. Fire and incident reports
 10. Personnel and training records
- C. There are no records of the Fire District which are available for immediate disclosure.
- D. Records of the Fire District which are subject to disclosure under the Freedom of Information Act may be requested in writing from the Freedom of Information Act Officer listed above. Requests are to be submitted in writing delivered to the attention of the Freedom of Information Officer listed above, at the above address. Requests will be processed within the time permitted by the Freedom of Information Act, five business days for noncommercial requests and twenty-one business days for commercial requests, unless additional time, as permitted by the Act is required to process the request, in which case the person making the request will be notified in writing of the action taken with reference to the person's request. Records will generally be made available at the Fire District's fire station for inspection at a mutually convenient time or will be provided electronically if requested. Copies of records will be furnished in accordance with the provisions of the Freedom of Information Act. (First 50 pages of material will be provided without charge, additional pages will be charged at the rate of 15 cents per page. Color or oversize copies will be supplied at actual cost to the District.) Any request for a waiver of copying fees must be in writing and accompany the request for copies.
- E. 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. 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. 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. Repeated requests for the same public records by the same person shall be deemed unduly burdensome under this provision.
- F. Prior to responding to a request for records, the FOIA Officer shall determine whether the requested records will constitute a voluminous request as defined by Sections 2(h) and 3.6 of the Act. If the FOIA Officer determines that the request is voluminous, it shall be governed by this section. In no event shall requests made by news media, non-profit, scientific, or academic organizations be considered voluminous requests so long as the principal purpose of the request is:

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- a) To access and disseminate information concerning news and current events;
- b) For articles of opinion or features of interest to the public; or
- c) For the purpose of academic, scientific, or public research or education.

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If the Fire Chief determines that a request is voluminous, the requester may file a request for review with the Office of the Public Access Counselor at Illinois Attorney General, 100 West Randolph Street, Chicago, Illinois; telephone (312) 814-3000.

When a request is voluminous, the FOIA Officer shall issue a response within five (5) business days. This response will notify the requester:

- a) That the request is being treated as a voluminous request;
- b) Of the reasons why the request is being treated as voluminous;
- c) That the requester must respond within ten (10) business days after the FOIA Officer's response was sent and specify whether the requester would like to amend the request such that it will no longer be treated as a voluminous request;
- d) That if the requester does not respond within ten (10) business days, or if the request continues to be a voluminous request following the requester's response, the FOIA Officer will respond to the request and assess any fees chargeable pursuant to Section 6 of the Act;
- e) That the District has five (5) business days after receipt of the requester's response or five (5) business days from the last day for the requester to amend his or her request, whichever is sooner, to respond to the request;
- f) That the District may request an additional ten (10) business days to comply with the request;
- g) Of the Public Access Counselor's address and phone number, as well as of the requester's right to seek review with the Public Access Counselor; and
- h) That if the requester fails to accept or collect the responsive records, the requester may still be charged by the District for its response pursuant to Section 6 of the Act, and that the requester's failure to pay will be considered a debt due and owing to the District and may be collected in accordance with applicable law.

After issuing a response, the District shall provide a voluminous requester ten (10) business days from the date of the District's response to amend their request such that the request will no longer be treated as voluminous.

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If a request continues to be voluminous following the requester's response, a FOIA Officer shall issue a second respond within five (5) business days after receipt of the requester's response or five (5) days after the final day for the requester to respond, whichever is sooner. This second response shall:

- a) Provide an estimate of the fees to be charged;
- b) Deny the request pursuant to one or more of the exemptions found in the Freedom of Information Act;
- c) Notify the requester that the request is unduly burdensome and provide an opportunity to the requester to attempt to reduce the request to
- d) Provide the records as requested.

The District may extend the deadline for the District's second response for up to ten (10) business days from the final day for the requester to reply to the District's second response for the reasons set forth above. The District and the requester may also agree in writing to extend the time for compliance.

If the request is voluminous, a special fee structure applies:

If the voluminous request is for electronic records and those records are not in a portable document format ("PDF"), the District may charge the following fees based upon the amount of megabytes ("MB") of data requested:

2 MB or less	Up to \$20
Between 2 MB and 4 MB	Up to \$40
More than 4 MB	Up to \$100

If a voluminous request is for electronic records and those records are in a portable document format, the District may charge the following based upon the number of megabytes of data ("MB") requested:

80 MB or less	Up to \$20
Between 80 MB and 160 MB	Up to \$40
More than 160 MB	Up to \$100

If the District imposes a fee pursuant to the above fee structure, the District shall provide the requester with an accounting of all fees, costs, and personnel hours in connection with the request.

- F. When a requested document contains information of a highly personal nature or whose release would be objectionable to a reasonable person, the Fire Chief must determine if the subject's right to privacy outweighs any legitimate public interest. If the FOIA Officer determines the legitimate public interests outweigh privacy interests, the FOIA Officer shall release the documents.

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. If the FOIA

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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.

- G. When the FOIA Officer determines that a requested document is exempt under Section 7(1)(f) as a preliminary draft or other document exempted under this section, he shall initiate the advisory opinion procedures of the Public Access Counselor. If the FOIA Officer believes the advisory opinion is in error, the consent of the Board of Trustees, the Fire Chief may seek judicial review of the decision.
- H. A denial of any records request will be made in writing to the person making the request and a request for review of any denial may be made to the Public Access Counselor, Public Access Bureau, Office of the Attorney General, 500 South Second Street, Springfield, Illinois 62706 (217) 558-0486 under Section 9.5 of the Freedom of Information Act (5 ILCS 140/9.5) within sixty (60) days of the date of denial. Persons whose request is denied may also seek judicial relief under Section 11 of the Freedom of Information Act (5 ILCS 140/11).

1.18.4 - REQUEST PROCEDURES

All public requests for information and/or records will be directed to the FOIA Officer, Grayslake Fire Protection District Administrative Offices, 160 Hawley St., Grayslake, Illinois 60030.

1.18.5 - INITIATION OF REQUEST

FOIA provides that requests for public records must generally be made in writing, although the Fire District may, at its discretion, honor an oral request. If it is not possible to fill a verbal request while the requesting party waits, the requester may be asked to put that request into writing. (5 ILCS 140/3(c)).

The Fire District will make a form available for verbal or written requests. However, the Fire District does not require that a request be submitted on its form or require the requester to specify the purpose for a request, except to determine whether the records are requested for a commercial purpose or in conjunction with a request for a fee waiver. The Act does not require a request to be signed or to include the requester's name. (5 ILCS 140/3(c)).

A request means a written document (or verbal request, should the Fire District choose to honor verbal requests) that is submitted to the Fire District FOIA Officer via personal delivery, mail, fax, electronic mail, or other means available to the Fire District and that identifies the particular public record the requester seeks. One request may identify multiple records to be inspected or copied. (5 ILCS 140/2(g)).

All requests for inspection or copying that are received by the Fire District will immediately be forwarded to its FOIA Officer or his designee.

A "business day" means a day during the week, Monday through Friday. Saturdays, Sundays and State holidays are not business days and are not counted in computing the five business day time period.

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1.18.6 – FOIA REQUEST FOR RECORDS

FREEDOM OF INFORMATION ACT REQUEST FOR RECORDS

****Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.****

Name and Address of Public Body Receiving Request:

Grayslake Fire Protection District, 160 Hawley Street, Grayslake, Illinois 60030

Date Requested: _____

Request Submitted By: _____ E-mail _____ U.S. Mail _____ Fax _____ In Person _____
Verbal _____

Name of Requester: _____

Street Address: _____

City/State/County _____

Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Records Requested (required):

**Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.*

Do you want copies of the documents? _____ Yes _____ No

Do you want Electronic Copies or Paper Copies? _____

If you want Electronic Copies, in what format? _____

Is this request for a Commercial Purpose? _____ Yes _____ No

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. (5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? _____ Yes _____ No

(If you are requesting that the public body waive any fees for copying the documents, you must attach a Statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. (5 ILCS 140/6(c))