

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: January 16, 2013
Monthly Report:

Inspections: See attached

Inspections completed, end of year DCA Audit to be completed when I Return.

Investigation: 1-10 13 Baker Street / Deck Fire

Fire prevention: Fire prevention conducted last week with Boy scout troop.

Meetings: Attended Two State DCA meetings,
Public Education and Juvenile Fire Setters
Council .

Computers: 8 hour project server re-partitioning of hard drive
successfully completed . Minor follow issue
repaired.

Next Gio visit will include additional storage drives on computer that will
allow storage of scanned documents into the server for Commissioners and
financial records.

Hard drive is 169.00 plus an additional drive for back up.

Ongoing maintenance:

The Fire company now has the following:

1 Server
5 vehicle tough books (Trucks and cars)
Chief Lap-top
Fire Prevention Lap top
2 Bureau Desk tops
8 company Desk tops

After consultation with Frank , goal is to have Gio complete a quarterly
maintenance schedule, either in person or by remote session. Sessions
generally run about 4 hours per session.

An Excel spread sheet will developed to keep track of maintenance and
issues of each computer. This is important savings, as computers can now
be repaired as opposed as being replaced.

Further, computer server and network is being developed with consideration
of the needs of future new building needs.

School Lock Down/ security issues

Once I return I will again follow up with now Police Chief Loyd.

Further, working with school (Jerry Taque) and Construction Dept , to ensure schools new security system is in compliance and doors are tied into alarm system.

Questions: Call on cell as needed.