**TOWN OF NEWBURY**
**FIRE DEPARTMENT**
Email: firedept@townofnewbury.org
Office: (978) 462-2282

Douglas C. Janvrin, Jr.
Fire Chief

Wallace J. Ziehler, Sr.
Deputy Fire Chief

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# Request for Fire Department Detail

**DETAIL INFORMATION:**

Person Requesting Detail: _________________________________ Phone Number: ________________

On-Site Contact Name: _________________________________ Phone Number: ________________

Type of Detail: ________________________________________ (e.g. EMS, Blasting, Welding, etc.)

Location of Detail: ______________________________________ (address and area of building)

Number of Firefighters: _______________________________ Ambulance Required:    Yes   No

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<tr>
<th>DAY OF WEEK</th>
<th>DATE OF DETAIL</th>
<th>START TIME</th>
<th>END TIME</th>
<th>TOTAL HOURS</th>
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**BILLLLING INFORMATION:**

Company Name: __________________________________________________________________________

Company Street Address: __________________________________________________________________

Town/City: _________________________ State: __________ Zip Code: ___________________

Contact Person: _________________________________ Phone Number: ______________________________

Email Address: ___________________________________________________________________________

**DETAIL GUIDELINES:**

- Details must be requested at least forty-eight (48) hours in advance of the detail. This forty-eight (48) notification does not include weekends and legal holidays as defined below.
- Detail Rate of $58.00 per hour applies to all Firefighters/EMT’s working details.
- Firefighters/EMT’s receive a minimum of four (4) hours pay ($232.00).
- If the detail goes beyond four (4) hours, but is less than eight (8) hours, each Firefighter/EMT will receive eight (8) hours pay ($464.00).
- Firefighters/EMT’s receive time and one half the detail rate ($87.00) for all time over eight (8) hours, which is billed per actual hours worked.
- Payment for the detail is due upon receipt of the invoice.
- Failure to provide the forty-eight (48) hours notification will result in a charge of two (2) hour minimum pay per scheduled Firefighter/EMT. The forty-eight (48) hour notification does not include weekends and legal holidays as defined below.
If a detail falls on a legal holiday as defined below, the rate shall be as follows:

- One – eight (8) hours, double time rate ($116.00)
- The detail overtime rate on a holiday shall be paid at time and one half (1 ½ ) of detail rate per hour ($174) for each individual hour of overtime with no minimum

Legal Holidays are as follows: New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day

**PAYMENT INFORMATION:**

Checks may be made payable to: **Newbury Fire Detail**

Payment may be sent to:

**Newbury Fire Department**

**44 Central Street**

**Byfield MA  01922**

**Attn:  Fire Chief Douglas Janvrin, Jr.**