

# North Country Emergency Medical Service

## **CITIZEN COMMENT GUIDELINES**

The purpose of North Country EMS (NCEMS) Administrative Board Meetings is to conduct EMS District business. NCEMS Administrative Board Meetings, Workshops, and Public Hearings are noticed and held in accordance with Washington State's Open Public Meeting Act (RCW 42.30). Meeting notices and agendas are posted at our Yacolt EMS Station or through other media outlets.

Public comment is taken at Board Meetings to provide Board Members 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 Board Meetings and Workshops, and testimony at Public Hearings.

1. An individual citizen comment is limited to a maximum of three minutes; and representatives of organizations, a maximum of five minutes. Time may be extended at the sole discretion of the Board.
2. Comments should address issues directly related to EMS District operations or concerns.
3. Comments should be respectful in their delivery.
4. In the interest of time, the Board 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 Board typically will not engage in discussion or debate with citizens making comments during Board Meetings, Workshops or Public Hearings. Questions and requests for information or documents may be addressed to EMS District staff, or to individual Board Members, outside of Board meetings.
6. An individual or organization representative may have the text of their remarks appended to the Board 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 EMS District Administration and Station Staff are typically available at all reasonable hours to answer questions; and the EMS Chief and Command Staff are typically the first EMS District representatives to deal with citizen comments, concerns and complaints. Citizens are encouraged to 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 Board Members or Command Staff in an email, written communication, or by phone message, and will be addressed outside of meeting time.