

# **Dunn's Corners Fire District Firefighter Detail Policy & Procedures 2019**

Fire details may be required by Rhode Island Fire Code or may be deemed necessary by the Authority Having Jurisdiction (AHJ) for public safety as authorized by an Assistant Deputy State Fire Marshal and/or the Fire Chief. Whenever the Dunn's Corners Fire District Fire Chief, his/her designee or a Dunn's Corners Fire District Assistant Deputy State Fire Marshal assigns a Dunn's Corners Fire Department firefighter to perform a firefighter detail, which is above and beyond their volunteer duties, that firefighter shall be compensated at the currently applicable hourly rate for that service, with the minimum being four hours. That rate is to be established by the Fire Chief, adjusted as necessary annually, and should be kept comparable to other area departments providing similar services. The hourly rate charged includes firefighter insurance, hourly compensation, payroll taxes and administration fees. The total hours billed to the vendor shall include the pre-event inspection (30 minutes prior to the scheduled event start time) and shall include all hours the firefighter detail was in effect. Additionally, if the event extends beyond the originally scheduled timeframe (including clearing of the event venue) the vendor shall be billed accordingly.

## **Notification**

The organization holding an event will notify the fire department via detail form (found on the DCFD website and attached) giving 14 day notice for scheduled events. Details for events scheduled with less than 7 day notice may not be filled and the event could be at risk of being cancelled. Any detail request with less than 7 day notice may at the DCFD Fire Marshals discretion, if filled by personnel, be charged at the emergency fire watch detail rate as indicated below.

## **Rates & Payment Process**

The DCFD Operating Committee will set the pay rate for details annually by January 1<sup>st</sup> with any increases to take effect the following July. Fire detail rates will be established as a function of the Operating Committee in coordination with the District Chief. Fees follow the Rhode Island Association of Fire Chiefs' *Emergency Response Fee Schedule* when setting the pay rate for details related to other emergency response services. All payments will be required to be paid in full within 30 days.

For invoices not paid within sixty days, a second notice is to be sent prior to the seventy-five day point. This second notice shall include the following or similar statement:

**Any party with payments over 120 days in arrears will not be supplied with any further event detail or be allowed to hold any event requiring said detail within the confines of the Dunn's Corners Fire Department response area until all overdue amounts are paid in full.**

In the event that it is necessary to deny an event detail for lack of payment or any other reason, it shall be the responsibility of the Fire Chief or an Assistant Deputy State Fire Marshal to check the location of the event at the scheduled time in order to insure that the event is not proceeding without the required assigned detail in order to protect the safety of the public.

All payments shall be made to: *Dunn's Corners Fire District*.  
Payment/ Billing Address is: *1 Langworthy Rd, Westerly, RI 02891*

For details on or after July 1, 2019, the approved rate for invoicing including firefighter payment, taxes and admin costs: **\$39.00 per hour @ 4 hour minimum.**

For emergency fire watch details (due to non-compliance or non-notification) the DCFD Fire Marshal may assign a fire detail at the rate of **\$78.00 per hour @ 4 hour minimum.**

### **Billing**

The DCFD Office Manager will obtain all pertinent billing information at the time the sponsoring management contacts the office. There will be no cash payments accepted unless approved by the Fire District Treasurer. Unless a 24-hour notice of cancellation is given, the detail will be billed and the detail personnel paid accordingly. There is a minimum of a 4-hour charge for each detail, unless otherwise agreed upon and approved by the District Chief.

### **Assignment and Staffing**

Firefighters will be assigned details for places of assembly as directed by the DCFD Fire Marshal and approved by the District Chief in accordance with relevant statutory authority. This may include some outdoor and tent events.

In general, details will be assigned based on the information provided to DCFD by the event host. The event host may be asked to provide additional information regarding the event including floor plans, safety, security and EMS plans. Falsifying information on the fire detail request form is against the law and shall be considered non-compliance for all future events. The number of firefighters required for a detail is determined by the Fire Chief and/or his designee based on the detail request provided.

All detail firefighters assigned will be trained in fire suppression, crowd control as well as CPR/AED and first-aid. The firefighters working the detail are responsible for the life safety of the occupants and the protection of property through proactive interactions with the management of the sponsoring event.

The event start time shall be indicated on the detail request form. The detail report time will be assigned. Normally the detail report time will be at least 30 mins prior to the event. Detail will secure 30 minutes after the event once a majority of the public has exited.

When a firefighter detail is required due to a fire alarm system or sprinkler system failure, it should only be a short-term situation, pending repairs within the 4 hour RI Fire Code compliance maximum. State law allows the AHJ to require a firefighter detail on-site after the 4-hour window. Any fees associated with the fire details shall be billed to the facility owner/operator. Length of facility operation utilizing the fire detail procedure shall be at the discretion of the Fire Chief.

Please review the detail request form as attached and feel free to contact our main office line at 401-322-0577 if you have any questions.

Sincerely,



Christopher P. DeGrave  
Dunn's Corners Fire District  
Chief