

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1  
IN THE TOWNSHIP OF HAZLET, COUNTY OF MONMOUTH**

**Resolution 2021-004**

**ESTABLISHING REMOTE MEETING PROCEDURES APPLICABLE DURING A  
DECLARED STATE OF EMERGENCY**

**WHEREAS**, on March 9, 2020 in response to COVID-19, Governor Phil Murphy issued Executive Order 103, which declared a state of emergency that has been extended by the Governor and remains in full force to this day; and

**WHEREAS**, by way of additional Executive Orders, the Governor has established extensive social distancing protocols to protect the health, safety, and welfare of New Jersey citizens; and

**WHEREAS**, in accordance with the Executive Orders relating to COVID-19 and the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. (“OPMA”), local government units, including the Fire District, continued to hold public meetings via remote platforms to ensure the continued operation of local government with participation by the public, in a way that limits public health risk; and

**WHEREAS**, in March 2020, the New Jersey Department of Community Affairs, Division of Local Government Services (“DLGS”) issued “Local Operational Guidance – COVID-19: Guidance for Remote Public Meetings in New Jersey,” which provided specific guidance regarding holding remote public meetings under the OPMA; and

**WHEREAS**, on September 24, 2020, the DLGS issued Local Finance Notice 2020-21 (“LFN 2020- 21”), which provided a synopsis of newly promulgated emergency regulations N.J.A.C. 5:39-1.1 through 1.7, which establish standard protocols for remote public meetings governed by the OPMA and held during a Governor-declared state of emergency; and

**WHEREAS**, the emergency regulations proposed were permanently adopted; and

**WHEREAS**, under regulation N.J.A.C. 5:39-1.4(h), a local government unit is required to adopt by resolution standard procedures and requirements for public comment made during remote public meetings, as well as for public comments submitted in writing ahead of the remote public meeting.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of Fire District No. 1 in the Township of Hazlet, County of Monmouth, as follows:

1. The Fire District hereby adopts the following procedures regarding public comments during remote public meetings as set forth hereinafter.
2. Public comments for a remote public meeting may be made during the designated public comment section of the meeting or submitted in writing to the Fire District Administrative Clerk no later than four (4) hours prior to published start time of the remote meeting. Written public comments must be emailed to the Administrative Clerk at the Fire District’s website or mailed to the attention of the Administrative Clerk at the Fire District address. Written public comments may not be submitted via any other form of electronic communication.

3. Written public comments submitted via email or mail must include the individual's name, full address and contact information (telephone number and/or email address), as the Fire District reserves the right to verify the submitter's identity. If the information is incomplete and the Fire District is unable to verify the individual's identity, the written comment will not be read into the record.
4. There shall be a five (5) minute time limit for all public comments. Written public comments submitted in accordance with this resolution shall be read into the remote meeting record at the end of the last public comment section, subject to the five (5) minute time limit. Written public comments containing profanity or vulgarity will not be read into the record. The chair and/or presiding officer of the remote meeting reserves the right to read similar or duplicative comments into the record in a summary fashion and will do so uniformly for all similar/duplicative comments.
5. Written public comments received after the four (4) hour deadline set forth by this resolution will not be read into the record or become part of the meeting record.
6. The procedures and requirements for making public comments during a remote meeting, along with an explanation of the audio muting function of the electronic communications platform being used, shall be announced at the beginning of the remote public meeting.
7. With respect to public participation at a remote public meeting, the following procedures shall be incorporated:
  - a. A member of the public who has submitted written comments prior to the meeting in accordance with this resolution, attends the remote public meeting, and wishes to participate during the public comment portion, shall be considered as having been recognized for the purposes of public comment.
  - b. If a member of the public disrupts a remote public meeting, the chair and/or presiding officer of the remote public meeting shall facilitate a dialogue with that member of the public to the extent reasonably permitted by the electronic communication technology.
  - c. The chair and/or presiding officer of the meeting shall mute or continue muting, or direct appropriate staff to mute or continue muting, the disruptive member of the public and warn them that continued disruption may result in their being prevented from speaking during the remote public meeting or removed from the remote public meeting. Disruptive conduct includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption and use of profanity.
  - d. A member of the public who continues to act in a disruptive manner after receiving an initial warning shall be muted while other members of the public are allowed to proceed with their questions or comments. If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to make comment. Should the person remain disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting or removed from the remote public meeting.
  - e. The chair and/or presiding officer of the remote meeting shall reserve the right to take necessary action to protect the rights of the public to participate in the remote public meeting.



The foregoing resolution was introduced by Commissioner Lopez and it was seconded by Commissioner Schroeck

**RECORD OF VOTE**

<b>Members</b>	<b>LOPEZ</b>	<b>PRESTON</b>	<b>PARLEMAN</b>	<b>SHELDRIK</b>	<b>SCHROECK</b>
<b>Yes</b>	✓	✓	✓	✓	✓
<b>No</b>					
<b>Not Voting</b>					
<b>Absent</b>					

**CERTIFICATION**

I, Joseph Schroeck, Clerk of the Commissioners of Fire District 1 in the Township of Hazlet do hereby certify that the foregoing is a true copy of a resolution duly passed and adopted by the Commissioners at its meeting held on the 10th day of February, 2021

  
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Joseph Schroeck, Clerk