



# SEEKONK FIRE DEPARTMENT

500 TAUNTON AVENUE  
SEEKONK, MA 02771



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## Seekonk Fire Department

### Detail Cancellation Policy

This policy establishes consistent procedures for the scheduling, cancellation, and compensation of Fire Department details in accordance with the Town of Seekonk's administrative and financial policies.

### Administrative Process

All Fire Department details shall be set up according to the following Town of Seekonk policy:

- The Town of Seekonk pays the Firefighters for approved details.
- The Fire Department shall submit an invoice for each completed detail to the Town of Seekonk Collector's Office.
- The Collector's Office shall generate a bill to the organization, company, or individual responsible for the detail and collect payment accordingly.

### Assignment and Compensation

The hourly detail rate shall be:

- Non-Civic details shall be paid \$65.00 per hour with a minimum of four (4) hours. Each member shall receive eight (8) hours' pay if a detail lasts over four (4) hours. All hours worked in excess of eight (8) hours for any one detail shall be compensated at 1 ½ the detail rate in thirty (30) minute increments until the end of the detail.
- Civic (Town) details shall be paid at time and one-half (1½) of the base hourly rate of the Firefighter working the detail.
- EMT (Medical) details shall consist of a minimum of four (4) hours, paid at the same rate as non-civic details (\$65.00 an hour)
- When a non-civic detail falls on a holiday, the rate shall be time and one-half (1½), i.e., \$97.50 per hour.
- The number of personnel assigned to any detail shall be at the discretion of the Fire Chief or their designee.

### Cancellation and Notification Requirements

Cancellations made less than one hour prior to start time:

- Any Firefighter scheduled to work an EMT (medical) or non-civic detail shall be paid the minimum applicable detail rate if the detail is canceled less than one (1) hour prior to the scheduled start time.

Cancellations made more than one hour:

- If a detail is canceled one (1) hour or more prior to the scheduled start time, no payment shall be made.

Notification procedure:

- When a detail is canceled for any reason, the following individuals must be notified immediately by both email and telephone:
  1. Fire Chief (call or text): (774) 991-9041
  2. Deputy Fire Chief (call or text): (774) 991-1952
  3. On-Duty Shift Officer (OIC) call only: (508) 336-9809
  4. Email sent to: [details@seekonkfire-ma.gov](mailto:details@seekonkfire-ma.gov)
- Notification should include the detail name, location, organization, scheduled start time, and reason for cancellation.
- It is the responsibility of the requesting organization to provide as much advance notice as possible when canceling a detail. Failure to do so may result in billing for the minimum charge.