### Sample Meeting Agenda

Date:

Time:

Location:

Attendance:

***Current Business***

Summary of responses:

Summary of training:

Future training:

Apparatus review (status and plans):

Equipment review (status and plans):

Summary of prevention and inspections:

Plans for prevention and inspections:

Summary of public education activities:

Plans for public education activities:

Administrative topics:

Occupational Health and Safety:

***New Business***

Review of suggestions, ideas for continuous improvement:

Review tasks, assignments and responsibilities:

Next meeting date:

### Sample Fire Department Meeting Minutes

Date:

Time:

Location:

Attendees:

Regrets:

| **Item** | **Discussion** | **Decision, Action, Responsibility** |
| --- | --- | --- |
| Team Check In |  |  |
| Current Business | Responses |  |
|  | Training |  |
|  | Apparatus |  |
|  | Equipment |  |
|  | Inspections |  |
|  | Public Education |  |
|  | Administration |  |
|  | Occupational Health and Safety |  |
| New Business | Review suggestions, ideas for continuous improvement |  |
| Review Tasks | Assignments and Responsibilities |  |
| Confirm Next Meeting | Next Meeting Date |  |

### Sample Training Night Agenda

***Brief Administrative Update (15 minutes)***

(Keep it brief, it’s for information, not discussion, provide or post a summary of key points)

* Responses;
* Prevention;
* Public education;
* Upcoming events;
* Changes to Policy, Procedures, Operational Guidelines;
* Occupational Health and Safety;
* Training;
* Administration;
* Other announcements.

***Review of Previous Training***

* Summarize key concepts

***Current Training Topic***

* Icebreaker;
* Review of material;
* Theory (if applicable);
* Skills acquisition;
* Practical application of knowledge or skills.

***Future Training (15 minutes)***

* Provide handouts, pre-course material for next training session;

Confirm next training date.