

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: ^{ND ✓} **October 15, 2014**

Monthly Report:

Inspections: see attached , should complete this month ,
some re-inspections in December

Investigation : Monroe Storage / Motorcycle Fire
Cover for District II

Money; See 2015 Budget Projections

Fire Prevention:

**Academy Learning Center , Day Care Centers completed
Planning Operation Holy Smokes for smoke detectors and Fire
Prevention will start**

Office: Chairs received.

Monroe Township Bureau of Fire Prevention
 Inspection System Database Status Summary for: 10/15/2014 to 11/30/2014
 Printed: 11/18/2014 Page: 1

Registrations:
 Life Hazard: 33
 Local: 105
 Closed: 61
 Total: 199

	Regist. fees	Inspect. fees	Permit fees	Penalty fees
Priors, payment:	0 0.00	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	Smoke Detector Insp:	7	0.00
Periodic:	26	8	Misc. Permits:	0	0.00
Re-inspect:	14	1	Other Misc. Fees:	0	0.00
Complaint:	0	0	Annual Permits:	0	0.00
Follow-up:	0	0	Misc. Penalties:	0	0.00
Other:	0	0			
Total:	40	9	Correspondence:	115	

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

Correspondence form description	Number sent
Notice of Violations, with list and explanation	48
Inspection Report Worksheet - Blank	35
Violations list, no notice, no explanation	11
Certificate of Inspection	21

2015 Budget Projections FIRE PREVENTION

The Fire Prevention budget remains essentially flat. Since 2011, the Bureau has consistently run on a budget of \$15200.

Income: Deposits from January through October attached.

Projected income is on target for the above figure at \$14921, despite losses of \$258.00 and \$705.00 that were reimbursed to Districts II and III, respectively, to resolve a DCA Division accounting error.

This year, I have included a rough breakdown of the actual costs of running the Bureau. Note: this figure does not include salaries, those are listed separately.

Also not reflected is equipment, such as the vehicle laptop, which was part of the Fire Department Budget. Similarly, some computer and other expenses are shared with the Commissioners.

The attached budget will reflect projected expenses up to the end of 2014.

Of the \$15200, the Bureau has spent approximately \$14000.

Of that \$14000, \$7315 includes the Verizon Landline Bill.

The Bureau also recognizes that other entities pick up the Verizon wireless bill and other expenses.

Salaries:

The Fire Official salary will remain frozen due to pension conflict requirements. A 2% salary raise of \$208.00 is recommended for Assistant Fire Official Pat Reardon. Aside from raises not given last year, Pat has completed an Arson Investigation course valued to the Bureau.

I also recommend, though she is not a Bureau employee, a 2% raise for JoAnn Hayes, Board Secretary.

Last, I am not recommending any additional budget increases for an additional inspector. As noted in previous Commissioners' Meetings, there is a proposed building project at Mounts Mills Road. That being said, I am confident that the Commissioners will address manpower needs as the situation presents itself at a future date.

Respectfully submitted

Ernest Zih, Fire Official

2015 Bureau of Fire Prevention Budget

Fire Prevention Materials & Presentation cost
 Equipment (Trailer, Bureau Testing <smoke & Co Detectors)
 Bureau Vehicle Durango Repairs /equipment
 Office Supply / Postage
 Communications Verizon Phone "Land Lines"
License / Subscriptions /computer programs
 ESP Computer Program
 NFPA Other Dues
 Education /Training
 Clothing

	2014 Actual	
	1500	1625
	1500	674
	1000	1281
	800	465.95
	700	7315
	500	2436
	500	100
	500	124
	6500	14022
	2015 Projected 1	15200

1047.75
 1388.5
 2436.25

**MONROE TOWNSHIP FIRE DISTRICT #1
DEPOSITS**

January through October 2014

Type	Date	Name	Memo	Amount
Annual Registration Fees				
Deposit	1/22/2014		smoke detector fees	440.00
Deposit	3/11/2014		smoke detector fees	770.00
Deposit	3/11/2014		registration fees	766.00
Deposit	4/11/2014		smoke detector fees	335.00
Deposit	4/11/2014		registration fees	200.00
Deposit	5/22/2014		smoke detector	105.00
Deposit	5/22/2014		registration fees	1,030.00
Deposit	6/27/2014		Deposit	1,950.00
Deposit	7/24/2014		Registration Fees	2,250.00
Deposit	8/8/2014		smoke detector	595.00
Deposit	8/8/2014		smoke detector	935.00
Deposit	8/12/2014		non-life local	500.00
Deposit	10/8/2014		local registrations	400.00
Deposit	10/8/2014		fire report	50.00
Deposit	10/8/2014		smoke detector fees	735.00
Total Annual Registration Fees				11,061.00
Fire Prevention Fees (LEA Fees)				
Deposit	1/23/2014	State of New Jersey	1st Qtr '14 LEA rebate	1,380.60
Deposit	5/22/2014	State of New Jersey	2nd Qtr '14 LEA rebate	1,571.05
Deposit	6/27/2014	State of New Jersey	3rd Qtr '14 LEA rebate	882.05
Deposit	7/24/2014	State of New Jersey	4th Qtr '14 LEA rebate	989.95
Check	9/16/2014	Monroe Township Fire District #2	reimb of MTFD#2 LEA fees	-258.05
Check	9/16/2014	Monroe Township Fire District #2	deposited into MTFD#1	0.00
Check	9/16/2014	Monroe Township BOFC #3	reimb of MTFD#3 LEA fees	-705.55
Check	9/16/2014	Monroe Township BOFC #3	deposited into MTFD#1	0.00
Total Fire Prevention Fees (LEA Fees)				3,860.05
TOTAL				14,921.05