

**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: May 9, 2018

Monthly Report:

Inspections:

See attached

Money:

Investigations:

Two structures fires, one Haz-mat incident.

Office :

Progress :

Bureau office :
Desk, files, printers and equipment moved from old
office. Move is 90 % complete and should be completely
out by end of the month. Some computers now
operational

Commissioners Office: Bureau assisted Commissioners
and Fire Company in moving the Commissioner's office.
That office is also functional.

Verizon: Now that offices have been move I need input
on the number of lines that still need to be in old fire
house.

Need input from Jared on phone lines / extensions and
fax line new building.

Records:

As previously reported, the Fire Prevention Bureau archive records moved over to new office storage room. Office has begun to purge existing records. It should be noted the DCA may allow some paperless records. Procedures have not yet been established.

Contact with Artemis for record destruction permission has been established, courtesy of Tricia. Pat is in the process of setting up procedures, as he has experience with the Artemis system

Fire Prevention :

In conjunction with the Fire Company, a Fire Truck demonstration was completed for a Cub Scout "Hero Day" recruitment event at the Recreation Center

Posters for school Fire Prevention Contest were judged at the April County meeting. Results to be announced at next Thursday meeting.

Registrations:
 Life Hazard: 39
 Local: 101
 Closed: 100
 Total: 240

Registr. Fees	Inspect. Fees	Permit Fees	Penalty Fees	Priors, payment:	Priors, waived:	Billed this per:	Payments:	Waived:	Due:
10	0	7	0	1,150.00	0.00	0.00	0.00	0.00	0.00
0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
0	0	1	0	0.00	0.00	54.00	54.00	0.00	0.00
0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00

Inspections:	Local	LHU	Smoke Detector Insp:	Misc. Permits:	Other Misc. Fees:	Annual Permits:	Misc. Penalties:	Correspondence:
6	2	2	20	0	1	0	0	88
Periodic:	6	2	20	0	1	0	0	88
Re-inspect:	0	2	0	0	1	0	0	0
Complaint:	0	0	0	0	0	0	0	0
Follow-up:	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0
Total:	6	4	20	0	1	0	0	88

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

Correspondence form description

Violations list, no notice, no explanation
 Certificate of Inspection
 Notice of Violations, with list and explanation
 Inspection Report Worksheet - Blank
 Fire Safety Permit
 Notice of Imminent Hazard/Order to Take Action

Number sent
 12
 12
 42
 10
 9
 3