



## **FIREFIIGHTERS' RETIREMENT SYSTEM**

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### **PUBLIC ATTENDANCE PROTOCOLS FOR ZOOM AUDIO-VIDEO BOARD/COMMITTEE MEETINGS**

#### Web Access/Zoom Video App:

Link to Meeting:

<https://zoom.us/j/6454366489?pwd=STdnZHphbHNWTGIJZTQzMGMJsZTIZUT09>

Meeting ID: 645 436 6489

Passcode: 619746

#### Telephone Access

Call: 1 (346) 248-7799 (this is toll free VOIP)

Meeting ID: 645 436 6489

Passcode: 619746

#### Only if accessing via web or video App:

Join your meeting by using a web browser and get access to limited features by clicking "Use Web Version". Alternatively, you can expand your communications toolkit by downloading the meeting app for mobile and desktop.

#### To Use Web Version

1. Enter the link to the meeting shown under "Web Access/Video App" above.
2. To choose your audio preference, select either "Phone Call" or "Computer Audio"
3. If you select "Phone Call", the next screen will prompt you with a Dial-in number. Use the number shown above (1 (346) 248-7799). This is a toll-free VOIP number. Before you Dial-in, write down the Meeting ID# and Participant ID# and the Password# that is on the screen. Enter each of those numbers when prompted. You will be joined to the meeting with telephone audio.
4. If you select "Computer Audio" you will be joined to the meeting with your computer's audio. However, you must allow access to your computer's microphone and speakers to use this option.
5. Please be sure to mute your audio on your computer and your phone upon joining the meeting.
6. There are two ways to communicate during the public comment portion of the meeting.
  - a. You can raise your hand via the chat option (located on your screen) and wait to be recognized to speak.
  - b. You may send questions via the chat option.
  - c. You may wait until the host gives the option to ask questions. Unmute your phone or laptop/computer and give your name and the entity you are representing.
7. Upon clicking "Leave Meeting", you will be prompted to click "Leave Meeting" again to exit the meeting.

Written comments may also be submitted for the public record by email before and during the meeting by use of the following email address: [frs@ffret.com](mailto:frs@ffret.com)