

## West Thurston Fire welcomes you!

## **Public Comment Protocol**

The purpose of the West Thurston Fire's general board meetings is to transact the department's business in public. There are several opportunities built into each general business meeting for the public to comment:

- <u>Written comments</u>. Public comments can be submitted in writing at least 30 minutes prior to the start of the meeting, to: <u>ChiefOfficers-</u> <u>WestThurston@wtrfa.org</u>.
- <u>Public Comment</u> period on agenda. At the beginning of each business meeting, a period is set aside for public comment and presentations. If you wish to speak during the <u>Public Comment and Presentations</u> period, please follow these guidelines:
  - a. Sign in on the Public Comment clip board and include your topic.
  - b. Limit your comments to five (5) minutes or less.
  - c. The board will listen to comments but will not take any action unless the topic is on the board agenda.
  - d. If visitors make comments outside of their designated "Public Comment" time, he/she will be asked to stop. If the visitor(s) continue, the chairperson will ask the visitor(s) to leave the meeting.
- 3. <u>Good of the Order</u> period on agenda. At the end of the meeting, a period is set aside for topics not covered during the meeting, or which came up as a result of meeting discussions. If you wish to speak during the "Good of the Order", you may raise your hand and wait to be called upon by the chairperson before speaking. You will be limited to five (5) minutes.

## Thank you for your interest and participation!

## **PUBLIC COMMENT SIGN IN SHEET**

If you wish to speak during the <u>PUBLIC COMMENT</u> period, please write your name and topic below. You will be limited to five (5) minutes.

NAME	TOPIC