



Eastside Fire & Rescue

Proudly Serving Issaquah, North Bend, Sammamish, Woodinville, and Fire Districts 38 & 10, which includes Carnation

Virtual Board Meetings Attendance and Public Comment Instructions

Call in Instructions: Please see the meeting agenda in [EF&R's Agenda Center](#) for the meeting phone-in number and conference ID.

Written Comment: Written public comment will be accepted until 1:00 p.m. on the day of the meeting. Submit your written comments via email to the Board Secretary at publiccomment@esf-r.org.

Verbal Comment: Up to three (3) minutes of verbal public comment may be provided per person live during the meeting. Please sign-up in advance of the meeting (by 1:00 p.m.) by completing the [Public Comment Sign-Up Form](#).

Due to potential connectivity issues, we strongly encourage public comments be emailed. We apologize for this inconvenience and appreciate your understanding.

Mute your microphone until called on by the Board Chair or Board Secretary.

Protocol for Public Comments

When recognized:

1. Unmute your microphone (*6 may be an option on your phone).
2. State your: Name, Address, and Relationship to City (i.e., resident, property owner, business owner).
3. Speak clearly and pause frequently.
4. Limit comments to three (3) minutes.
5. Mute your microphone when done.

If you do not respond after your name or phone number (last 4 digits) is called, or if your connection is lost unexpectedly, the meeting will need to proceed. You are encouraged to rejoin the meeting, if able.

Written comments can be submitted at any time to publiccomment@esf-r.org.

Conduct: Follow public comment guidelines further below.

Presentations: No visual presentations will be displayed on behalf of the public. Any staff presentations will be limited to materials posted on the online agenda packet. Staff will make every effort to specify which materials they are referencing.



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Guidelines for Audience Comments

Citizen comments are an important part of the public process. We take them seriously and factor them into the decisions we make. Anyone from the public who wishes to comment will have the opportunity to do so. Please direct comments to the whole Board and not individuals. While this is not a question-and-answer session, we will contact you to follow up, if needed.

Personal attacks, obscene language, derogatory remarks, and disruptive behavior will not be permitted. If a speaker is out of order, the Board Chair will ask them to stop and mute their microphone. If a speaker does not comply, the Board Chair may direct staff to mute their microphones. If a disruption to the meeting occurs and order cannot be restored, the Board Chair may direct staff to remove them from the call.

Again, citizen comments, written and verbal, are an important aspect of the public process. The Board takes comments seriously, and we thank members of the public for taking the time to address us during the meetings.

If you wish to email the Board regarding agenda items, your comments are welcome at publiccomment@esf-r.org.