



MINUTES FOR APPROVAL

Date Taken: May 28, 2026

Commissioner's Present

- Bobby Bass
- Eddie Nunnery
- Hazel Alexander
- Ben Bell
- Patricia Woods

Also, Present

- Sean Nelson, Consultant
- April Porter, Attorney
- Tyson Melton, Chief Administration
- Kim Grafton, Chief Operations

Call to Order

The meeting was called to order at 7:00 PM with all commissioners present.

Executive Session

Commissioner Bobby Bass made a motion to enter Executive Session for the purpose of discussing personnel matters and legal matters.

Commissioner Patricia Woods seconded the motion. The motion carried unanimously.

The Board entered Executive Session at approximately 7:00 PM.

Return to Open Session

Commissioner Bobby Bass made a motion to exit Executive Session. Commissioner Patricia Woods seconded the motion. The motion carried unanimously.

The Board returned to Open Session at 8:50 PM.

Motions and Actions

Motion No. 1 – Pay Scale Adoption

A motion was made by Bobby Bass and seconded, to accept the proposed pay scale, including the addition of positions for Administrative Assistant, Inspector, Fire Marshal, Chief Administration, and Chief Operations, as well as a part-time employee pay scale. The motion further authorized the Fire Chief to hire personnel within the approved scale, with adjustments to be finalized by Sean Nelson in coordination with the Fire Chief.

Vote: Unanimously Approved

Motion No. 2 – Transfer of Accrued Vacation Leave

A motion was made by Bobby Bass and seconded to allow the transfer of accrued vacation leave hours from City employment to Chester Fire District employment, provided appropriate documentation is submitted and verified.

Vote: Unanimously Approved

Motion No. 3 – Vacation and Holiday Policy Review

A motion was made by Bobby Bass and seconded, authorizing the Fire Chief to research vacation and holiday policies and report to Sean Nelson and April Porter for recommendations to the Board at the next meeting.

Vote: Unanimously Approved

Motion No. 4 – Employee Benefits and Total Compensation

A motion was made by Bobby Bass and seconded, a motion to provide standard medical, dental, and vision insurance coverage for employees and have Sean Nelson to develop a total compensation worksheet for each employee. Employees electing family coverage would receive a credit adjustment consistent with the approved benefits structure.

Vote: Unanimously Approved

Motion No. 5 – Bylaws and Employee Handbook

A motion was made by Bobby Bass and seconded directing Attorney April Porter to prepare and present proposed Chester Fire District Bylaws and an Employee Handbook by June 9, 2026.

Vote: Unanimously Approved

Motion No. 6 – Communications Protocol

A motion was made by Bobby Bass and seconded, directing Attorney April Porter to communicate with Bernie and Sean Nelson regarding any matters involving the Chester Fire District.

Vote: Unanimously Approved

Next Meeting

The next meeting of the Chester Fire District Commission Board was scheduled for June 9, 2026, at 7:00 PM.

Adjournment

There being no further business to come before the Board, the meeting was adjourned.

Signature: Patricia Woods Title: Secretary 6/9/26

Signature: Hazel Alexander Title: Vice Chair