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TO: All Fire and Rescue Personnel
FROM: Scott Kensinger, Deputy Chief
RE: Fall Time Change
DATE: October 18, 2016

INFORMATIONAL BULLETIN IB-16034

This is a reminder that daylight savings time will end on Sunday, November 6, 2016, at 0200 hours. This is the time when we "Fall Back". The personnel that are scheduled to work on Saturday, November 5, 2016 will work a total of 25 hours during their shift. For timesheet purposes, the Saturday personnel will need to log 01 for 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.

**PLEASE REMEMBER TO CHANGE YOUR SMOKE
DETECTOR BATTERIES!**