

Subject:	AGENDA
Section:	PPG# 1420
Chapter:	Board of Fire Commissioners
Effective Date:	8/10/89

POLICY

The chief and secretary shall be responsible for preparing the agenda for each meeting, in conjunction with the chairman. Copies of the agenda, minutes of the previous meeting and relevant supplementary information will be provided to each fire commissioner at the beginning of the meeting. Copies will be available to any interested citizen prior to the meeting.