



Clio Area Fire Authority

3291 W. Vienna Rd
Clio, MI. 48420
Phone: 810-687-8506

FOIA Written Public Summary

FOIA Coordinator: Administrative Assistant
Phone: 810-687-8506
Email: info@clioareafire.com

It is the policy of the Clio Area Fire Authority that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The Fire Authority's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

This Written Public Summary and the Fire Authority's Procedures and Guidelines document will be maintained on the Fire Authority's website at: <https://clioareafire.com>, so a link to those documents will be provided in lieu of providing paper copies of those documents.

Requesting a Public Record

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Fire Authority may be submitted on the Fire Authority's FOIA Request Form, in any other form of writing (letter, email, etc.), or by verbal request. The FOIA Request Form is available on the Clio Area Fire Authority's website and at the Clio Area Fire Authority's office.

The Fire Authority is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other Fire Authority staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

A written request must sufficiently describe a public record so as to enable the Fire Authority's personnel to identify and find the requested public record.

A request from a person, other than an individual who qualifies as indigent under MCL 15.234(2)(a), must include the requesting person's complete name, address, and contact information, and, if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual. An address must be written in compliance with United States Postal Service addressing standards:

JANE SMITH (*or ABC MOVERS*)
1500 E MAIN AVE STE 201
SPRINGFIELD VA 22162-1010

Contact information must include a valid telephone number or electronic mail address.

11/19/2025



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Written requests for public records may be submitted in person or by mail to the Clio Area Fire Authority office at 3291 W. Vienna Road, Clio MI 48420.

Requests may also be submitted electronically by email to info@clioareafire.com. To ensure a prompt response, email requests should contain the term "FOIA" or "FOIA Request" in the subject line.

Processing a Request

Unless otherwise agreed to in writing by the person making the request, the Fire Authority will issue a response within 5 business days of receipt of a FOIA request. If a request is received by email or other electronic transmission, the request is deemed to have been received on the following business day.

The Fire Authority will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the Fire Authority needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the Fire Authority's website.

Calculation of Fees

The Clio Area Fire Authority currently does not charge a fee for the labor costs associated with searching for, locating and examining a requested public record, review of a record to separate and delete information exempt from disclosure or with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.

Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the Fire Authority Board by filing an appeal of the denial with the office of the Clio Area Fire Authority at 3291 W. Vienna Road, Clio MI 48420.

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial.

The Fire Authority Board is not considered to have received a written appeal until the first regularly scheduled Fire Authority Board meeting following submission of the written appeal.

Within 10 business days of receiving the appeal the Fire Authority Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Fire Authority Board shall respond to the written appeal. The Fire Authority Board shall not issue more than 1 notice of extension for a particular written appeal.



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If the Fire Authority Board fails to respond to a written appeal, or if the Fire Authority Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the Fire Authority Board, he or she may file a civil action in Genesee County Circuit Court within 180 days after the Fire Authority's final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order the Fire Authority to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

This FOIA Public Written Summary becomes effective November 12, 2025.