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TO: All Fire and Rescue Personnel
FROM: Scott Kensinger, Deputy Chief
RE: Fall Time Change
DATE: October 11, 2013

INFORMATIONAL BULLETIN IB-13062

This is a reminder that daylight savings time will end on Sunday, November 3, 2013, at 0200 hours. This is the time when we "Fall Back". The personnel that are scheduled to work on Saturday, November 2, 2013, will work a total of 25 hours during their shift. For timesheet purposes, the Saturday personnel will need to log their timesheets as twenty four (24) hours worked on Saturday and one (1) hour on Sunday (daylight savings time).

The personnel scheduled to work on Sunday are reminded to change their clocks the night before to ensure they arrive at work on time.