



CHESTER FIRE DISTRICT

GENERAL BOARD MEETING

Date: Tuesday, October 13, 2026 - 7:00 PM
Location: 988 McCandless Rd | Chester, SC 29706

AGENDA

1. **Call to Order**
2. **Roll Call - Confirmation of Quorum**
3. **Invocation / Prayer**
4. **Pledge of Allegiance**
5. **Approval of Agenda**
6. **Approval of Prior Meeting Minutes**
September 8, 2026 General Board Meeting minutes and September 30, 2026 Special Called Meeting minutes, as available for Board review.
7. **Board and District Reports**
Chief of Operations; Chief of Administration; Treasurer; Fire Marshal; Information Technology; Consultant / Accounting. Written reports distributed in advance; presentations limited to questions, significant exceptions, and matters requiring Board action.
8. **Unfinished Business**
 - A. **TD Bank - Board Account Authorization and Access**
Confirm required bank signatures/documentation and appropriate account authorization for all five Commissioners; distinguish account authorization from transaction/card privileges.
 - B. **Emergency Supplemental Budget Amendment and Independent Audit**
Status of supplemental funding request and Bernard Robinson & Company audit.
 - C. **Future Fire Station / Property and Temporary Facility Planning**
Property Committee update, site due diligence, zoning, access, and next steps.
 - D. **First Due / Southern Software Implementation**
Scheduling and alerting integration progress, including secondary connection status.
9. **New Business**
 - A. **Resolution No. 2026-001 - FLSA Section 7(k), 28-Day Work Period**
Review, discuss, and consider action on proposed 24/48 schedule and 28-day work-period resolution, including implementation, payroll, and effective-date provisions.
 - B. **Time and Attendance Policy**
Vacation requests and approval, sick-leave reporting, attendance expectations, documentation, and supervisory responsibilities.
 - C. **South Carolina Fire Academy Training - Compensable Time**
Policy for authorized training, hours worked, travel time where applicable, payroll reporting, and FLSA overtime treatment.
 - D. **Station Time Clocks / First Due Scheduling**
Determine whether station-based time clocks are needed during First Due implementation and how they would complement scheduling and timekeeping.
 - E. **Employee Personnel Records - Custody and Access Controls**
Determine official records location, custodial responsibility, access authorization, confidentiality, and retention procedures.
 - F. **Retirement and Benefits Administration - PORS / SCRS**
Review status of eligibility reporting, enrollment/administration, and outstanding employee benefit coordination; address general policy and process in open session.
 - G. **Organizational Chart, Leadership Roles, and Board Responsibilities**
Review governance-level responsibilities and authority boundaries between the Commission, Chief of Administration, and Chief of Operations.
10. **Executive Session - Employee Personnel Matters**
Pursuant to S.C. Code § 30-4-70(a)(1), discussion of the employment, appointment, compensation, promotion or advancement, demotion, discipline, or release of specific employee(s), and other related individual personnel matters; including discussion with the Chief of Operations and Chief of Administration, and confidential employee-specific PORS/SCRS retirement or benefits matters, as legally appropriate.
11. **Motion to Return to Open Session**
12. **Board Discussion and Action Following Executive Session, if Necessary**
13. **Adjournment**