

# 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 11, 22017

Monthly Report:

Inspections : See attached:  
Audit and end of year report for State Division of  
Fire prepared

Money: See attached  
2017 Billing has gone out

Investigations : 3<sup>rd</sup> Ave Structure Fire  
Received phone call from owner praising Fire  
Company and Bureau

Complaint received regarding basketball stand  
blocking hydrant. Met with owner who promptly  
removed it

Office: Received request from JoAnn to scan end of year  
2016 reports into digital format, as well as some  
Commissioner data, similar to last year. Amanda  
did it last year for \$25.00 an hour ( half her normal  
fee). Approximately 4 hours of work.`

Records: Attached is DCA guide lines for storage and destroying records. Copy for Attorney review and advice prior to any Bureau action.

Fire Prevention:

Fire Prevention Poster Contest received and will be judged in a month

Monroe Township Bureau of Fire Prevention  
 Inspection System Database Status Summary for: 12/14/2016 to 01/31/2017  
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Registrations:

Life Hazard: 37  
 Local: 94  
 Closed: 95  
 Total: 226

	Regist. fees	Inspect. fees	Permit fees	Penalty fees
Priors, payment:	2 400.00	0 0.00	1 331.00	0 0.00
Priors, waived:	0 0.00	0 0.00	0 0.00	0 0.00
Billed this per:	71 7,550.00	0 0.00	5 1,036.00	0 0.00
Payments:	0 0.00	0 0.00	1 331.00	0 0.00
Waived:	0 0.00	0 0.00	0 0.00	0 0.00
Due:	71 7,550.00	0 0.00	4 705.00	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:	5	245.00
Periodic:	4	1	Misc. Permits:	0	0.00
Re-inspect:	4	6	Other Misc. Fees:	0	0.00
Complaint:	0	0	Annual Permits:	0	0.00
Follow-up:	0	0	Misc. Penalties:	0	0.00
Other:	1	0			
Total:	9	7	Correspondence:	65	

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

Correspondence form description

Number sent

Certificate of Inspection	17
Notice of Violations, with list and explanation	16
Inspection Report Worksheet - Blank	6
Violations list, no notice, no explanation	13
Fire Safety Permit	6
Invoice/Statement of Payments Due	5
Request for Time Extension	1
Notice of Decision on Request for Time Extension	1