Alameda County Fire Department
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FIRE DISTRICT AGENDA _____September 22, 2026

WILLIAM L. McDONALD
Fire Chief

SERVING
City of Dublin
City of Emeryville
City of Newark
City of San Leandro
City of Union City
Lawrence Berkeley National Laboratory
Lawrence Livermore National Laboratory
Unincorporated Areas of Alameda County
Alameda County Regional Emergency Communications Center
"Accredited Center of Excellence"

August 28, 2026

The Honorable Board of Directors
County Administration Building
1221 Oak Street
Oakland, California 94612

SUBJECT: ADOPT A RESOLUTION APPROVING THE ALAMEDA COUNTY FIRE DEPARTMENT GENERATIVE ARTIFICIAL INTELLIGENCE POLICY

Dear Directors:

RECOMMENDATION:

Adopt a Resolution approving Official Action Guide 13.014 as Alameda County Fire Department Generative Artificial Intelligence Policy to guide the responsible, ethical, safe, and secure use of generative artificial intelligence technologies by ACFD.

SUMMARY/DISCUSSION:

The Alameda County Fire Department (ACFD) has prepared Official Action Guide (OAG) 13.014 as the Alameda County Fire Department Generative Artificial Intelligence (GenAI) Policy to guide ACFD when acquiring and/or using software that meets the definition of GenAI. GenAI technologies are rapidly evolving and may be used to support public services, improve processes, enhance services, and assist ACFD employees in their work. When employed thoughtfully, GenAI tools may accelerate or enhance routine tasks through text, code, and image-generation capabilities.

The Policy provides ACFD employees with guidance on how to use GenAI safely and securely and identifies risks associated with GenAI, including bias and unfairness, misinformation and manipulation, privacy concerns, intellectual property infringement, unintended consequences, dependency and overreliance, ethical considerations, and cybersecurity risks. The Policy applies to the procurement, development, implementation, and usage of GenAI systems for ACFD, requires approval before GenAI systems or products are purchased or used, and directs employees to review and fact-check AI-generated content,

disclose when and how GenAI was used, refrain from entering non-public or confidential information into public GenAI systems, and complete GenAI training when available. Staff recommends that your Board adopt the resolution approving the Policy.

FINANCING:

Adoption of the Alameda County Fire Department Generative Artificial Intelligence Policy will not require additional appropriations and there will be no impact on net County cost.

VISION 2036:

The adoption of the Alameda County Fire Department Generative Artificial Intelligence Policy meets the 10x goal pathway of **Accessible and Integrated Infrastructure** in support of our shared vision of **Safe and Livable Communities**.

Sincerely,

William L. McDonald
Fire Chief

RESOLUTION NO. 2026-506

RESOLUTION OF THE BOARD OF DIRECTORS OF THE ALAMEDA COUNTY FIRE DEPARTMENT ADOPTING THE ALAMEDA COUNTY FIRE DEPARTMENT GENERATIVE ARTIFICIAL INTELLIGENCE POLICY

WHEREAS, on July 8, 2025, your Board approved a Memorandum of Understanding between Alameda County Fire Department ("ACFD") and the County of Alameda ("County") to allow ACFD to manage its technology services independent of the County Information Technology Department; and

WHEREAS, as part of that Memorandum of Understanding, ACFD agreed to develop and maintain its own Cybersecurity and Generative AI policies, subject to approval by your Board; and

WHEREAS, the Alameda County Fire Department ("ACFD") recognizes that generative artificial intelligence ("GenAI") technologies are rapidly evolving and may be used to support public services, improve processes, enhance services, and assist ACFD employees in their work; and

WHEREAS, ACFD has prepared Official Action Guide (OAG) 13.014 as the ACFD Generative Artificial Intelligence Policy, attached hereto (the "Policy"), to guide ACFD in acquiring and/or using software that meets the definition of GenAI; and

WHEREAS, the Policy defines GenAI as a class of computer software and systems, or functionality within systems, that uses large language models, algorithms, deep learning, and machine learning models to generate new content, including text, images, video, and audio, based on patterns and structures of input data; and

WHEREAS, the Policy provides ACFD employees with guidance on how to use GenAI safely and securely; and

WHEREAS, the Policy appoints the Fire Chief and their designees, in partnership with the County Administrator, as responsible for defining and developing policies and guidelines to address the use of GenAI within ACFD in order to maximize its benefits and mitigate potential risks; and

WHEREAS, the Policy recognizes that employees, vendors, contractors, and volunteers who operate on behalf of ACFD are subject to the Policy, and that ACFD, in partnership with the County Administrator, will update the Policy as advancements, use cases, and new information emerge; and

WHEREAS, when employed thoughtfully, GenAI tools may enhance ACFD's use of technology for public services and may accelerate or enhance routine tasks through text, code, and image-generation capabilities; and

WHEREAS, ACFD is committed to using artificial intelligence technologies responsibly and ethically to improve processes, enhance services, and support ACFD employees in doing their best work; and

WHEREAS, the Policy identifies risks associated with GenAI, including bias and unfairness, misinformation and manipulation, privacy concerns, intellectual property infringement, unintended consequences, dependency and overreliance, ethical considerations, and cybersecurity risks; and

WHEREAS, policies are an important tool to guide organizations toward safe, reliable, and cost-effective systems, drive consistent behavior across organizations, reduce risk, and increase efficiency; and

WHEREAS, the Policy is aligned with best practices for state and local government, was modeled from the County of Alameda's Generative AI Policy with modest adjustments to update the policy and align it with ACFD's unique needs, and is intended to provide the basis for developing and maintaining additional policies, standards, guidelines, and procedures regarding GenAI; and

WHEREAS, the Policy applies to the procurement, development, implementation, and usage of GenAI systems for ACFD; and

WHEREAS, adoption of the Policy will support ACFD's responsible, ethical, safe, and secure use of GenAI technologies.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Alameda County Fire Department hereby adopts OAG 13.014 as the ACFD Generative Artificial Intelligence Policy, attached hereto.

PASSED AND ADOPTED by the Board of Directors of the Alameda County Fire Department this 22nd day of September, 2026, by the following vote:

AYES: Supervisors Fortunato Bas, Márquez, Miley, Tam & President Haubert – 5

NOES: None

ABSENT: None

ABSTAIN: None

David G. Haubert

David Haubert
President, Board of Directors
Alameda County Fire Department

ATTEST:
BRITNEY DAVIS
CLERK OF THE BOARD

By: Z Vill, Deputy

APPROVED AS TO FORM:
ANDREA L. WEDDLE, INTERIM COUNTY COUNSEL

Signed by:
By: Kathy Lee
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Kathy Lee
Deputy County Counsel

ALAMEDA COUNTY FIRE DEPARTMENT

Subject: Generative Artificial Intelligence (GenAI) Policy		POLICY NO. 13.014
Approved By: Board of Directors		Page 1 of 5
Reviewing Authority: Board of Directors	Effective Date: 09/22/26	Revised Date:

Administrative Volume II

PURPOSE: The Alameda County Fire Department ("ACFD") Generative Artificial Intelligence (GenAI) Policy shall be used by ACFD when acquiring and/or using software that meets the definition of "generative artificial intelligence."

This Policy appoints the Fire Chief and their designees, in partnership with the County Administrator, are responsible for defining and developing policies and guidelines to address the usage of GenAI within ACFD to maximize its benefits and mitigate its potential risks.

GenAI is a class of computer software and systems, or functionality within systems, that uses large language models, algorithms, deep-learning, and machine learning models to generate new content, including, but not limited to, text, images, video, and audio, based on patterns and structures of input data. These also include systems capable of ingesting input and translating that input into another form, such as text-to-code systems.

This Policy provides ACFD employees with guidance on how to use Gen AI safely and securely.

While this policy document includes principles that apply to all AI technologies, generally, the policy statements apply only to GenAI systems.

ACFD will continue to monitor the legislative and regulatory landscape as well as the policies and practices of other public entities, such as the County of Alameda.

This Policy recognizes that all employees, vendors, contractors, and volunteers who operate on behalf of ACFD are also subject to this policy. ACFD, in partnership with the County Administrator, will update this policy as advancements, use cases and new information emerge.

RESPONSIBILITY: It is the responsibility of all ACFD employees to be familiar with this policy.

BACKGROUND/DISCUSSION:

When employed thoughtfully, GenAI tools possess the capability to enhance ACFD's already forward-thinking utilization of technology for public services. The incorporation of text, code, and image-generation functionalities can accelerate or enhance routine tasks.

ACFD is committed to utilizing Artificial Intelligence (AI) technologies responsibly and ethically to improve processes, enhance services, and support ACFD's employees in doing their best work.

The need for a GenAI Policy is driven by many factors:

Bias and Unfairness

GenAI models can inadvertently amplify biases present in the data the models are trained with or that users provide the AI. If the training data contains biased or discriminatory patterns, the generated content may reflect those biases. This can lead to unfair or discriminatory outcomes in areas such as text generation, image synthesis, or content recommendation systems.

Misinformation and Manipulation

GenAI can be used to create convincing fake content, including images, videos, and text. This raises concerns about the spread of misinformation and the potential for malicious actors to use GenAI to manipulate public opinion or deceive individuals. GenAI may "hallucinate," producing incorrect, misleading, and/or fabricated outputs that appear to be genuine or plausible.

Privacy Concerns

GenAI models often require large amounts of data to be trained effectively. This raises privacy concerns when sensitive or personal information is used in the training process, potentially leading to unauthorized access or misuse of private data.

Intellectual Property Infringement

GenAI models can learn to generate content that resembles existing copyrighted material, which can potentially infringe upon intellectual property rights.

Unintended Consequences

GenAI systems can produce unexpected and unintended outputs. This can result in content that is inappropriate, offensive, or harmful, leading to reputational damage or legal consequences for the creators or users of the models.

Dependency and Overreliance

Relying heavily on GenAI systems without proper understanding or oversight can lead to overreliance on technology, diminishing human creativity, decision-making, and critical thinking.

Ethical Considerations

The development and deployment of GenAI raises ethical questions regarding the responsible use of AI technology. These include issues such as informed consent, transparency, accountability, and the potential impact on employment/job displacement.

Cybersecurity

While GenAI holds promise for improving cybersecurity, it also introduces new challenges and risks that need to be addressed. Balancing the benefits with the potential threats requires ongoing research, development of robust security measures, and ethical considerations in the deployment of AI technologies in the cybersecurity domain.

Policy Drives Consistent Behavior

Policies are an important tool to help guide organizations toward the establishment of safe systems that users can and do depend on every day to make decisions. Having Information Technology policies built on government and industry best practices will help ensure that ACFD is making its systems safe and reliable for

all stakeholders and ensuring that services are delivered in the most cost effective and secure manner. Policies also help drive consistent behavior across organizations which reduces risk and increases efficiency.

This Policy is aligned with best practices for state and local government and was modeled from the Generative AI Policy of the County of Alameda. It is intended to provide guidance to ACFD and provide the basis for developing and maintaining additional policies, standards, guidelines, and procedures around GenAI.

POLICY:

This Policy applies to the procurement, development, implementation, and usage of GenAI systems for ACFD.

It is the Policy of ACFD that:

- The Fire Chief and their designees, in collaboration with the County Administrator (CAO), have responsibility for establishing policies and standards related to technology including GenAI technologies. Given the early adoption and constant evolution of GenAI, the Fire Chief or their designees will review and update this policy periodically to keep it aligned with ethical and legal standards and technological advancements;
- ACFD shall have visibility into all GenAI software connected to the ACFD network;
- ACFD will approve all GenAI systems and products prior to being purchased or used to ensure compliance with all relevant procedures and policies, including the Cybersecurity and GenAI policies;
- ACFD will ensure no GenAI tools, systems or products will be purchased or used without prior approval by the Fire Chief or their designees;
- ACFD will ensure all staff take GenAI Training when available;
- ACFD employees are encouraged to use tools such as Copilot, ChatGPT, Gemini, Bing, or Dall-e with the following guidelines:
    - Experiment with GenAI for drafting, leveling, and formatting text and explanatory images using public information.
    - Work with appropriate ACFD IT staff and consultants to experiment thoroughly with various use cases before using GenAI in the delivery of programs or services.
    - Understand the differences between public information, nonpublic information, and confidential information.
    - Abide by any more restrictive requirements specific to any type of confidential information, such as medical information.
    - Thoroughly review and fact check all AI-generated content. You remain accountable and responsible for what you create with GenAI assistance.
    - Disclose when and how GenAI was used in your output.
- ACFD employees should not:
    - Enter any information into public GenAI systems that cannot be fully released to the public, such as confidential medical or personnel information, proprietary material, exam questions, etc.

    - Publish GenAI output without full knowledgeable review and disclosure.
- ACFD will immediately block any GenAI tool, system or product that is unauthorized or poses a risk to ACFD as defined by this policy.
- Any deviation from this policy will require approval by the Board of Directors.

CONCLUSION

This Policy is intended to protect ACFD in its use of GenAI tools by promoting consistent behavior across ACFD, as well as providing guidelines to help manage risk and protect ACFD's information assets. GenAI is rapidly developing and legislative and regulatory frameworks at the state and federal level continue to evolve which may require periodic updates to this policy.

ACFD is committed to utilizing GenAI technologies responsibly and ethically to improve processes and enhance services.

DEFINITIONS

Algorithms: are a set of rules that a machine follows to generate an outcome or a decision.

Artificial Intelligence (AI): refers to a group of technologies that can perform complex cognitive tasks like recognizing and classifying images or powering autonomous vehicles. Many AI systems are built using machine learning models. For an AI task like image recognition, the model learns pixel patterns from a large dataset of existing images and uses these patterns to recognize and classify new images.

Bing: is a conversation GenAI chatbot built by Microsoft.

Copilot: is a virtual assistant built by Microsoft.

Gemini: is a conversation GenAI chatbot built by Google.

Chatbots: are computer programs that simulate conversations. Chatbots have been around for a few decades. Basic chatbots (without GenAI) use Machine Language to understand human prompts and provide more-or-less scripted answers that can guide users through a process. GenAI chatbots can provide more human-like, conversational answers.

ChatGPT: is a conversational GenAI chatbot built by OpenAI.

Dall-e: is a GenAI application that can generate images based on text prompts.

Deep Learning: a type of machine learning based on artificial neural networks to learn from data

Generative AI (GenAI): refers to a group of technologies that can generate new content based on a user provided prompt. Many are powered by Large Language Models.

Large Language Models (LLMS): LLMs are advanced language models trained on extensive text data to generate coherent responses to user prompts. While they capture complex language patterns, their responses may not always align perfectly with context. Additionally, they can reflect biases present in their training data, such as gender and racial biases. Despite these limitations, LLMs are fundamental to the development of GenAI applications.

Machine Learning (ML): is a method for learning the rules of an algorithm based on existing data.

Training Data: The dataset that is used by a machine learning model to learn the rules.

Attachments: ACFD Generative AI Board Resolution dated 09/22/26

Cross References: