



Waltham Fire Department Detail Request Form



1. **Fill out** all relevant Information - *This is a PDF – Fill in form*
2. **Submit via email:** Email completed form to the Fire Prevention Office at prevention@city.waltham.ma.us - Continue to Step 3
3. **Call Fire Prevention** at **781-314-3710** during normal business hours to confirm we received the detail request.

* All Requests must be received by **noon time** on the **business** day before the detail report time. [Ex: Received Friday by noon for a Monday detail]

DETAIL ADDRESS = # _____ (Street) _____

Permit Information:

Permit Number: _____

Expiration Date: _____

NFPA Cert #: _____

Detail Purpose:

Hot Works

Blasting

Event

Final: F020

Fire Watch

Other

*If Other, Explain: _____

Detail Request Information & Location:

Detail Start Day: _____

Date: _____

Report Time: _____

am/pm

Hours: _____

Additional Days: _____

Inside/Outside: _____

Notes or
Site Location

On-site Contact: _____

On-site Phone #: _____

Detail Billing Information:

Company Name: _____

Company
Address:

(#)

(Street)

(City)

(State)

(Zip)

Company Contact: _____

Company Phone #: _____

All requests MUST be in by **NOON time on the Business day before the Detail report time. (Ex. Received Friday before noon for a Monday detail)



WALTHAM FIREFIGHTERS UNION

LOCAL 866

35 Prospect Street, Waltham, MA 02453



Effective January 1st 2024 the rates associated with Fire Details shall be

RATES OF PAY FOR FIRE DETAILS, SPECIAL FIRE DETAILS & FIRE WATCHES:

| Daily Detail Rates: | | | |
|---------------------|------------------------------------|---------------------|-------------------|
| Rate/hr. | Duration | Times | Days |
| \$60 | For first 8 hours worked | 6:00 am - 11:00 pm | Monday - Friday |
| \$80 | For all hours worked after 8 hours | 6:00 am - 11:00 pm | Monday - Friday |
| \$80 | For all hours worked | 11:00 pm - 6:00 am | Monday – Friday |
| \$80 | For all hours worked | 12:00 am – 11:59 pm | Saturday |
| \$100 | For all hours worked | 12:00 am – 11:59 pm | Sunday or Holiday |

- Ⓢ All Fire Details/Watches shall be paid a four (4) hour minimum for 0 – 4 hours worked.
- Ⓢ All Fire Details/Watches shall be paid an eight (8) hour minimum for 4.25 – 8 hours worked.
- Ⓢ All hours worked over eight (8) hours will be charged hourly at the appropriate rate.
- Ⓢ All Fire Details/Watches cancelled within 24 hours of the start time shall result in payment for a four (4) hour minimum.
- Ⓢ All companies requesting a Fire Detail/Watch must contact the Fire Prevention Office, 781-314-3710, during business hours [7:00 am - 4:00 pm] by 12:00 noon the day before the detail is needed. This excludes weekends and holidays. You must speak to Fire Prevention. Do not leave a voice mail.
[Ex: A Detail for 7:00 am Wednesday must be requested by 12:00 Noon on Tuesday. Detail request for Mondays must be requested by 12:00 Noon on the Friday before.]

RATES OF PAY FOR CONTINUOUS 24-HOUR FIRE DETAILS, SPECIAL DETAILS & FIRE WATCHES:

In the event that circumstances dictate that a 24-hour per day continuous detail is required, the detail shall be broken up into 8-hour maximum shifts as the following rates are in effect:

| Detail Rates for 24-hour Continuous Detail as of 1/1/2024: | | | |
|--|----------------------------------|---------------------|-------------------|
| Rate/hr. | Duration | Times | Days |
| \$60 | 8-hour shift M - F (non-holiday) | 7:00 am – 3:00 pm | A |
| \$80 | 8-hour shift M - F (non-holiday) | 3:00 pm – 11:00 pm | B |
| \$80 | 8-hour shift M - F (non-holiday) | 11:00 pm – 7:00 am | C |
| \$80 | For all 8-hour shifts | 12:00 am – 11:59 pm | Saturday |
| \$100 | For all 8-hour shifts | 12:00 am – 11:59 pm | Sunday or Holiday |

In the event that more than two firefighters are required at the same location at the same time, for the same contractor, one detail shall be designated Supervisor and paid at the aforementioned rates *plus* eighteen (18%). The criteria for establishing the Supervisor shall be rank. In the event that firefighters are of equal rank then Seniority shall be the deciding factor in designating Supervisor.

The City of Waltham associates an additional administration fee equal of ten percent (10%) of the total wages which shall be charged to whoever hires the detail.

Jeff Ciccone
President Local 866