*Name of City/Town Local Emergency Planning Committee
[Note to preparer- It would be helpful to include a header with address and telephone number]

Date:
Time:
Location:

Agenda Meeting #*

1. Roll Call

2. Communications/Mail Slot – *do any have treasuries to keep track of?*

3. Special Presentations

4. Approval of minutes

5. Reports of subcommittees

6. Report of the Emergency Services Coordinator

7. Old (Unfinished) Business

8. New Business

9. Public Comments

10. Date, time, place and tentative agenda of the next regular meeting

11. Adjournment