

**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: June 12, 2017

Monthly Report:

Inspections: See attached:

Money: See attached

Investigations: One complaint follow- up Manor Blvd  
Ongoing investigation with Monroe PD regarding  
False Alarm / individual.

Office: As reported last meeting, online smoke detector  
registration is live and operational.  
Update web-site feature has been well received by  
the real-estate community

Meetings: Attended monthly County meeting.  
Code update completed on Thursday May 16 th

Budget: At that request of *Dipierra* asked me to prepare 2018 Budget projections . Specifically, for manpower needs regarding the growth of the District. Currently the Bureau has sufficient manpower to carry out the Bureau mandates. Budget will essentially remain flat except considerations for:

- \* New building utility bills
- \* Training for Bureau staff that includes Code, Licensing and Investigative requirements

That being said, it would be wise to include contingency /reserve funds to be available as needed.

This will be distributed as 2018 Budget explanation note.

Monroe Township Bureau of Fire Prevention  
 Inspection System Database Status Summary for: 05/30/2017 to 06/30/2017  
 Printed: 06/14/2017 Page: 1

Registrations:

Life Hazard: 38  
 Local: 95  
 Closed: 95  
 Total: 228

	Regist. fees	Inspect. fees	Permit fees	Penalty fees
Violations, payment:	2 400.00	0 0.00	0 0.00	0 0.00
Violations, waived:	0 0.00	0 0.00	0 0.00	0 0.00
Violations, 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
Violations, payment:	0 0.00
Violations, waived:	0 0.00
Violations, billed this per:	0 0.00
Payments:	0 0.00
Waived:	0 0.00
Due:	0 0.00

Inspections:	Local	LHU		
Periodic:	9	3	Smoke Detector Insp:	41 2,130.00
Re-inspect:	13	1	Misc. Permits:	0 0.00
Complaint:	0	0	Other Misc. Fees:	0 0.00
Follow-up:	0	0	Annual Permits:	0 0.00
Other:	0	0	Misc. Penalties:	0 0.00
Total:	22	4	Correspondence:	62

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

Correspondence form description

Number sent

Inspection Report Worksheet - Blank	15
Notice of Violations, with list and explanation	22
Violations list, no notice, no explanation	9
Certificate of Inspection	15
Fire Safety Permit	1

## 2018 Budget Explanation Note

As always, the Fire Prevention budget remains flat. Currently, the Bureau, as promised, is operating with existing manpower. This consists of two career personnel, as well as a part-time Assistant Fire Official and myself as Fire Official.

As in the past, I have been asked to develop plans for future-proofing the Bureau.

The Bureau provides the following mandates:

inspection of Life Hazards

Inspection of Non-Life Hazards

Smoke Detector Inspections

Public Education

Fire Investigations

Complaint investigations

Juvenile Fire Watch / Risk Assessments

At the last budget presentation, the growth of the District was presented, and an additional residential complex has since been approved.

As Fire Official, I have always presented plans for cross-training of staff. These plans have included hiring career staff that are licensed Fire Inspectors. The Bureau has continued to encourage firefighters to obtain their Fire Inspector Certification. This would be in addition to firefighter requirements as outlined by the Chief.

Impact: Currently, the Career staff has been instrumental in carrying out the above mandates.

Contingency Plans: Money budgeted in reserve for a per-diem position. This would be recommended for:

In the event of an illness / injury / sick day coverage for career personnel.

Coverage for training purposes than includes In-service Training for Career Staff.

Vacation coverage