

# **ATTACHMENT B**

## **CRESA'S PUBLIC RECORDS INDEX**

### **1. CRESA Administration**

- a) Administrative Board Meeting Agendas
- b) Administrative Board Meeting Minutes
- c) Director's Monthly Report
- d) Agency Monthly Claims
- e) Agency Monthly Budget Reports
- f) Agency Resolutions and accompanying staff report
- g) Agency Written Directives Manual
- h) Agency Annual Budget
- i) Agency Annual Report
- j) Agency Five-Year Strategic Plan
- k) CALEA Accreditation Files
- l) Staff and Consultant Reports
- m) Agency Procedures Manual
- n) Agency Salary Schedule
- o) Annual Financial Statement
- p) Annual Audit Report
- q) Agency Insurance Policies

### **2. 9-1-1 Operations**

- a) Monthly Call Summary
- b) Monthly Citizen Satisfaction Survey
- c) CAD System Premise History
- d) CAD System Call Events
- e) Radio Traffic (Audio copy)
- f) 9-1-1 Telephone calls (Audio copy)
- g) Mobile Data Computer Traffic

### **3. Emergency Management**

- a) Situation Reports
- b) News Releases
- c) Emergency Proclamations (Coordinated with County and Cities)
- d) Incident Logs
- e) Damage Report
- f) Various Emergency Information Management System Reports
- g) Search and Rescue Forms
- h) Comprehensive Emergency Management Plans

- i) Hazardous Materials Emergency Response Plan
- j) Emergency Plans for Tier II Regulated Facilities
- k) SARA Title III (Tier II – Sect. 312) Reports of Hazardous Materials Storage
- l) Risk Management Plans
- m) Material Data Sheets
- n) Inventory Forms
- o) Toxic Chemical Release Forms

#### **4. Emergency Medical Services District #2**

- a) EMSAB Meeting Agendas
- b) EMSAB Meeting Minutes
- c) EMSAB Monthly Report
- d) EMSAB Monthly Claims
- e) EMSAB Monthly Budget Reports
- f) EMSAB Resolutions and accompanying staff report
- g) EMS Annual Budget
- h) EMS Salary Schedule
- i) EMS District #2 Ambulance Contract

#### **5. Homeland Security**

- a) Region IV Council Meeting Agendas
- b) Region IV Council Meeting Minutes
- c) Region IV Council Staff Reports
- d) Region IV Budget Reports
- e) Region IV Vendor Contracts
- f) UASI Budget Reports
- g) UASI Intergovernmental Agreements
- h) UASI Project Reports