

SAMPLE MEETING AGENDA

Type of Meeting: Weekly crew meeting

Purpose: Informational/Decisional: #2

Date/Time: November 9, 19__ (2-2:30 p.m.)

Place: Crew meeting area

Agenda:

1. Explain policy on AIDS.
 - a. No policy at present.
 - b. Political budget issue: chief/city/union.
 - c. Hand out proposed policy.
2. Holiday work schedule.
 - a. Alternatives.
 - b. Pros and cons.
 - c. Decision.
3. Community Day Open House.
4. Selection of firefighter of the month.
 - a. Criteria posted.
 - b. Vote: Crimmons or Heavel.
5. Changes to daily work schedule.
6. Issues from crew.