



YASS RIVER-NANIMA VOLUNTEER BUSH FIRE BRIGADE

MINUTES OF EXECUTIVE COMMITTEE MEETING HELD AT 7PM ON 24 FEBRUARY 2016

1. Opening and Apologies.

In attendance: Kane Fillingham, Peter Clark, Stu Burrows, Scott Burrows, Joanne Reid, Sally Kaufmann, Donna Georgevski, Broni Jekyll, Tim Scully, Rick Mumberson, Neville McMartin, Dave Morton

Apologies: Gareth Ellem

2. Acceptance of the minutes of the 5 August 2015 Executive Committee meeting.

The previous minutes were accepted by the Committee after being proposed by Stu and seconded by Broni.

3. Matters arising from the previous meeting.

No.	Subject	Action/Comments	Action by:	Status
1.	Brigade History Record	The History Sub-committee would continue to monitor progress on development of the Brigade history. ACTION: Sally to assist Tim Brigg to develop a plan to produce the Brigade history by the 60th anniversary of the Brigade in 2017.	Sally Kaufmann	Open
Jun 14-02	Assess "Fair Air, Fire Masks	Gather feedback on fire masks functionality from members trialling the masks during next fire season. ACTION: Tim to ask active members if they will use the masks. Kane to purchase 20 masks for Captain to hand out.	Neville McMartin Kane Fillingham	Open
Mar 15-2	Donation reminder	Send final reminder for donations for this season. Stickers will be issued to those who make a donation (with multiple stickers for family or groups). Members may be issued a sticker at the captain's discretion. Peter to speak with Glen Odlum who offered to assist to make stickers.	Kane Fillingham Peter Clark Tim Scully (Coord)	Closed
Mar 15-6	Training Equipment	Obtain a plastic drum for training purposes before September training session. Update: Drums still to be obtained.	Kane Fillingham	Open
Aug 15-1	First Aid Training	Promote FAA course in newsletter and call for existing qualifications before fire season. Update: Four members qualified FAA. Sally to promote 2016 courses in newsletter and existing national accreditation sent to Broni.	Sally Kaufmann	Closed

Aug 15-2	Term Deposit	Make a three-month term deposit of \$10,000 with Westpac. Update: Completed.	Joanne Reid	Closed
Aug 15-3	Shed Maintenance	Coordinate remaining drainage work and repaint shed floor. Update: Completed.	Rick Mumberson	Closed
Aug 15-4	Donation reminder	Annual donations: <ul style="list-style-type: none"> • Draft annual donation request letter • Engage Glen Odlum to acquire stickers for issued to those who make a donation (with multiple stickers for family or groups). Members may be issued a sticker at the captain's discretion. Update: letter sent and stickers provided	Kane Fillingham Peter Clark	Closed
Aug 15-5	BF Course Support	Offer support to Captain Back Creek Brigade for the October BF Course. Update: Completed.	Peter Clark	Closed
Aug 15-6	Truck Training	Schedule truck mount/dismount training. Update: Completed.	Gareth Ellem	Closed
Aug 15-7	Training Food Donations	Inform members of donation at training in next newsletter. Update: Completed.	Sally Kaufmann	Closed
Aug 15-8	Fire Zone Numbers	Check why fire zone numbers are in three formats. Update: Old numbers have been updated to the new eight digit format	Tim Scully	Closed
Aug 15-10	MFDs Preparation	Stock take of field days supplies for Kane and to remind members to save the date in the next newsletter. Update: Completed.	Sally Kaufmann	Closed
Aug 15-11	Donation to RFS Member's Family	Sally to provide details of RFS member family to Joanne in order to make a \$100 donation. Update: Closed.	Sally Kaufmann Joanne Reid	Closed
Aug 15-12	Digital PMRs for Deputies	Get new quote before buying two PMRs. Update: Completed.	Neville McMartin	Closed
Aug 15-13	Setup Laptop and Printer	Set up laptop and printer (include relevant forms on the laptop) and dispose of the old printer. ACTION: Broni to donate old printer to Sheep Section of Canberra Show organisers.	Tim Scully	Closed
Aug 15-14	Digital Key Safe	Buy and install a digital key safe for cupboard keys. ACTION: Tim to program new safe.	Tim Scully	Closed.

The latest List of Actions is at Attachment 1.

4. **Captain's Report.**

We have had a season of varying contrasts, it looked like being a difficult year with plenty of spring growth and then hot dry weather to start the bush fire season and total fire bans in place.

We have had no fires in our brigade area this season and residents must be congratulated on their awareness to the ever present danger of the threat of fire which can be started in the easiest of ways.

This was displayed on Yass River road when a car ran out of fuel, pulled over to the side of the road in long grass which ignited destroying the car and burning a couple of acres of grass, given that it happened on a total fire ban day with hot and windy weather we were lucky that there wasn't more damage. This incident took place in Manton area but was attended to by Neville, Broni and Mac in the Cat 2 and Donna and self in the Cat 9.

Yass River also has attended other out of area fires, the most significant being the Big hill fire at Gunning last month where Neville, Dave Fearnside were in the cat 7 and managed to assist other trucks in bringing the head of the fire under control, while Rick, Dave Beattie and Gareth battled hard and managed to save a property under threat. Donna and self also attended in the Cat 9.

Gareth, Neville and Rick must be congratulated on their efforts with training; every one who attends our training nights goes away with better knowledge and have always enjoyed themselves. This is evident by the number of people who turn out for training and our ever-swelling membership of new people wanting to join our brigade. Thanks to these three for participating in helping out on the BF course as well.

Neville has also been doing a great job with equipment, the shed and trucks have never been maintained better with the help of Rick.

We have been requested to help out on a couple of occasions this season for interstate deployment, Dennis Hogan, Peter McCaskill, Troy Searle and Dave Fearnside have put their hands up to go to Tasmania for a week hopefully this Saturday after a false start a week ago. We wish them well. Received notification late yesterday that the deployment has been cancelled.

Once again a big thank you to all those that helped with the Christmas party making it a wonderful occasion.

Sadly, we have lost a couple of older members this year, John Hodgson passed away at the start of the year after a short illness, John was a member of the brigade for over thirty years and held the position of secretary for much of this time. Also Life member Pat Johnston passed away, Pat was a member from 1981 until 2000 and held the position of secretary and treasurer for much of this time. Both will be sorely missed and our condolences are passed on to the respective families. Tributes were sent to both parties.

The Captain's report was accepted by the Committee after being proposed by Rick and seconded by Broni.

5. **Treasurer's Report.**

Donations to date have totalled \$2,800. This is an improvement on last year (\$2,525) although still down on prior years of close to \$5,000.

Receipts have been issued including provision of the sticker to donors.

The Murrumbateman Field Days contribution was \$3,000 this year, down on \$4,225 from the previous year.

Current account balances as at 23 February are:

Public fund - \$6,300

Cheque - \$4,200

Term deposit - \$10,000

Total funds - \$20,500

The Treasurer's report was accepted by the Committee after being proposed by Neville and seconded by Broni.

6. **Training Officer's Report.**

Gareth offered his apologies as he was unable to attend the meeting.

7. **Equipment Officer's Report.**

Outstanding Actions from the previous meeting:

- Gather feedback on fire masks functionality from member's trialing the masks during next fire season. Mask trialled by Neville at Gunning fire and worked as designed.
- Equipment register. Done.
- Purchase two digital PMR portable radios. Done.
- Mounted projector screen in the shed. Done.

Routine maintenance and repairs:

- Cat 2 faulty fuel tank sender and return line replaced.
- Cat 1 live reel leaking ball valve replaced.
- Fridge fitted to the Cat 1 by Rick and myself.
- Cat 1 and Cat 2 driver window regulators repaired.
- Quick fill trailer and pump resurrected. Waiting on a Blue Slip inspection
- Cat 7 12volt pump battery replaced
- Cleaned/replaced water level tubes and indicators

The Equipment Officer's report was accepted by the Committee after being proposed by Joanne and seconded by Peter.

Tank Replacement. The Committee agreed to proposal by Rick, seconded Neville, to replace one of the existing water tanks with a 25,000L tank to enable quick filling of the trucks. The Committee also discussed the potential for a water bore at Warrumbui to be used for truck filling.

ACTION: Rick and Neville to coordinate replacement tank

Dave to make enquiries with Warrumbui regarding water bore availability.

Shed extension. The Committee agreed to put in place a plan for a shed extension, including remedial action on the mezzanine floor, to be completed by the Brigade's 50th anniversary.

ACTION: Peter, Neville, Rick to develop a plan

More Portable Fridges. The Committee agreed that Tim should apply for a RFSA grant to obtain more portable fridges for the Brigade trucks. If a grant is not approved, the Committee agreed that the Brigade should buy the additional fridges.

ACTION: Tim to apply for a grant (if available).

Purchase of Another Portable PMR. The Committee discussed the need for another PMR, but concluded that it was not needed.

8. **Work Health and Safety Officer's Report.**

Donna said the mezzanine floor access ladder was not safe and cannot be used, but no reasons given by the relevant authority. As the problem affects numerous brigades, Yass Fire Control is still holding discussion regarding the provision of compensation to fix the problem.

The WHS Officer's report was accepted by the Committee after being proposed by Neville and seconded by Dave.

WHS Training. The Committee agreed WHS should be covered at each training session, including basic first aid methods.

ACTION: Donna to ensure WHS will be covered in each training session.

9. **Catering Officer's Report.**

The Brigade Catering Officer's report is attached at Appendix 2.

Food Donation Tin. The Committee discussed the donations for food at training nights and agreed a sticker was required on the donation tin to ensure members knew donations could be made.

ACTION: Sally to put a sign on tucker tin on training nights.

10. **Membership Report.**

Committee members made a number of changes and corrections to the Register of Members.

The Committee accepted Tim's proposal, seconded by Kane, that the following probationary members be declared ordinary members of the Brigade with full voting rights:

- a. Shawn Byrne,
- b. Georgia Scully,
- c. Steven Burrows,
- d. Claire Milton,
- e. Daryl Milton,
- f. Sally Hancock, and
- g. Judy Hancock.

11. **Other Business.**

Donations. Tim and Joanne told the Committee that the number of donation received so far was pleasing, but a reminder notice should be sent.

ACTION: Tim to send a reminder about donations.

Members' Details on Web Page/Honour Rolls. The Committee agreed that details about Pat Johnson would be removed from the web site, but that a series of honour boards should be created to honour past captains, presidents, life members. Company sponsors should also be recognised in a similar fashion.

ACTION: Neville to remove existing details from web site.

ACTION: Kane to procure honour boards for captains, presidents, life members.

ACTION: Kane to procure a board for sponsors.

Use of Email Lists. It was agreed that operational matters should be sent to active members using the email list that the Secretary uses to establish the roster. Non-operational matters can be passed to members and residents using Sally's lists.

Stickers. The Committee agreed to revitalise the original plan to provide a sticker to donors that was to remain on the car with the sticker year changing as donations are made.

ACTION: Stu to organise new sticker system.

Function at Yarrh. Neil McGregor has offered to hold a fund raising function for the Brigade at Yarrh Winery.

ACTION: Kane to coordinate with Suzanne and introduce her to Neil and Fiona.

Neville told the Committee of a training opportunity for members that could be provided by Queanbeyan Brigade which demonstrates how to extinguish car fires.

ACTION: Neville to provide details to Tim of the training event to determine active members' interest in participating.

12. **Closure.** The meeting was declared closed at 9.01pm.

A handwritten signature in black ink, appearing to be 'TS' or similar initials, enclosed within a large, loopy oval shape.

Tim Scully
Secretary

17 March 2016

Attachments:

1. List of Actions as at 24 February 2016
2. Catering Officer's Report

LIST OF ACTIONS AS AT 24 FEBRUARY 2016

No.	Subject	Action/Comments	Action by:	Status
1.	Brigade History Record	The History Sub-committee would continue to monitor progress on development of the Brigade history. Sally to assist Tim Brigg to develop a plan to produce the history by the Brigade's 60th anniversary in 2017.	Tim Briggs Sally Kaufmann	Open
Jun 14-02	Assess "Fair Air, Fire Masks	Gather feedback on fire masks functionality from members trialling the masks during next fire season. Ask active members to use the masks and provide feedback. Purchase 20 masks for Captain to hand out.	Tim Scully Kane Fillingham	Open
Mar 15-6	Training Equipment	Obtain a plastic drum for training purposes before September training session. Update: Drums still to be obtained.	Kane Fillingham	Open
Feb 16-1	Donate Old Printer	Donate old printer to Sheep Section of Canberra Show organisers.	Broni Jekyll	Open
Feb 16-2	Program Digital Key Safe	Program settings on new key safe	Tim Scully	Open
Feb 16-3	Replacement Tank	Obtain a 25,000lt tank to replace one of the existing shed tanks to be used for quick fill for fire trucks.	Rick Mumberson Neville McMartin	Open
Feb 16-4	Shed Extension	Develop a plan for a shed extension, including remedial action on the mezzanine floor, to be completed by the Brigade's 50th anniversary.	Peter Clark, Neville McMartin Rick Mumberson	Open
Feb 16-5	Grant for Portable Fridges	Apply for a RFSA grant to obtain to more portable fridges for the Brigade trucks. If a grant is not approved, the Committee agreed that the Brigade should buy the additional fridges.	Tim Scully	Open
Feb 16-6	WHS at Training Sessions	WHS is to be covered at each training session, including basic first aid methods.	Donna Georgievski	Open
Feb 16-7	Food Donation Tin Sticker	A sticker is required on the donation tin to ensure members knew donations could be made.	Sally Kaufmann	Open
Feb 16-8	Annual Donations	A reminder is to be sent regarding donations	Tim Scully	Open
Feb 16-9	Honour Rolls and Sponsors	Information about Pat Johnson is to be removed from the web site.	Neville McMartin	Open

LIST OF ACTIONS AS AT 24 FEBRUARY 2016

	Recognition	A series of honour boards are to be procured to honour past captains, presidents, life members. A board is to be procured to recognise company sponsors.	Tim Scully Kane Fillingham	
Feb 16-10	Brigade Donations Sticker	Revitalize the original plan to provide a sticker to donors with the sticker remaining on the car but with the year changing as donations are made.	Stu Burrows	Open
Feb 16-11	Function at Yarrh winery	Hold a Brigade fund raising function at Yarrh Winery. Kane to introduce Suzanne Lavendar to Fiona and Neil at Yarrh.	Kane Fillingham	Open
Feb 16-12	Training Demo at Queanbeyan Brigade	Obtain detail of a car fire training demo at Queanbeyan Brigade. Determine how many active members are interested in attending the demo.	Neville McMartin Tim Scully	Open

CATERING OFFICER'S REPORT

February 2016

Brigade Catering

Little news at the brigade level. I acted on the decision of the last committee meeting to upgrade the menu and collect gold coin contributions to cover the increased cost. Chicken skewers, marinated and otherwise, are proving very popular, as are meat patties. We collect, on average, \$26 per training night.

Fire Ground and Other Zone Catering

There is a lot of work going on around the catering truck to build a network of the catering officers from the zone brigades. Christine Aughey (Murrumbateman) is working hard and I am supporting her but there is still a way to go before all captains and group captains, let alone catering officers, are in accord about this function.

As part of the effort, I have taken on the responsibility of network liaison officer for zone training courses this year. This gives Fire Control and the zone training officer a single point of contact throughout the year, and I will liaise with the various catering officers to ensure we have a team catering for each course (for example, Christine Perry will cater for the BF course being held at Gundaroo fire shed in March).

Kangiara and Gunning fires

These fires were unsatisfactory catering exercises for different reasons, although in both cases the catering officer/incident controller from the responsible brigade declined to provide catering.

For the Kangiara fire, Fire Control called on the catering truck in the middle of the evening (about 9pm), asking for help. As I understand it, it took four hours to get through all brigades on the fire ground. This was the first time the truck had been called out to a fire, and a number of deficiencies were identified (and were or are being rectified). Feedback from the Yass River crew was not complimentary – mentioning the long delay before they received anything, and the fact that there was nothing to eat.

For the Gunning fire, I offered catering assistance to Fire Control and to the incident controller directly. After a 20-minute wait, Fire Control referred me to the incident controller, who said she was busy and would ring me back in five minutes. By this time it was about 4pm. I had already tried to contact the Gunning food controller directly, but without success. By 8pm, I had heard nothing and stood myself down. The next morning I got a message from the Gunning food controller, thanking me but saying they were under control. I didn't discover until later that that was because they weren't doing anything about catering, or that Peter had gone out and bought hamburgers for the Yass River crew (Rick missed out) around 8pm.

As with the Kangiara fire, Yass River crews were justifiably disgruntled. Ad hoc feedback from other brigades also indicates dissatisfaction. The situation is complicated by the fact the fire was in a different zone, but the principle remains.

CATERING OFFICER'S REPORT

The situation at the Gunning fire was unsatisfactory on two counts. First, there were crews on the fire ground working hard for several hours. Not providing them with food is a welfare issue and exposes crews to unnecessary risk in an already dangerous activity. It is pretty poor form when a captain on the fire ground has to go out and buy food for his troops.

Secondly, the Gunning fire was a great opportunity to engage the catering truck and improve the expertise in the catering network. If the Gunning fire wasn't big enough for the catering truck, what would be?

These situations arose at the same time as the 2016 NSW RFS State Championships have an item on the program specifically for catering teams, designed to improve presentation, menu, budgeting and rostering, quality and timeliness of service, food handling and (importantly) taste.

Unless it has become policy not to provide crews on the fire ground with food, it seems logical to provide it in an organised way. The zone executive approved the purchase of our catering truck for just this purpose. It needs to be used.

To overcome these unsatisfactory situations, the catering network leadership is seeking to build the network to the point where it would be able to make the call to provide catering at a fire ground, liaising with Fire Control and incident controllers or group captains, providing this support when other operations personnel have more pressing things on their mind. We would need guidelines to underpin such a process, but the current system is not working well, as these two fires and the Mullion fire – where the catering truck had offered assistance and the brigade wanted it but Fire Control declined it – demonstrate.

Christine is liaising with catering networks in other zones to learn how other teams manage this issue, has already visited Wingecarribee and Hawkesbury, and we have been invited out to an Eastern zone meeting in a few weeks' time.

Meantime, group captains and the captains' network need to actively support the use of the catering truck, both on the fire ground and to their catering officers if we are to make good use of the truck and ensure a consistent catering response when needed.

There is a meeting of the catering network planned for this weekend.

Sally Kaufmann
Food Controller
24 February 2016