

**PORTSMOUTH FIRE DEPARTMENT**  
**2300 East Main Road • Portsmouth, Rhode Island 02871**  
**•Tel : ( 401) 683-1200 • Fax : ( 401) 683-1206**

**Detail Request Form**

All persons requesting a PFD detail for fire watch or EMS standby must fill out this form in its entirety:

**Details are for a 4 hour minimum. Person responsible for billing must notify this department of cancellation no later than 2 hours prior to details scheduled start time. Failure to cancel 2 hours prior to scheduled start time will result in an invoice for payment being sent to the responsible party.**

Name of person requesting detail: \_\_\_\_\_

Date of Detail: \_\_\_\_\_

Address of detail: \_\_\_\_\_

Detail start time \_\_\_\_\_ Detail end time \_\_\_\_\_ Detail cancellation time \_\_\_\_\_

Contact person, must be person responsible for payment to Town of Portsmouth

Name \_\_\_\_\_

Billing address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Alternate Contact phone number \_\_\_\_\_

Detail type; Fire watch? \_\_\_\_\_ EMS? \_\_\_\_\_

Total number of personnel needed? \_\_\_\_\_

Signature of person requesting detail \_\_\_\_\_

Initials of department member receiving this request \_\_\_\_\_

Detail Rate is \$55/hour, minimum of 4 hours.

Detail Rate for any hours or portion of hours over 8 hours is \$75/hour.

Holiday Detail Rate is \$100/hour, minimum of 4 hours. Holidays are 4<sup>th</sup> of July, Thanksgiving, Christmas Eve after 6 P.M., Christmas, New Year's Eve after 6 P.M. and New Year's.