

Email 1 1/6/26 Subject

Public Records Request – Fire Department Records

To the Custodian of Records,

This is a request for public records under the California Public Records Act, Government Code §§ 7920.000 et seq. I request to inspect and/or obtain copies of the records listed below relating to the Fire Department and fire services.

Please construe this request broadly. If any portion of a record is exempt, please redact only the exempt portions and release the remainder as required by law, along with the specific statutory basis for each withholding.

Requested Records:

Policies and Procedures

- Standard Operating Procedures (SOPs)
- Standard Operating Guidelines (SOGs)
- Response protocols
- Incident command procedures
- Mutual aid agreements or MOUs
- Disciplinary policy, complaint policy, and grievance policy
- Volunteer/employee handbook(s)

Training and Certification

- Minimum required training standards for firefighters and officers
- Training schedules for the past three years
- Certification records for all active firefighters and chiefs (redact personal identifiers as necessary)
- Medical clearance requirements and compliance records
- Any waivers or exceptions granted regarding training or medical fitness

Staffing and Organization

- Current roster of all volunteers and paid members (names and positions; redact contact info if necessary)

- Job descriptions for all positions
- Oath of office records for chief and officers, if applicable
- Background check policy for members

Financial Records

- Current and prior three fiscal year budgets for the Fire Department
- Revenues and funding sources, including grants and donations
- Ledgers, check registers, and expenditure reports for the Fire Department for the past three fiscal years
- Any reimbursement claims, stipends, or payments to volunteers or officers
- Records relating to payment of legal fees on behalf of Fire Department personnel

Grants

- All applications submitted or received for grants in the past five years
- Compliance and reporting documents associated with those grants
- Documentation of deliverables purchased with grant funds

Equipment and Inventory

- Current inventory of all apparatus, SCBA, radios, and rescue tools
- Condition/maintenance records of equipment
- Purchase invoices for major equipment within the last five years
- Records of surplus, disposal, or transfer of equipment

Incident Records

- Incident logs for the past three years (redact patient identifying information)
- Response time records
- After-action reports where created

Meeting and Governance

- Agendas, minutes, and recordings for Fire Department meetings and committees for the past three years
- Directives issued by the Fire Chief

- Any contracts or agreements involving the Fire Department or Fire Chief

Communications

- All emails, texts, or written communications between Fire Department leadership, board members, and district counsel concerning fire department operations, training, discipline, grants, or equipment, from January 1, 2023 to present

Format and Fees: Electronic copies are expected. Please produce records on a rolling basis as they are located. I request waiver of any fees for electronic production under § 7922.530, as production in electronic format should not require duplication costs.

If you contend any portion is exempt, please provide: • the legal basis for the exemption, and

- an explanation of how it applies to the specific record withheld

If the records exist but are held by another agency, please identify that agency and transfer or forward the request as appropriate.

Pursuant to Government Code § 7922.535, please respond within 10 days as to whether you will comply with this request.

Thank you for your cooperation.

Sincerely,

Christine

Email 2: Subject

Public Records Request – Audio System Installer Licensing and Bonding Records

To the Custodian of Records,

This is a request for public records under the California Public Records Act, Government Code §§ 7920.000 et seq.

Please provide the following records regarding the individual or company approved, selected, or proposed to install the new audio or audio/visual system for the District:

Name of the person and/or business entity approved or proposed for the installation

Contractor's license records held by that person or entity, including license classification(s)

Proof of current bonding for that person or entity

Proof of general liability and workers' compensation insurance (redact policy numbers as appropriate)

Any verification or due diligence performed by the District regarding licensing, bonding, or insurance

Any contracts, proposals, bids, quotes, or scopes of work relating to the audio or audio/visual project

Any staff reports, memos, or emails recommending or discussing approval of this installer

If any responsive records are withheld, please: • cite the specific statutory exemption, and
• explain how the exemption applies to each record withheld

Electronic copies are preferred. Please produce records on a rolling basis as they become available.

Pursuant to Government Code § 7922.535, please notify me within 10 days whether you intend to comply with this request.

Thank you,

Christine

Email 3: Subject

Public Records Request – Bookkeeper Information and November-Approved Budget for Fiscal Year 2025/26

To the Custodian of Records,

This is a request for public records under the California Public Records Act, Government Code §§ 7920.000 et seq.

Please provide the following records:

Bookkeeper Information

Name of the current bookkeeper or bookkeeping firm used by the District

Employment or service status (employee, independent contractor, volunteer, or other)

Contract, agreement, scope of work, job description, or offer letter relating to bookkeeping services

Resume, qualifications, or proposal submitted by the current bookkeeper (redact personal identifiers as necessary)

Any invoices, payment records, or compensation statements for bookkeeping services from January 1, 2024 to present

Any conflict-of-interest forms (Form 700, if applicable) filed by the bookkeeper

Budget Approved in November 7. The full and final adopted budget approved by the Board in November (please specify fiscal year if available)

8. All drafts, proposed versions, or redline versions of that November-approved budget

9. Staff reports, supporting documents, financial summaries, or presentations provided to the Board when approving that budget

10. Minutes and agenda for the meeting in which the November budget was approved

11. Any amendments, corrections, or revisions made to that budget since its approval

General Provisions If any portion of a record is exempt, please redact only the exempt portion and release the remainder, citing the specific statutory basis for each withholding.

Electronic copies are preferred. Please produce records on a rolling basis as they become available.

Pursuant to Government Code § 7922.535, please advise within 10 days whether you intend to comply with this request.

Thank you,

Christine

Email 4: Subject

Public Records Request – Sewer System Operations, Maintenance, Spills, and Staffing

To the Custodian of Records,

This is a request for public records under the California Public Records Act, Government Code §§ 7920.000 et seq.

Please provide the following records related to the District's sewer system:

Maintenance & Operations

Sewer system maintenance schedules (past, current, and planned)

Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs) for sewer system operation and maintenance

Preventive maintenance logs and work orders from January 1, 2023 to present

Any system inspection reports, internal or external, from January 1, 2023 to present

SCADA or monitoring summaries or reports (redact security-sensitive details if necessary)

System Performance & Compliance 6. Regulatory compliance reports submitted to any state or county agency from January 1, 2023 to present

7. Any Notices of Violation, warnings, or corrective action letters issued to the District regarding the sewer system since January 1, 2023

8. Capacity, inflow & infiltration (I&I) evaluations, or engineering assessments, if any

Spills and Overflows 9. All reports of spills, sanitary sewer overflows, backups, or releases since January 1, 2023

10. Spill response reports, follow-up actions, and notifications to regulatory agencies

11. Public advisories or notices issued relating to sewer spills or releases

Staffing & Qualifications 12. Job descriptions for sewer system operator(s) and sewer technician(s)

13. Any documents discussing or evaluating the need for more than one sewer technician or operator

14. Certifications and licenses for current sewer operator(s) or technician(s) (redact personal identifiers as needed)

15. Any vacancy announcements, recruitment efforts, or staffing plans related to sewer operations from January 1, 2023 to present

Communications 16. Emails, memos, or written communications between board members, general manager, sewer operator(s), or consultants discussing:

- sewer system failures, spills, or backups
- maintenance needs
- staffing levels or need for additional sewer personnel

- risk to public health or the environment

Timeframe: January 1, 2023 to present

General Provisions If you contend any portion is exempt, please redact only the exempt material and release the remainder, citing the specific statutory basis for each withholding.

Electronic copies are preferred. Please produce records on a rolling basis as they become available.

Pursuant to Government Code § 7922.535, please advise within 10 days whether you intend to comply with this request.

Thank you,

Christine

Email 5: Subject

Public Records Request – Bonds for Personnel Handling District Finances

To the Custodian of Records,

This is a request for public records under the California Public Records Act, Government Code §§ 7920.000 et seq.

Please provide the following records:

A current list of all individuals (employees, board members, contractors, or volunteers) who are authorized to:

- sign or issue checks
- access bank accounts
- handle cash or deposits
- perform bookkeeping or accounting functions
- approve or process financial transactions

For each person identified above, please provide:

- faithful performance bond, surety bond, or crime/employee dishonesty bond documentation
- the amount/coverage of each bond

- the policy declarations page and endorsements showing who is covered
- dates of coverage and carrier name

Any resolutions or board actions designating signatories or persons authorized to handle District funds.

Any policies regarding bonding requirements for personnel or volunteers handling District finances.

If any responsive records are withheld, please:

- cite the specific statutory exemption relied upon, and
- explain how the exemption applies to the record withheld

Electronic copies are preferred. Please produce records on a rolling basis as they become available. If records are maintained only in paper form, scanned copies are acceptable.

Pursuant to Government Code § 7922.535, please advise within 10 days whether you will comply with this request.

Thank you,

Christine

Email 6: Subject

Public Records Request – Volunteer Access to District Office and Records

To the Custodian of Records,

This is a request for public records under the California Public Records Act, Government Code §§ 7920.000 et seq.

Please provide the following records relating to volunteers performing work for the District:

Policies and Authorizations

Any policies, procedures, or guidelines regarding the use of volunteers in District operations

Any policies regarding volunteer access to District offices, files, computers, email, or financial records

Any confidentiality agreements, nondisclosure agreements, or ethics policies applicable to volunteers

Any training requirements for volunteers given access to records or offices

Lists and Approvals 5. A list of all volunteers who have been granted access to the District office since January 1, 2023

6. Documents showing the authority by which each volunteer was allowed access (Board action, GM approval, etc.)

7. Volunteer applications, assignment forms, or role descriptions (redact personal addresses/SSNs)

Office and Records Access 8. Any keys, key cards, or office access permissions issued to volunteers

9. Logs or records of volunteer entry into the District office, if maintained

10. Records identifying what filing, records handling, or administrative tasks volunteers have performed

Financial and Records Handling 11. Any records showing volunteers performing:

- filing of District records
- access to personnel or financial files
- entry of financial data or bookkeeping tasks
- handling of mail related to billing, banking, or payments

Complaints or Concerns 12. Any complaints, concerns, or incident reports regarding volunteer access to records or the District office since January 1, 2023

Communications 13. Emails, texts, or memos between board members, the general manager, or staff discussing:

- volunteer access to the office
- volunteers doing filing or records handling
- volunteers working on financial records

Timeframe: January 1, 2023 to present

Please produce records in electronic format where possible and on a rolling basis as they become available. If any portion is withheld, please cite the specific statutory exemption and release all reasonably segregable portions.

Pursuant to Government Code § 7922.535, please advise within 10 days whether you intend to comply with this request.

Thank you,

Christine

Email 7: Subject

Public Records Request – Qualifications of Firefighter Trainer(s)

To the Custodian of Records,

This is a request for public records under the California Public Records Act, Government Code §§ 7920.000 et seq.

Please provide the following records regarding any person(s) who have provided, or are currently providing, training to firefighters or emergency personnel for the District:

Identification of Trainer(s)

The name(s) of all individuals or entities who have conducted or currently conduct firefighter training for the District since January 1, 2023

The position or role of each trainer (employee, volunteer, contractor, consultant, mutual-aid partner, etc.)

Qualifications and Legal Authority 3. All records demonstrating that each trainer is qualified by law to train firefighters, including:

- state or national instructor certifications
- fire service instructor credentials (e.g., Fire Instructor I/II/III, State Fire Training, etc.)
- agency or regulatory approvals designating the person as a qualified instructor

4. Any documents relied upon by the District to determine the legal qualification of each trainer

5. Any policies identifying required qualifications for individuals who train firefighters

Training Content and Scope 6. Course outlines, lesson plans, topics, or curriculum used in firefighter training since January 1, 2023

7. Records showing the types of training delivered (e.g., structure fire, wildland, driver/operator, EMS, command, etc.)

Employment or Contract Status 8. Contracts, MOUs, agreements, or compensation arrangements with any trainer

9. Board approvals or staff authorizations designating individuals as trainers

Records of Training Provided 10. Training rosters or attendance records for classes taught by each trainer (redact personal identifiers if necessary)

11. Any certificates issued to firefighters as a result of training conducted by these trainers

Complaints or Concerns 12. Any complaints, concerns, or internal communications from January 1, 2023 to present regarding:

- whether any trainer was properly qualified
- questions about forged or invalid certifications
- disputes about training legitimacy or credit

If any portion of a record is withheld, please: • cite the specific statutory exemption relied upon, and

- release all reasonably segregable non-exempt portions

Electronic copies are preferred. Please produce records on a rolling basis as they become available.

Pursuant to Government Code § 7922.535, please advise within 10 days whether you intend to comply with this request.

Thank you,

Christine

Email 8: Subject

Public Records Request – District Vehicle Fuel and Mileage Logs and Use Authorizations

To the Custodian of Records,

This is a request for public records under the California Public Records Act, Government Code §§ 7920.000 et seq.

Please provide the following records relating to all District-owned vehicles, including but not limited to pickup trucks, utility vehicles, maintenance vehicles, and fire apparatus:

Vehicle Use and Mileage Logs

Complete mileage logs for all District-owned vehicles from January 1, 2023 to present

For each entry or trip, any records showing:

- date of use
- name or position of the driver
- origin and destination
- purpose of the trip
- beginning and ending odometer readings
- total miles driven

Fuel Use 3. Fuel logs, card statements, pump records, or receipts showing fuel purchased for each District vehicle from January 1, 2022 to present

4. Any records identifying:

- who purchased the fuel
- which vehicle the fuel was used for
- gallons and cost per transaction

Vehicle Assignment & Authorization 5. A current list of all District-owned vehicles and apparatus, including year, make, model, and assigned department

6. Any policies regarding take-home vehicles, personal use, or off-duty operation of District vehicles

7. Records identifying which employees, volunteers, or board members are authorized to operate District vehicles

Use Outside Official Business 8. Any records, approvals, or authorizations for District vehicles used outside designated District business, including:

- board approvals

- meeting minutes or agenda items
- written permissions by the General Manager or Fire Chief

9. Any incident reports or complaints alleging personal or unauthorized use of District vehicles

Fire Apparatus 10. All fuel and mileage/use logs specific to fire apparatus and rescue units from January 1, 2022 to present

11. Records showing training, call responses, or other activities for which apparatus were operated

General If any portion of a record is withheld, please:

- cite the specific statutory exemption relied upon, and
- release all reasonably segregable non-exempt portions

Electronic copies are preferred. Please produce records on a rolling basis as they become available.

Pursuant to Government Code § 7922.535, please advise within 10 days whether you intend to comply with this request.

Thank you,

Christine

Email 9: CPRA request – proper licensing to operate fire apparatus and ambulance-type rescue vehicles

Email

Subject

Public Records Request – Licensing Requirements and Driver Qualifications for Fire Apparatus and Ambulance-Configured Vehicles

To the Custodian of Records,

This is a request for public records under the California Public Records Act, Government Code §§ 7920.000 et seq.

Please provide the following records relating to the operation of all District fire apparatus, rescue vehicles, and any vehicle configured as an ambulance or used to transport patients:

Policies and Legal Requirements

All District policies or guidelines establishing the licensing or certification requirements for:

- fire engines and fire apparatus
- rescue vehicles
- any vehicle configured as an ambulance or that transports patients

Any documents identifying the legal authority relied upon by the District for such requirements (e.g., Vehicle Code, DMV, EMSA, Cal/OSHA, State Fire Marshal)

Driver Licensing and Certification Requirements 3. Records showing the type of driver's license and endorsements required by the District to operate:

- fire engines/apparatus
- water tenders
- rescue vehicles
- ambulance-configured or patient-transport vehicles

4. Any requirements for:

- Firefighter Endorsement
- Commercial Class B or Class C with endorsements
- Ambulance Driver Certificate
- Medical Examiner's Certificate (DL 51)
- EVOC/EVAP training or equivalent

Actual Driver Qualifications 5. For each person who has driven any of the above vehicles since January 1, 2023, records showing:

- class of driver license held
- required endorsements
- Ambulance Driver Certificate status, if applicable
- medical certification required for operation of such vehicles

(Please redact home addresses, DOB, SSN or other personal identifiers as appropriate. I am not requesting personal medical information.)

Training and Authorization 6. Any records authorizing specific personnel to operate fire apparatus or ambulance-configured vehicles

7. EVOC/EVAP or emergency vehicle operator training records for operators since January 1, 2023

8. Any restrictions placed on individuals' ability to operate these vehicles

Vehicle Status 9. Records identifying any District vehicle that is:

- configured as an ambulance
- used to transport patients
- equipped with stretcher or patient care equipment

10. Any documentation submitted to county or state EMS regarding these vehicles

Incidents or Concerns 11. Any complaints, incident reports, or communications since January 1, 2023 regarding:

- unlicensed or improperly licensed personnel driving fire apparatus or rescue/ambulance vehicles
- drivers operating such vehicles without required endorsements or certificates

If any portion of a record is withheld, please:

- cite the specific statutory exemption, and
- release all reasonably segregable non-exempt portions

Electronic copies are preferred. Please produce records on a rolling basis as they become available.

Pursuant to Government Code § 7922.535, please advise within 10 days whether you intend to comply with this request.

Thank you,

Christine

Email 10: CPRA request – direct emergency calls to chief or responders bypassing 911 dispatch

Email

Subject

Public Records Request – Direct Calls to Fire Chief/Personnel Bypassing 911 Dispatch

To the Custodian of Records,

This is a request for public records under the California Public Records Act, Government Code §§ 7920.000 et seq.

Please provide the following records relating to emergency calls or service requests made directly to the Fire Chief or fire personnel without going through 911 dispatch:

Policies & Procedures

Any policies, procedures, guidelines, or directives regarding:

- members of the public contacting the Fire Chief or firefighters directly to request service
- bypassing 911 or county dispatch
- how such direct calls must be reported or logged
- when personnel are permitted or prohibited from responding to incidents not dispatched through 911

Any policies addressing liability or risk for responses not initiated through dispatch

Call Logging & Documentation 3. Any records, logs, notes, or reports reflecting incidents where:

- calls were made directly to the Chief or firefighters
- 911 dispatch was not used or was notified later

Timeframe: January 1, 2023 to present

4. Any system, form, or method used to log such direct calls (including if none exist, policies stating so)

Communications Practices 5. Any directives or memos regarding:

- the public being instructed to call the Chief directly

- the Chief providing personal phone numbers to the public for emergency response purposes
- social media posts or public communications inviting direct emergency calls

Liability & Insurance 6. Any communications, legal opinions, or risk-management documents discussing:

- liability exposure from responding to incidents not dispatched by 911
- coverage under the District's insurance or JPA for such responses
- training or discipline related to bypassing dispatch procedures

Coordination with Dispatch 7. Any agreements, MOUs, or communications with county or regional dispatch centers regarding:

- notification requirements
- recordkeeping expectations
- dual or after-the-fact reporting of directly received calls

Complaints & Incidents 8. Any complaints, incident reports, or investigations from January 1, 2023 to present regarding:

- failure to call 911
- delays or issues caused by bypassing dispatch
- confusion about whether incidents were officially logged

General Provisions If any portion of a record is withheld, please: • cite the specific statutory exemption relied upon, and

- release all reasonably segregable non-exempt portions

Electronic copies are preferred. Please produce records on a rolling basis as they become available.

Pursuant to Government Code § 7922.535, please advise within 10 days whether you intend to comply with this request.

Thank you,

Christine