Resolutions

Section 1. Findings. The recitals above are adopted as findings of the Board and incorporated into this Resolution.

Section 2. Covered Employees. This Resolution applies to all District employees engaged in fire protection activities as defined in 29 U.S.C. § 203(y) and 29 C.F.R. § 553.210 who are assigned to the 24/48 Schedule, including firefighters, engineers, and company officers ([lieutenants and captains]) who perform front-line fire suppression duties ("Covered Employees"). Consistent with 29 C.F.R. § 541.3(b), Covered Employees are non-exempt regardless of rank or salary. District employees not assigned to the 24/48 Schedule remain on a standard 7-day workweek with overtime due for hours worked over 40.

Section 3. Adoption of 24/48 Schedule. The 24/48 Schedule is adopted as the standard duty schedule for Covered Employees. Each tour of duty begins and ends at 07:00 local time.

Section 4. 28-Day Work Period. The FLSA work period for Covered Employees is fixed at 28 consecutive days. The first work period began at 07:00 on July 4, 2026, and each subsequent work period begins at 07:00 every 28th day thereafter. The first thirteen work periods are as follows:

Period	Begins	Ends
1	July 4, 2026	July 31, 2026
2	August 1, 2026	August 28, 2026
3	August 29, 2026	September 25, 2026
4	September 26, 2026	October 23, 2026
5	October 24, 2026	November 20, 2026
6	November 21, 2026	December 18, 2026
7	December 19, 2026	January 15, 2027
8	January 16, 2027	February 12, 2027
9	February 13, 2027	March 12, 2027
10	March 13, 2027	April 9, 2027
11	April 10, 2027	May 7, 2027
12	May 8, 2027	June 4, 2027
13	June 5, 2027	July 2, 2027

The recurring cycle continues without regard to fiscal or calendar year-end. The work period shall not be changed except by action of the Board, and then only where the change is intended to be permanent and is not designed to evade FLSA overtime requirements.

Section 5. Overtime. Covered Employees shall be paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 212 hours in a work period. All hours of each 24-hour tour, including meal and sleep periods, are counted as hours worked. The regular rate shall be computed in accordance with 29 C.F.R. Part 778 and 29 C.F.R. § 553.233.

Section 6. Payment of Overtime. Overtime earned in a work period shall be paid on the regular payday for the biweekly pay period in which that work period ends, or, where the amount cannot be determined by that date, as soon as practicable thereafter.

Section 7. Ratification; No Reduction of Earned Wages. All payroll and scheduling actions taken by District officers and staff on or after July 4, 2026, that are consistent with this Resolution are ratified and confirmed. Nothing in this Resolution shall reduce any wages or overtime already paid or earned by any employee before its adoption, and the District shall not seek recovery of any such amounts.

Section 8. Superseded Provisions. Any prior resolution, policy, or practice of the District establishing a different FLSA work period or overtime threshold for Covered Employees is superseded as of July 4, 2026, to the extent inconsistent with this Resolution.

Section 9. Administration and Records. The Fire Chief and the HR/Finance Administrator are authorized and directed to implement this Resolution, to maintain payroll records identifying the work period in effect for each Covered Employee as required by 29 C.F.R. Part 516 and 29 C.F.R. § 553.51, and to give written notice of this Resolution to all Covered Employees.

Section 10. Severability. If any provision of this Resolution is held invalid, the remaining provisions shall continue in full force and effect.

Section 11. Effective Date. This Resolution is effective upon adoption and applies to all work periods beginning on or after July 4, 2026.

Adoption

ADOPTED AND APPROVED this 13th day of October, 2026, by the Board of Fire Commissioners of the Chester Fire District.

Vote: Ayes 5 Nays 0 Abstain / Absent /

CHESTER FIRE DISTRICT

By: Eddie Nunnery Eddie Nunnery, Chair

ATTEST:

Patricia Woods Patricia Woods, Secretary