# *Grant County Fire Protection District 3*

*POLICY AND PROCEDURE*

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1. NUMBER: 1.2.02

2. SUBJECT: ***Commissioners Meeting Agenda Requests***

3. POLICY: It is the policy of Grant County Fire District 3 to facilitate requests by the public to be placed on the Commissioners Meeting Agenda in an orderly and efficient fashion. Requests shall be submitted in writing and processed as listed in this Policy and Procedure.

4. SCOPE: This Policy and Procedure is applicable to anyone requesting to be placed on the agenda of the Fire Commissioners Meeting.

5. RESPONSIBILITIES:

   A. The District Fire Chief or designee, is responsible for receiving requests and processing them in accordance with this Policy and Procedure.

6. PROCEDURE:

   A. Any member of the public or District wishing to be placed on the agenda of a regular or special meeting of the Board of Commissioners shall submit a request to the District Fire Chief or designee.

   B. Upon receipt of such a request, the Chairman and the District Fire Chief or designee, shall meet, confer and take appropriate action on the request.

   C. If the request is denied, a report to the full board shall be made.