GODFREY FIRE PROTECTION DISTRICT

FREEDOM OF INFORMATION ACT STATEMENT, DOCUMENT LISTING & POLICY

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

1. Descriptive Statement:

a. The Godfrey 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.)

b. It is located in the following county or counties: Madison & Jersey.

c. It operates a fire department from the following location or locations: 3023 Godfrey Road, Godfrey, IL 62035.

d. The mailing address of the district is P.O. Box F, Godfrey, IL 62035.

e. Persons desiring to contact the district may contact the following: Freedom of Information Act Officer, Godfrey Fire Protection District, P.O. Box F, Godfrey, IL 62035.

f. The district is governed by a Board of Trustees consisting of 3 persons. Regular Meetings of the Board are held on the fourth Monday of each month at 5:00 p.m. at the Fire Station, 3023 Godfrey Road, Godfrey, Illinois 62035.

1. The approximate budget of the district is $5.2 million annually.

2. The district maintains the following types and categories of records:

a. General Ordinances.

b. Budget and Appropriation Ordinances adopted annually.

c. Property Tax Levy Ordinances adopted annually.

d. Financial Reports prepared annually.

e. Minutes of meetings of the Board of Trustees and Treasurer's Reports.

f. Vouchers, Bank Statements and Records, and other financial records pertaining to receipts and disbursements of the district. Business records such as vendor contracts.

g. Policies and procedures regarding the operation of the district's fire department.

h. Correspondence.

i. Fire and incident reports; medical reports.

j. Personnel and training records.

3. Records of the district which are available for immediate disclosure are items which are posted on the District website.

4. Records of the 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 Act Officer listed above, at the above address. Requests will be processed within the time permitted by the Freedom of Information Act, five (5) business days for noncommercial requests and twenty-one (21) 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. 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.) Any request for a waiver of copying fees must be in writing and accompany the request for copies.

5. A denial of any records request will be made in writing to the person making the request and to the extent that a person making a request considers the District's response to be a denial of the request, the person has the right to have the denial of the request reviewed by the Public Access Counselor, Public Access Bureau, Office of the Attorney General, 500 South Second Street, Springfield, Illinois 62706 (877-299-3642) (public.access@ilag.gov) pursuant to Section 9.5 of the Illinois Freedom of Information Act (5 ILCS 140/9.5) within sixty (60) days of the date of the denial. The requester also has the right to seek judicial relief under Section 11 of the Illinois Freedom of Information Act (5 ILCS 140/11).