

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

***467 Spotswood-Englishtown Road
Monroe Township, New Jersey
08831
(732) 251-0900 Ext 4***

Ernest Zih, Fire Official

Date: April 11, 2018

Monthly Report:

Inspections: See attached

Money: See attached

Investigation: No pending investigations

Office: Commissioners' website updated for Commissioner Ventriello's e-mail. Need new secretary's e-mail address so Monroe e-mail can be forwarded to her personal e-mail.

Progress regarding efforts to reduce Verizon bill. Verizon responded and meeting held. A follow-up communication was received and copies of recent bill were scanned and sent for them to determine usage. From the Verizon Rep Contact:

jlivecchi (jlivecchi@ucx-ny.com) to you Details
Ernie-

Responding to your email and vmail.

I see that you already have Remote Call Forwarding on the lines. The alternative is Custom Redirect. However, I don't think you would save any money by doing this. Right now you are paying \$31/line for three RCF lines for a total of \$93 per month, plus usage. By going to Custom Redirect for this, you would save \$27/mo on the three lines as you would go from \$31/line to

\$3.50 per line monthly, but would incur an \$80 Group Volume Charge. That would negate the savings.

Another alternative would be to migrate your lines from standard POTS to a service called Business Connections. Give me a couple days to put together a sample configuration to see if it makes sense from a cost perspective.

Jim Livecchi
Director of Sales- Northeast Region
609-915-4017
jlivecchi@nec-nv.com

Jared (Tech contractor with phone communication experience) was retained to assist in resolving this issue and lines needed for old fire house.

New Office: Furniture ordered for both Bureau and Commissioners' Office.

Records

Fire Prevention Bureau archive records moved over to new office storage room.

County and Monroe Record Management contacted.

Initially the County instructed us to go through Monroe Twp.

After talking to Monroe Records Management Coordinator. Alicia Gonzalez, she informed me that we were a separate entity and have to set up our own account for the following:

- 1) Record storage at County facility.
- 2) Set up an account with Artemis for record destruction permission.
- 3) I have provided (in Commissioners office in old Fire House) a hard copy (of the forms I found online) of the Record Retention schedule.

- 4) I confirmed with Alicia that those documents were the appropriate documents as outlined by Division of Archives and Record Management, State of New Jersey.

Municipal Fire Departments
M180000-002

&

Municipal Agencies General Records Retention
Schedule
M100000-013

From: Alicia Gonzalez <AGonzalez@monroetwp.com>
To: 'monroebofc@aol.com' <monroebofc@aol.com>
Subject: Records Information
Date: Wed, Apr 11, 2018 11:49 am

Good Morning Mr. Zih,

Please see the below website address for Artemis – please open in Internet Explorer to make the pop-ups work.

<http://www.nj.gov/treasury/revenue/rms/artemis.shtml>

Below is the information for Gary Dalina at DARM.

GARY S DALINA
SUPERVISOR RECORDS MANAGEMENT
CLERK OF THE BOARD
DARM
95 APPLE ORCHARD LANE
NORTH BRUNSWICK, NJ 08902
Phone: (732) 422-3021
Fax: (732) 821-2999
Email: gary.dalina@co.middlesex.nj.us

Registrations:

Life Hazard: 39
 Local: 99
 Closed: 100
 Total: 238

	Regist. fees	Inspect. fees	Permit fees	Penalty fees
Registrations, payment:	13 1,450.00	0 0.00	1 108.00	0 0.00
Registrations, waived:	0 0.00	0 0.00	0 0.00	0 0.00
Cancelled 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
Registrations, payment:	0	0.00
Registrations, waived:	0	0.00
Cancelled this per:	0	0.00
Payments:	0	0.00
Waived:	0	0.00
Due:	0	0.00

Inspections:	Local	LHU		
Periodic:	13	1	Smoke Detector Insp:	18 1,196.00
Re-inspect:	1	0	Misc. Permits:	0 0.00
Complaint:	0	0	Other Misc. Fees:	0 0.00
Follow-up:	0	0	Annual Permits:	0 0.00
Other:	1	0	Misc. Penalties:	0 0.00
Total:	15	1	Correspondence:	150

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

Correspondence form description	Number sent
Inspection Report Worksheet - Blank	17
Registration Information Update Form	1
Registration Fee Late Notice	96
Certificate of Inspection	8
Violations list, no notice, no explanation	17
Notice of Violations, with list and explanation	9
Fire Safety Permit	2

If you have any further questions please don't hesitate to call at 732-656-4573.

Alicia Gonzalez
Records Management Coordinator
Monroe Township Clerk's Office

Fire Prevention:

Cub Scout Fire Prevention tonight.

Posters for school Fire Prevention Contest received and will be judged at April County meeting.

Meetings: County meeting next Thurs April 19