

***Monroe Township Fire Prevention Bureau  
District #1***

***24 Harrison Avenue  
Monroe Township, New Jersey  
08831  
(732) 251-0900 Ext 4***

***Ernest Zih, Fire Official***

Date: December 14, 2011,  
Monthly Report:

Money: See attached. LEA State rebate received.  
Some late payments received.

Inspections: See attached  
Pat and I conducted a Bureau audit.  
State audit completed. Copy to be signed  
Commissioners as always, welcome to review  
files.

Fire Prevention: Boy Scouts scheduled for Thur. 1/25/12 at  
house.

Investigations: 12-12-2011 . Structure fire at 29 Drake Ave.  
Report completed  
  
1/08/2012 Gloria stove fire  
  
Ben Franklin sprinkler water flow pipe incident.  
  
1/16 /12 Prohibited heating device / new  
construction at new pizza establishment.

Monroe Township Bureau of Fire Prevention  
 Inspection System Database Status Summary for: 01/01/2012 to 01/31/2012  
 Printed: 01/18/2012 Page: 1

Registrations:

Life Hazard: 31  
 Local: 104  
 Closed: 45  
 Total: 180

	Regist. fees	Inspect. fees	Permit fees	Penalty fees
Priors, payment:	1 100.00	0 0.00	0 0.00	0 0.00
Priors, waived:	0 0.00	0 0.00	0 0.00	0 0.00
Billed this per:	0 0.00	0 0.00	0 0.00	0 0.00
Payments:	0 0.00	0 0.00	0 0.00	0 0.00
Waived:	0 0.00	0 0.00	0 0.00	0 0.00
Due:	0 0.00	0 0.00	0 0.00	0 0.00

	Ded. Penalty
Priors, payment:	0 0.00
Priors, waived:	0 0.00
Billed this per:	0 0.00
Payments:	0 0.00
Waived:	0 0.00
Due:	0 0.00

Inspections:	Local	LHU			
Periodic:	0	0	Smoke Detector Insp:	4	105.00
Re-inspect:	2	0	Misc. Permits:	0	0.00
Complaint:	0	0	Other Misc. Fees:	1	793.65
Follow-up:	0	0	Annual Permits:	0	0.00
Other:	0	0	Misc. Penalties:	0	0.00
Total:	2	0	Correspondence:	7	

Note: Amounts paid and waived include partial payments and fee reductions.

Correspondence form description

Number sent

Request for Time Extension	2
Violations list, no notice, no explanation	2
Notice of Violations, with list and explanation	1
Certificate of Inspection	2



Bonus Copy



**STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF FIRE SAFETY - LIFE HAZARD USE  
INSPECTIONS CERTIFICATION**

I, ERNEST ZIN, Certification No. 133191, Fire Official for LEA No. 1213001, do hereby certify that I completed and electronically forwarded the status verifications of the LHU inspections performed in 2011. I am aware that there are sanctions for nonexcusable, incomplete inspections, for not returning this certification and supporting documents to the New Jersey Division of Fire Safety prior to January 31, 2012, and for falsifications will result in loss of revenue.

[Signature]  
Signature

I, Charles G Dipronno, Chief Administrative Officer for the jurisdiction employing the Fire Official whose signature appears above, do hereby certify that I have reviewed and discussed the 2011 Annual Report packet with him or her.

[Signature]  
Signature  
Charles G Dipronno  
Print Name  
Chairman  
Print Title

Sworn to and subscribed before me this 18th day of Jan, 2012.

Seal  
Attorney At Law  
N.J.

[Signature]  
Signature  
Joseph D. Yussouf Esq.  
Print Name  
**Notary Public**

THIS FORM MUST BE PRINTED, SIGNED, NOTARIZED AND MAILED TO:  
NJ DIVISION OF FIRE SAFETY  
ATTN: MARYLAIN KEMP - ANNUAL REPORT CERTIFICATION  
101 SO. BROAD STREET - PO BOX 809 - TRENTON NJ 08625-0809

Subj: 2011 Annual Report Result #6448827  
 Date: 1/16/2012 10:51:33 Eastern Standard Time  
 From: form\_engine@fs6.formsite.com  
 Reply-to: adfs@dca.state.nj.us  
 To: Monroebofc@aol.com

## 2011 Annual Report

### Uniform Fire Code - Local Enforcing Agency 2011 ANNUAL REPORT Year Ending December 2011

As you know, Department of Community Affairs' regulations require appointed fire officials to annually certify the number of Life Hazard Use (LHU) inspections completed in the preceding calendar year and to file a report with the Division of Fire Safety. Based upon your input, the Division continues to make improvements to the electronic filing of your annual report.

Based on the success of last year's procedures, fire officials will be required to list only those LHU inspections that have **not** been completed in calendar year 2011 in the section of the form entitled *Non-Completed Life Hazard Use*. If all of the Local Enforcement Agency's LHU inspections have been completed, provide only the requested information in the top portion of the form, submit it electronically, and then forward your signed and notarized *Inspection Certification Form* to the Division. The electronic information submitted and the executed Certification Form completes the Annual Report.

To begin this reporting process, review your LHU's of record within the *"DCA DFS Fire Official Library"*. Upon your review, list only those LHU's that have not been inspected in the **Non-Completed Life Hazard Uses section**. Please note: **Completed** inspections are inspections where all violations identified during the 2011 annual, quarterly or semi-annual inspections have been abated **and** the applicable life hazard use inspection file so indicates. **Your submission of this report will attest all other LHU's inspections have been completed.**

The Division recognizes that there are valid reasons that could result in an inspection falling under the Non-Completed category. As such, a space is provided on the form that allows for a brief explanation. Some examples of a valid explanation include:

- 1) **Business is Closed:** The Division's records indicate that a use is active when, in fact, it is closed. **Note: In these instances, you should immediately send a verification update form to the Division's Code Administration Unit if you have not already done so.**
- 2) **Recent Registration:** An owner has been registered recently and, as such, an inspection has not yet been performed. **Note: The Division recommends that an inspection be performed as soon as a new use is identified.**
- 3) **Under Appeal:** A property is subject to an inspection-related appeal.
- 4) **December, 2011 Inspection:** An initial inspection was performed in December, 2011 and the re-inspection is not due until 2012.
- 5) **Penalty:** The owner has been assessed penalties for outstanding violations throughout the building and the enforcement process is ongoing.
- 6) **Conflict of Interest:** The fire official or other local enforcing agency employee has a conflict of interest and

arrangements have been made for inspections by another agency. **Note: The comment should name the other local enforcing agency.**

7) **Time Extension:** The registrant has been granted an extension to abate a violation.

Once you have completed the form, review and discuss it with your Chief Administrative Officer in your jurisdiction (mayor, municipal administrator, municipal manager, board president, board chairman, etc.). Note that a fire chief is *not* the chief administrative officer in your jurisdiction. After this review, you are both required to sign the certification form and see that it is notarized and sent expeditiously to the Division in the mail. **The Annual Report is not complete until the certification is received.**

All requests for filing extensions must be made **prior to January 31, 2012** in the form of a letter/email explaining why an extension is needed. This letter/email should be addressed to Andrew Kondor, Legislative & Regulatory Affairs Unit PO Box 809, Trenton, NJ 08625 or [Andrew.Kondor@dca.state.nj.us](mailto:Andrew.Kondor@dca.state.nj.us) and must include your email address. Only written requests received prior to the January 31, 2012 deadline will be reviewed. **All requests submitted after January 31, 2012 will be denied.** If an extension is granted, you will receive notice of that fact via a return correspondence attached to the provided e-mail.

If you have any questions regarding the completion of this report, please contact your Regional Division of Fire Safety Local Assistance Representative ([Listing of Regional Representatives](#)). The Division will no longer accept telephone inquiries related to the electronic filing of this report. If your question is of a **technical nature**, you may address it to Karen Luckie **via e-mail only** at [adfs@dca.state.nj.us](mailto:adfs@dca.state.nj.us)

The Division would like to thank you in advance for your cooperation with this reporting requirement.

Thank you and stay safe.

State Fire Marshal, Director  
Division of Fire Safety

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I HAVE READ THE ABOVE INFORMATION REGARDING THE 2011 ANNUAL REPORT.

**CLICK ON "PRINTER FRIENDLY LINK" TO PRINT FORM PRIOR TO FILLING IT OUT ONLINE**  
[Printer Friendly Form Link](#)

#### Form Login Account (optional)

New Users / Returning Users [CLICK HERE](#) to setup or return to your account for this form. Creating an account enables you to return to this form and your submitted results. An account will also enable you to partially complete this form and return later to finish the form. The account you establish is only for this form.

**If you have forgotten your "USER ID" to access the "Fire Official Library" within the portal please click on link to request your "User ID" - FIRE OFFICIAL USER ID REQUEST TO ACCESS PORTAL**

<https://portal01.state.nj.us/http://portal20.sa.state.nj.us:8080/amserver/UI/Login?gw=portal01.state.nj.us&org=snj>

## LEA INFORMATION

*Please remember to update your personal information/e-mail within the FIRE OFFICIAL LIBRARY on the portal without a valid e-mail address you will not receive pertinent information from the Division*

*View LEA information currently on file with the Division - LEA ADDRESS/E-MAIL INFORMATION*

**\* LEA NUMBER**

1213-001

**\* Fire Official First Name**

Ernest

**\* Fire Official Last Name**

Zih

**\* LEA Email Address**

Monroebofc@aol.com

**\* LEA Street Address**

24 Harrision Avenue

**\* LEA Address Line 2**

Monroe NJ

**\* LEA City**

Monroe NJ

**\* LEA Zip Code**

08831

**\* LEA Phone Number**

732 251 0900

**\* LIFE HAZARD USES**

**TOTAL NUMBER OF LIFE HAZARD USES**

31

**\* TOTAL NUMBER OF LHU'S INSPECTED**

31

**\* TOTAL NUMBER OF LHU'S RE-INSPECTED**

30

**\* TOTAL NUMBER OF CERTIFICATES OF INSPECTION ISSUED**

30

**\* NON-LIFE HAZARD USES**

**TOTAL NUMBER OF NON-LIFE HAZARD USES**

77

**\* TOTAL NUMBER OF NON-LHU'S INSPECTED**

77

**\* TOTAL NUMBER OF NON-LHU'S RE-INSPECTED**

74

**\* TOTAL NUMBER OF CERTIFICATES OF INSPECTION ISSUED**

71

**\* PERMITS**

**TOTAL NUMBER OF PERMITS ISSUED**

3

**\* TOTAL NUMBER OF PERMITS INSPECTIONS**

3

**\* 1 & 2 FAMILY FIRE EXTINGUISHER, SMOKE & CO DETECTOR INSPECTIONS**

**TOTAL NUMBER OF CERTIFICATES ISSUED**

88

**\* TOTAL NUMBER OF INSPECTIONS**

88

**\* PENALTIES**

**TOTAL NUMBER OF N.J.A.C. 5:70-2.12 PENALTIES ISSUED**

0

**\* TOTAL NUMBER OF N.J.A.C. 5:70-2.12A DEDICATED PENALTIES ISSUED**

0

**\* ACTUAL REVENUES RECEIVED FROM DURING THE YEAR**

12063.40

**\* TOTAL REBATES FROM STATE**

4052.65

**\* TOTAL NON-LIFE HAZARD USE FEES**

4202.75

**\* TOTAL PERMIT FEES**

663

**\* TOTAL SMOKE DETECTOR FEES**

3145.

**\* TOTAL N.J.A.C. 5:70-2.12 PENALTIES**

0

**\* TRUST ACCOUNT**

NO

**\* TOTAL N.J.A.C. 5:70-2.12A PENALTIES**

0

**\* TRUST ACCOUNT**

NO

**\* TOTAL OTHER REVENUES**

0

**\* ACTUAL EXPENDITURES DURING THE YEAR**

**TOTAL SALARY & WAGES**

21543.00

**\* TOTAL OTHER EXPENSES**

15200.

**\* TOTAL EXPENDITURES FROM N.J.A.C. 5:70-2.12A TRUST ACCOUNT**

0

**\* MISCELLANEOUS**

**TOTAL AVERAGE NUMBER OF UFC INSPECTION HOURS PER WEEK**

12

**\* TOTAL NUMBER OF FIRE INVESTIGATIONS**

6

**\* TOTAL NUMBER OF COMPLAINTS INVESTIGATED**

2

**\* TOTAL NUMBER OF COMPLAINTS RESOLVED**

2

**\* TOTAL FIRE PREVENTION PROGRAMS**

8

**\* TOTAL NUMBER OF IMMINENT HAZARDS**

0

## NON-COMPLETED LIFE HAZARD USES

\*

I ATTEST THAT THOSE BUSINESSES NOT LISTED BELOW HAVE BEEN INSPECTED & INSPECTIONS COMPLETED IN ACCORDANCE WITH THE REQUIREMENTS.

	REGISTRATION NUMBER	LHU CODE	REASON	COMMENTS
1.	1213-68378-001-01	AD03	closed	relocated flood damage
2.	1213-48919-001-01	BD05	December 2011 inspection	
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				



- 21.
- 22.
- 23.
- 24.
- 25.

## NON-COMPLETED LIFE HAZARD USES

REGISTRATION NUMBER LHU CODE REASON COMMENTS

- 26.
- 27.
- 28.
- 29.
- 30.
- 31.
- 32.
- 33.
- 34.
- 35.
- 36.
- 37.
- 38.
- 39.
- 40.

**PLEASE ENTER THE EMAIL ADDRESS YOU WOULD LIKE YOUR COPY OF THIS REPORT SENT:**

**E-MAIL ADDRESS**

[Monroebofc@aol.com](mailto:Monroebofc@aol.com)



**\* PLEASE INDICATE THE DATE THAT YOU ARE SENDING YOUR 2011 ANNUAL REPORT:**

01/15/2012

**IMPORTANT** - WHEN YOU CLICK SUBMIT YOU WILL RECEIVE A "SUCCESS PAGE" VIA E-MAIL THAT WILL INCLUDE THE LINK FOR THE 2011 ANNUAL REPORT CERTIFICATION

**THANK YOU FOR YOUR 2011 ANNUAL REPORT SUBMISSION**