

**EAST COUNTY FIRE & RESCUE**  
**Policies, Procedures, and Guidelines**

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**SUBJECT: Citizen Comment Guidelines**

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APPROVED BY: \_\_\_\_\_

  
Board Chair

REVIEWED: \_\_\_\_\_

BY: \_\_\_\_\_

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**CITIZEN COMMENT GUIDELINES**

The purpose of East County Fire & Rescue Board Meetings is to conduct Fire District business. ECFR Commissioner Meetings, Workshops and Public Hearings are noticed and held in accordance with Washington's Open Public Meetings Act (RCW 42.30). Meeting notices and agendas are available on our web site ([www.EastCoFire-Rescue.org](http://www.EastCoFire-Rescue.org)) or through other media outlets.

Public comment is taken at Commissioner Meetings to provide Fire Commissioners with information, public perspective and opinion on matters before them for action. The following procedures organize and clarify how the public may provide comments at Commissioner Meetings and Workshops; and testimony at Public Hearings.

1. Individual Citizen comments shall be limited to a maximum of THREE MINUTES; and representatives of organizations, a maximum of FIVE minutes.
2. Comments should address issues *directly* related to Fire District operations or concerns.
3. Comments should be respectful in their delivery.
4. In the interests of time, the Commission Chair may limit the number of persons speaking on any topic, or may limit testimony to those having new information or material to present.
5. The Commission does not engage in discussion or debate with commenters during Commission Meetings, Workshops or Public Hearings. Questions and requests for information or documents may be addressed to Fire District staff, or to individual Commissioners, outside of Commission meetings.
6. An individual or organization representative may have the text of their remarks appended to the Commission Minutes by submitting a written text at, or before, the Meeting. The appended written text will be preserved as part of the Official Packet of Board Minutes.
7. The Chair can limit total public comment time to 30 minutes, per Comment session, at which time the Chair can halt comment and return to the business of the meeting.

The Board Chair may allow Citizen comment during other sections of the Agenda. However, the Board Chair shall ensure that Board Members are granted adequate time to conduct Board business—without interruption from audience members.

The public is reminded that Fire District Administration and Station Staff is, typically, available at all reasonable hours to answer questions; and the Fire Chief and Command Staff are, typically, the first Fire District representatives to deal with Citizen comments, concerns and complaints. Citizens can, therefore, immediately deliver their comments, concerns and complaints to Staff without having to wait for the next Regular Board Meeting.

However, the Board will hear Citizens who have issues, concerns or complaints related to current Board business (the intent will be to seek solutions)—as time allows—at Regular Board Meetings. All other issues can be communicated to Commissioners or Command Staff in an email, written communication, or by phone message, and will be addressed outside of meeting time.