



CITY OF SOMERVILLE, MASSACHUSETTS
FIRE DEPARTMENT
266 Broadway
Somerville, Massachusetts 02145

CHARLES J. BREEN JR.
CHIEF ENGINEER

TEL: (617) 623-1700
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November 17, 2020

SUBJECT: FIRE DETAIL LATE PAYMENT FEE

To Whom It May Concern,

Effective **January 1, 2021**, for fire detail work the City of Somerville provides, the Somerville Fire Department will institute a Late Payment fee for any detail invoices that remain unpaid sixty (60) days from the date of the Department's original invoice. The late payment fee will be an additional 15% of the detail work, pursuant to Chapter 180 of the Acts of 2008.

Please establish protocols within your place of business to ensure you can meet the payment deadline.

(Fire Detail Application is on the next page)

Respectfully,

Charles J. Breen Jr.
Chief Engineer



CITY OF SOMERVILLE, MASSACHUSETTS

FIRE PREVENTION BUREAU

D.P.W. Building

1 Franey Road

Somerville, Massachusetts 02143

617-623-1700 ext. 8400

NO DEMOLITION OR WELDING MAY START UNTIL DETAIL PERSON IS ON SITE

FIRE DETAIL REQUIREMENTS

Detail Location: _____

Contractor: _____

Contact #: _____

Billing Email: _____

Billing Address: _____

Start Date of Detail: _____ Time: _____

Estimated # Hours for Completion: _____ Estimated # Days for Completion: _____ Required Deposit: _____

24 hours = \$1527.20

******* CONTRACTOR REQUIREMENTS *******

Deposit: The contractor shall submit the required deposit to the Somerville Fire Department Administration Office, 266 Broadway, Somerville, MA 02145 at least (7) days prior to the anticipated start of the detail.

Late payments: A 15% late payment fee will be added to all outstanding unpaid fire details invoices in excess of 60 days.

Scheduling: The contractor shall contact the District Chief at 617-623-1700 ext. 8357, 48 hours in advance of the starting date and time.

Cancellation: Cancellations must be requested twelve (12) hours in advance. **If cancellation is required less than twelve (12) in advance, the contractor will be required to pay a four (4) hour minimum.**

Fire Department Signature: _____ Contractor Signature: _____

Date: _____

Type of Detail and Equipment needed (Circle detail type)

Welding – Regular work uniform, portable radio, hardhat, vest and water extinguisher.

Fire Watch – Regular work uniform, portable radio and hand light.

Occupancy Detail – Class B Uniform with badge, portable radio, medical kit with defib.

Medical Detail – Regular work uniform, portable radio, medical kit with defib.

Demolition Detail – Regular work uniform, portable radio, bunker gear with helmet _____ 2 ½ "hose _____ 1 ¾" hose, hydrant wrench gated reducing wye, nozzle, spanner wrench and Water Meter.

Other Detail/ Memo - _____

All Hot Works and paid fire detail requests must be discussed with a Fire Prevention officer over the phone PRIOR to submitting requests to our office. **Permits will not be processed if submitted without prior discussion of the scope of work for the project.**

After the scope of work has been discussed with a Fire Prevention officer, all detail requests must be submitted by email to fireprevention@somervillema.gov. Check or money order made payable to City of Somerville, must be mailed to, or dropped off at: Fire Headquarters, 266 Broadway, Somerville, MA 02145. Attention: J. Martin

We cannot accept cash, credit card, or electronic transfer.