

YASS RIVER-NANIMA VOLUNTEER BUSH FIRE BRIGADE

MINUTES OF EXECUTIVE COMMITTEE MEETING HELD ON AT 7PM ON THURSDAY 15 JUNE 2017

1. Opening and Apologies.

Peter opened the meeting at 7:07pm.

Present: Peter Clark (President), Stu Burrows (Captain), Gareth Ellem, Tim Scully (Secretary), Rick Mumberson, Dave Morton, Neville McMartin, Sonia Slattery, Judy Hancock, Scott Burrows, Sally Kaufmann.

Apologies: Joanne Reid, Broni Jekyll

2. Acceptance of the minutes of the 16 February 2017 Executive Committee meeting

3. The minutes of the previous minutes were available on the web for Committee members' perusal.

Neville's proposal to accept the previous minutes a true and accurate record of the meeting was seconded by Gareth and accepted by the Committee.

4. Matters arising from the previous meeting.

Matters arising from the previous meeting were discussed and actions updated and added. See the amended List of Actions at Attachment 1.

5. Captain's Report.

All the field officers that were endorsed at the AGM have been officially approved.

Numerous notifications for bonfires were received for the June long weekend including a tree alight on YRR on 9 June. Thanks to Neville, Peter McCaskill who responded in the Cat 1.

Neville has set up a truck driver roster for maintenance runs over the winter.

This weekend is Yarrh Winery's Winter Solstice event.

Neville's proposal to accept the Captain's report was seconded by Dave and accepted by the Committee.

6. Treasurer's Report.

The Treasurer's report was presented on her behalf by the Secretary.

The Brigade has the following funds:

- Cheque account - \$8,250
- Public fund - \$10,500
- Term deposit - \$10,100
- Total funds - \$28,850

Approximately \$1,000 has been spent this financial year. One donation of \$50 was carried

over to this year.

The term deposit is due to mature in August 2017, so the Brigade should decide whether to roll it over or whether the funds will be needed for any capital works. Westpac advises it needs 31 days' notice to access funds prior to maturity. Rick's proposal that the term deposit be rolled over was seconded by Gareth and accepted by the Committee.

Neville's proposal to accept the Treasurer's report provided by the Secretary was seconded by Rick and accepted by the Committee.

7. **Training Officer's Report.**

Training is paused until we reconvene in September.

Gareth proposed that the *Pathway to Deputy Program* he developed be implemented. The program was previously presented to the Committee out-of-session for consideration. He also proposed that three nominations be accepted to undertake the program, namely from Tibor Fekete, Tim Scully, Michael Georgievski. Gareth's proposal was seconded by Neville and accepted by the Committee.

Gareth noted that some preparation is required for nominees to undertake training including CLW. The program would be reviewed by the Executive Committee every six months to assess the program's effectiveness.

Gareth will continue to refine the program until training resumes in September.

Scott's proposal to accept the Training Officer's report was seconded by Stuy and accepted by the Committee.

8. **Equipment Officer's Report.**

Neville provided the following information on equipment matters:

Outstanding Actions from the minutes

- Hose inventory. Not yet done although obtained replacements from Yass.
- Quickfill pumper trailer modifications including a replacement pump. Spoke with Ian Waddell and Stuy and we'll organise a working bee. RFS will provide a used pump.

Routine maintenance and repairs

- Fitted flexible map lights to Cat 1 and 2. Yet to be fitted to Cat 7.
- Rebuilt Pager-SMS system, uptime now counted in months.
- Repaired rear external speaker on Cat 7.
- Obtained new standpipe for Cat 7.
- Cat 7 pump rebuilt by Yass workshops.
- Fitted remote pump controls to the Cat 1 and Cat 7 crew areas. All four vehicles now have pump controls in the crew areas.
- New rear tyres fitted to Cat 1 by the workshops.
- Ran a familiarisation day for new drivers.
- Introduced a truck booking calendar.

To do

- Repair the Cat 7 isolator pilot LED.
- Replace Cat 9 pressure gauge.
- Check noisy VHF radio in the Cat 9.
- New 'barn-door' locker doors to be fitted to the Cat 1.
- Fit RFS supplied pump to the quickfill.

Neville also explained the new Truck Rostering System.

Stuy's proposal to accept the Equipment Officer's report was seconded by Rick and accepted by the Committee.

9. Workplace, Health and Safety Officer's Report.

As it was Sonia's first meeting, there was no WHS Officer's report. Peter welcomed Sonia to the Committee.

10. Catering Officer's Report (non-mandatory).

Increasing catering responsibilities

Catering responsibilities within the brigade have been growing and becoming more complex over the past several years. When Sally first took on the role of food controller, training nights were irregular, training barbecues even less frequent, and there were no crew snack packs.

Since then, the introduction of regular monthly training accompanied by a barbecue and the four-fold increase in brigade numbers means that training barbecues are considerably bigger and more frequent exercises than they once were. In that time we have also upgraded the menu for training nights and introduced and progressively upgraded the crew snack packs. On top of that we are providing crews for the catering truck and other zone events, and supporting fundraising functions and the AGM.

Fortunately, we also have a growing core team of good caterers.

In the past six months, some or all of these members have trained on the catering truck and been out to fires, have started to assume responsibility for food service at training nights, catered for the AGM and have also been dominant in half a dozen zone catering activities.

This week, four of the team are helping the Yarrh team with the food for this weekend's fundraiser.

We will continue to build and consolidate this team in the coming year.

AGM catering

The catering spread for the AGM was ambitious, given the limitations of the kitchen, but worked extremely well for a first attempt. The catering costs for the night came to \$234.85. Based on 52 people, that translates to about \$4.70 a head. One casserole and a fruit cake were donated and we didn't have receipts for another of the sweets, so the real cost would have been greater, about \$5.50 per head. We could have used a little extra main course (we had 12 more people than we catered for, based on acceptances), so a similar meal next year

would come in at about \$6 a head.

Kitchen facilities

While our efforts for the AGM were well accepted, we could manage catering for these numbers much more easily and have the option of a wider menu (eg, including a roast, garlic bread, soup, gravy) if we had a stove in the kitchen.

A stove is highly desirable if we have to cater for crews on a fire in our district (allowing us to prepare a broader range of food and keep it warm), it would make a broader menu on training nights possible at no additional cost, and would greatly ease the work of catering for the AGM. We believe that if we had a stove, we would quickly also find other uses for it.

Speaking to the RFSA representatives at the inaugural Yass District RFSA meeting earlier this year, for which we also managed the catering, we were assured that a request for a grant for a fire shed stove would be very acceptable.

All the other fire sheds we have seen in our district have a stove in their kitchen.

Given we are about to embark on a shed extension, this would seem an appropriate time to consider installation of a stove.

Sally's proposal that we seek an RFSA grant for a stove, a microwave and installation was seconded by Gareth and accepted by the Committee.

Sally has also provided a report on the progress to the history project. It is attached at Attachment 2.

ACTION: Sally to provide details to Tim for a stove and microwave for the kitchen.

ACTION: Tim to submit an RFSA Grant request for the stove and microwave.

11. **Membership Report (non-mandatory).**

Some new members and residents have been entered in the Register. Some minor changes were suggested for some entries in the register.

12. **Other Business.**

- a. Deputy Pathway Program. (Gareth). This was considered at Item 6 above.
- b. Report on Truck Rostering System. (Neville). This was considered at Item 7 above.
- c. New Internet Provider. Neville informed the Committee that we have changed the brigade's internet service provided (ISP) and all details and data have now been transferred to the new ISP. Neville encouraged committee members to use the addresses that are available for each specific Brigade appointment (e.g. secretary@yassriverbfb.org, captain@yassriverbfb.org etc).
- d. Yarrh Winery Solstice Event. Cat 9 and Cat 2 will be stationed at the event. Volunteers and food have been arranged.
- e. Permit to Burn Signs. Permit signs have been placed around the area. Neville will set up a generic phone number for permit requests, rather than using brigade Certifying Officers' personal numbers.

- f. Quiz Night. Springfield and Murrumbateman brigades have scheduled a quiz night to be held in September. Sally will invite brigade and community members to attend via the newsletter and Neville will include it on the Brigade web page.
- g. Open Day. Broni has proposed a Brigade community open day. This will be considered further out of session.

13. **Closure**

Peter declared the meeting closed at 2129 hours.



Tim Scully
Secretary

27 June 2017

Attachment:

1. List of Actions.

LIST OF ACTIONS

No.	Subject	Action/Comments	Action by:	Status
4.	Brigade History Record	<p>The History Sub-committee would continue to monitor progress on development of the Brigade history.</p> <p>Sally to assist Tim Brigg to develop a plan to produce the Brigade history by the Brigade's 50th anniversary in 2017.</p> <p>UPDATE: Sally to take over the project. Now covered under Action Feb 17-6.</p>	Sally Kaufmann	Closed
Jun 14-02	Assess "Fair Air, Fire Masks"	<p>Gather feedback on fire masks functionality from members trialling the masks during <u>next fire season</u>. Ask active members to use the masks and provide feedback.</p> <p>Purchase 20 masks for Captain to hand out.</p> <p>UPDATE: Tim to take on all actions. Gareth noted they are not good for members with beards.</p>	Tim Scully	Open
Feb 16-4	Shed Extension	<p>Develop a plan for a shed extension, including remedial action on the mezzanine floor, to be completed by the Brigade's 50th anniversary.</p> <p>UPDATE: Survey plan was provided to Warrumbui for its board's consideration. (Objective 1: 4m on west end of shed. Objective 2: Mezzanine and other works).</p> <p>Neville proposed that a quote from Rapley's was assessed by the Committee to be reasonable based on the fact that Rapley's built the original shed using its proprietary structural design and, according to experienced members of the Executive Committee, the price quoted was fair. It was proposed that other quotes would not be required. Acceptance of a quote from Jasique Building for construction was also proposed. Accepted.</p> <p>Neville's proposal was seconded by Judy and accepted by the Committee.</p> <p>Rick abstained from voting.</p> <p>ACTION: Rick to follow up with Rapley's when he hears from Warrumbui.</p> <p>ACTION: Peter to send a letter of appreciation to the surveyors for their work on the shed site. Neville is to include them on the web site.</p>	Peter Clark, Stu Burrows Neville McMartin Rick Mumberson	Open
Feb 16-5	Grant for Portable Fridges	<p>Apply for a RFSA grant to obtain two more portable fridges for the Brigade trucks.</p> <p>If a grant is not approved, the Committee agreed</p>	Tim Scully	Closed

LIST OF ACTIONS

		that the Brigade should buy the additional fridges. UPDATE: Two fridges purchased. Fridges being installed.		
Feb 16-9	Honour Rolls and Sponsors 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. UPDATE: Peter said the honour board will cost around \$1,000 from a retail provided, but has started discussions to have the board made by the Murrumbateman Men's Shed. Separate boards would be required for Presidents/Captains, Life members and corporate sponsors. ACTION: Peter will take over this task from Kane with Stuy's help.	Kane Fillingham Kane Fillingham	Open
Oct 16-4	Hose Stocktake & Drying Solution	Conduct a stock take on all hoses as part of the annual inventory check. Design a hose drying solution. UPDATE: new hoses obtained from Yass Fire Control. ACTION: Drying solution to be devised and constructed by Neville and Rick when the shed extension is done.	Neville Rick	Open
Feb 17-1	Donations Letter	Resend the donations letter explaining CAPEX-funding needs. UPDATE: letter sent via email. Donations closed for this year.	Tim	Closed
Feb 17-2	Quick Fill-Modifications	Assess options to modify the quick fill setup UPDATE: Neville has assessed the equipment needs for the quick fill trailer. The trailer will suffice for the additions. The trailer is now registered.	Neville	Closed
Feb 17-3	Gear Lists	Produce lists of equipment for members to take onto the fire ground, optional items and equipment for longer term deployment. UPDATE: Tim to distribute before next fire season.	Tim	Open
Feb 17-4	MyRFSCrew	Make donation to MyRFSCrew software-developer and provide feedback to him. UPDATE: Donation made. ACTION: Tim to send suggestions for updates to MyRFSCrew developer. Tim and Neville to	Tim	Closed

HISTORY PROJECT REPORT

16 February 2017

The entire library of paper documents has been scanned and categorised and a digitised version of it all is now available. This big effort was a donation by CTO group.

I have taken responsibility for production of the history, starting with a booklet to be produced in commemoration of our 60th year.

This booklet will comprise the first 50 years (1957–2006) and will be structured chronologically by decade (roughly, depending on activity in the decade; the first 20 years, when the brigade was small, may comprise a single period and later decades, when we are more active, may need to be broken into smaller periods):

1957-1966

1967-1976

1977-1986

1987-1996

1997-2006

I will seek volunteers to help me produce this booklet, initially to research a period and produce a one or two-page summary/list of dot points of the key events, trends and issues of that period. Ideally I'd like two people per period, so we get a richer review. We'll have a pre-research meeting so we start the project with as consistent an approach as we can. When finished, we'll have a pre-writing meeting to discuss what we've found and develop a consistent approach to the presentation of the information. I'll then organise the writing.

Once we have the commemorative booklet sewn up, we'll revisit the research and identify the follow-up interviews/research needed to develop a fuller history of the brigade, as well as who might be available to help with that part of the research.

In 2018 we will prepare a summary of 2007-2016, adding it to the electronic version of the decade-by-decade document.

I also plan to produce a 'year in review' each year, perhaps during the following winter break, which will keep our history in the forefront of our mind, and make the next decade summary easier to pull together.

Sally Kaufmann