

***SAMPLE RESOLUTION***

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Agency Name

**Resolution No.:**

**Authorizing Overtime and Portal to Portal Pay for Employees**

**WHEREAS**, the \_\_\_\_\_ Fire \_\_\_\_\_ is a public agency located in the County of \_\_\_\_\_, State of California, and

**WHEREAS**, it is the \_\_\_\_\_ desire to provide fair and legal payment to all its employees for time worked; and

**WHEREAS**, the \_\_\_\_\_ has in its employ, Fire department response personnel include: Fire Chief, Deputy Chief, Assistant Chief, Division Chief, Battalion Chief, Fire Captain, Lieutenant, Engineer, Apparatus Operator, Equipment Operator, Firefighter/Paramedic, Firefighter/EMT, Firefighter, Helicopter Pilot and Dozer Operator; and

**WHEREAS**, the \_\_\_\_\_ will compensate its employees portal to portal while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response; and

**WHEREAS**, the \_\_\_\_\_ will compensate its employees overtime in accordance with their current Memorandum of Understanding while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response.

**NOW THEREFORE BE IT RESOLVED** that the conditions set forth in this resolution, as stated above, take effect upon adoption by the \_\_\_\_\_.

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**PASSED, APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 201\_.

\_\_\_\_\_  
, President/Mayor/Chairman

ATTEST:

I, \_\_\_\_\_, Board Secretary/Clerk of the \_\_\_\_\_, hereby certify that the foregoing resolution was duly passed at a regular meeting of the \_\_\_\_\_ held on the day of, 201 by the following vote on roll call:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_  
, Board Secretary/Clerk