

Freedom of Information Act

Peoria Heights Fire Department

Peoria Heights Volunteer Firemen's Association

The Peoria Heights Fire Department and Peoria Heights Volunteer Firemen's Association provides access to public records as required by the Illinois Freedom of Information Act, 5 ILCS 140, and the Illinois Open Meetings Act, 5 ILCS 120. The Illinois Freedom of Information Act is based on the principle that people should be able to access public records and information about the workings of government. Documents are considered public records unless all, or parts, of the information falls within express statutory exemption; the majority of the documents generated and/or kept by the Peoria Heights Fire Department are public records. The Illinois Open Meetings Act is based on the principle that the people have a right to be informed as to the conduct of a public entity's business.

Any Freedom of Information Act or Open Meetings Act request must be submitted in writing. As a convenience, the Peoria Heights Fire Department and Peoria Heights Volunteer Firemen's Association offer a request form at their administrative offices, both located at 4901 North Prospect Road, and on their website at <https://www.peoriaheightsfire.org>. However, any written request that provides the requester's contact information and a description of the desired records is a valid Freedom of Information Act or Open Meetings Act request. Requests may be submitted in person at the above listed address, mailed to the above listed address, faxed to 309-686-4910, or e-mailed to FOIA@peoriaheightsfire.org. All requests should be addressed to the attention of the Freedom of Information Act/Open Meetings Act Officer for either the Fire Department or Firemen's Association. Please be as specific as possible when describing the records you are seeking. Remember, the Freedom of Information Act and Open Meetings Act are designed to allow you to inspect or receive copies of records. They are not designed to require a public body to answer questions.

The Peoria Heights Fire Department and Peoria Heights Volunteer Firemen's Association are required to respond to a Freedom of Information Act request within 5 business days. Certain circumstances might require an extension of an additional 5 business days. Requests that are for commercial purposes require a response within 21 days.

The Peoria Heights Fire Department and Peoria Heights Volunteer Firemen's Association are required to respond to an Open Meetings Act request within 7 business days. Certain circumstances might require an extension of an additional period not to exceed 21 business days. Requests that are for commercial purposes require a response within 21 days.

The Fire Department and Firemen's Association do not charge for the first 50 pages of black and white copies on letter or legal sized paper. After 50 pages, the cost of copies is \$0.15 each.

The Peoria Heights Fire Department and Peoria Heights Volunteer Firemen's Association have two separate locations: Fire Station 1, 4901 North Prospect Road (shared with the Village Hall) and Fire Station 2, 1633 East Gardner Lane. The Fire Department provides a wide range of services including fire suppression response, fire prevention education, technical rescue response (vehicle accidents, elevator rescues), and emergency medical services. The Firemen's Association is a non-for-profit corporation that

provides assistance to both the members of the Fire Department and helps to augment the operations of the Fire Department. The Fire Department's administrative phone number is 309-686-2377 and their website is <https://www.peoriaheightsfire.org>. The Firemen's Association's administrative phone number is 309-686-4913 and their website is <https://www.peoriaheightsfire.org>

Freedom of Information Act and Open Meetings Act requests should be directed to one of the following Freedom of Information Act/Open Meetings Act Officers:

Freedom of Information/Open Meetings Act Officer

Attn: Fire Chief Gregory Walters

4901 N Prospect Rd

Peoria Heights, IL 61616

Ph: 309-686-2377

Fax: 309-686-4910

E-Mail: FOIA@peoriaheightsfire.org

Deputy Freedom of Information/Open Meetings Act Officer

Attn: Lieutenant Dalton Carlson

4901 N Prospect Rd

Peoria Heights, IL 61616

Ph: 309-686-4913

Fax: 309-686-4910

E-Mail: FOIA@peoriaheightsfire.org