

**CONFIRE**

STAFF REPORT

DATE: July 22, 2025

FROM: Nathan Cooke
Interim Director

BY: Mike Bell
Project Coordinator

TO: Administrative Committee

SUBJECT: Revision of Admin Policy 3.001 Public Access to CONFIRE Records

Recommendation

Approve the draft revision of Administrative Committee Policy 3.001 Public Access to CONFIRE records.

Background Information

This revision is necessary to clarify CONFIRE policy and procedure to ensure expectations are met with respect to meeting the requirements of the California Public Records Act (CPRA). Requests for information come to CONFIRE from a variety of sources. These requests often originate with a member or contract agency. It is increasingly vital that CONFIRE staff and agency staff understand how to handle these requests appropriately in order to meet CPRA guidelines.

This policy establishes CONFIRE as the custodian of record for all the records produced, stored and maintained by CONFIRE. (See CONFIRE Administrative Policy 1.004 Appendix A – “Records Retention Schedule”). It also establishes that CONFIRE “retains” certain incident-related records on behalf of its Member and Contract Agencies. This mainly includes Incident information stored in the computer-Aided dispatch (CAD) system, and recorded emergency-related radio and voice data stored on CONFIRE systems.

The policy establishes that CONFIRE can and will make information available when requested by the public within the parameters of applicable laws and regulations that CONFIRE is solely responsible for without approval of member or contract agencies. This will include 9-1-1 call recordings (redacted when necessary). CONFIRE will seek approval from effected Member and Contract Agencies prior to releasing records that are created on CONFIRE systems yet fall under

the purview of the Member and Contract Agencies as noted earlier. The policy provides guidance for this distinction.

CONFIRE will develop internal policies and guidelines to carry out the release of public records upon properly submitted requests. This will include a web-based publicly accessible portal for submitting tracking these requests. Agencies will also be directed to this portal to submit requests that originate within their agency that may require CONFIRE engagement.

This policy has been reviewed and approved by CONFIRE legal counsel.

Fiscal Impacts

There are no direct fiscal impacts from this policy revision. CONFIRE has procured web-based solutions to improve its management and tracking of such requests. These are add-on subscriptions to existing administrative solutions CONFIRE had previously procured and has used for several years to manage and make public on the CONFIRE website Admin Committee and Board of Directors activities.

Attachments:

AP 3.001 Public Access to CONFIRE Records (7.22.25)

AP 1.004 Appendix A – “Records Retention Schedule”