YASS RIVER-NANIMA VOLUNTEER BUSH FIRE BRIGADE
566 Greenwood Road
Murrumbateman NSW 2582

MINUTES OF ANNUAL GENERAL MEETING
6 MAY 2015

ITEM 1. OPENING

The acting President, Broni Jekyll, thanked members and residents for a good turn out and for providing an excellent spread of food. Broni read the following message from the President, Kane Fillingham, who could not attend the meeting:

"Apologies to all for my absence this evening, some long planned commitments have taken me out of country for the week.

Sincere thanks to Broni for stepping in to run the AGM this evening.

It has been yet another active year for the brigade. Active, not in the sense of operational activity, but in continuing to build on the great work done by all members to create a Brigade that we can all be very proud of.

On behalf of the Brigade, I want to thank all of the current office bearers for their contribution throughout 2014/15. Peter has served another year of Captain and should be commended for his inclusive style and approach.

Gareth has again performed an amazing job in the tough position of Training Officer. The number of members turning out on training nights, and the quality and variety of training activities is a credit to Gareth.

Sally has kept the Brigade members, residents and Land Holders of the Yass River – Nanima Brigade area informed with her monthly newsletter, helping to spread the good work the Brigade does. A big thanks also to the role that Sally performs for our involvement in the Field Days Weekend, helping to organise upwards of 200 volunteers across the weekend. Thank you also to Ben Dachs for his contribution as food controller and keeping the masses fed on training nights.

Thanks to Tim for his continued hard work as in the role of Secretary. Tim has managed to secure some significant infrastructure for the Brigade through his grant applications with the RFSA.

Rick and Neville have both been extremely busy around improving the operational capability of both the trucks and the fire shed. The upgraded entry, improved drainage at the rear of the shed, along with internal storage improvements can be attributed to both Nev and Rick.

Joanne Reid has beavered away as the Brigades Treasurer for another year, and we know we are in safe hands when we have a Forensic Auditor as our Treasurer, thank you Joanne.

Thank you also to our Senior Deputy, Stu Burrows, and our Deputy Captains, Dave Morton, Gareth Ellem, Rick Mumberson, Nev McMartin and Scott Burrows.

It's a fantastic team that I feel privileged to be a part of. Enjoy the evening."

Kane

Broni thanked Ron Hardy (Group Captain) and Mike Cliff D/Group Captain and Captain Gundaroo Brigade as well as members of other brigades who attended.

Attendance and Apologies. A list of attendees and apologies is retained by the Secretary.

ITEM 2. ACCEPTANCE OF THE MINUTES OF THE 2014 AGM

Gareth Ellem proposed the minutes of the previous meeting be accepted as a true and accurate record of the AGM. Seconded by Neville McMartin. Agreed.

ITEM 3. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS 2014 AGM

There were no matters arising from the previous minutes.

ITEM 4. ANNUAL REPORTS

Captain's Report (Peter Clark)

"The fire season has been relatively quiet one even though it looked like there would be a lot activity early in the season.

There was a fairly large fire in the Mullion region which our brigade responded to at the outbreak, two crews attended and spent the night fighting this fire, then crews spent the following day and night mopping up, this gave a great number of new members who had completed their BF course the opportunity to use their newly learnt skills in a real fire situation. Many thanks to those that did attend this fire.

Our brigade also attended a HR burn in the Brindabella mountains along Two Sticks giving some newer members the opportunity to put there recently acquired BF skills to the test. Thanks to Dave for taking them and Glen and Sonia for crewing the truck.

I believe we have a very healthy brigade at the moment and this is evident in the way we are able to respond to fires at short notice. We are also attracting unprecedented membership with new residents keen to join the brigade and volunteer their services as well as meet the more established residents and make new friends through the brigade. I would like to welcome them to our brigade and hope that they find the experience challenging and rewarding.

We have trialled a new call out roster system which seemed to work quite well during the season and it gave all active members the opportunity to be selected to attend fires when they were available without any being overlooked. Thanks to Tim for the effort of putting it together and maintaining

Some great work was also done in and around the shed with Rick and a number of others upgrading the access road, fitting new shelving, securing the shed and the fit out of the communication area.

Gareth and a number of other members have done a fantastic job with training. Gareth's approach to training is outstanding and keeps members coming back for more.

All our trucks have been maintained and kept to a high standard by Neville with new fit outs including new GPS units as well as other items, they have also been to Yass for their annual check and new suspension fitted to the Cat 1 making it much more comfortable to drive.

Many thanks to all of the committee members for their contribution to the brigade this season without which we would not be able to continue to work at such a high standard, your efforts are appreciated and I feel privileged to have such a great team to work with."

Treasurer's and Auditor's Report (Joanne Reid).

"Financial Report 1 April 2014 to 31 March 2015

The Brigade recorded a net deficit of just under $6,900 for the year.

Tax deductible donations received from members during the year totalled $2,525. While the total donations for the year ended 31 March 2014 of $8,230 include proceeds of $3,375.85 from the fundraising event held at the Murrumbateman Country Inn, donations from members and supporters for the current financial year are still down $2,330 from 2014.

An amount of $4,225 was received in relation to the Field Days this financial year, up marginally from 2014. The Brigade also received $428.60 from the proceeds of the Hewatt auction in August 2014.

The Brigade recorded a deficit for the third year running due to reduced income from donations and the utilisation of funds on capital items and repairs. During the year the Brigade spent approximately $2,500 on GPS units, $900 on air conditioning for the trucks, $1,330 on battery chargers and around $1,000 on lights. Upgrades to the fire shed included new joinery, shelving and flyscreen for a total of just under $2,400. The Brigade also made improvements to the driveway access to the fire shed.

The total funds available at 31 March 2015, including the cheque account and the Public Fund account is around $20,000. A decision was made at an Executive Meeting in late March 2015 to transfer $10,000 to a term deposit or other higher yielding deposit."

The Auditor's report is at Attachment 1.

Training Officer's Report (Gareth Ellem).

"For the third year in a row the fire season has been a bit quite, with only the one major incident and a couple of HR burns. However this means there is considerable fuel loading in most of our forested areas and a general complacency on the part of the public that auger badly for the future. This means that training and skills maintenance is more important than ever and this season has been no exception.

Fortunately this has not affected attendance and commitment to training and we are grateful for the eagerness of members in this matter. We are also very grateful to the food controllers as this year has been a gastronomic masterpiece.

Last year we continued to have members complete BF, AF and RFD courses and this is very pleasing as when we did have to deploy crews, once again we had full trucks for each

shift and each time with different crews.

We also combined with Murrumbateman brigade for training on two occasions and this was very useful in seeing how the same tasks can be equally achieved in very different ways. We will be looking to do more of this over the next season.

Training Aims

Our main aim of conducting training to give us better teamwork in a safer fire-fighting environment is unchanged. We are working to ensure more members achieve higher qualifications and that our training activities maintain and improve these qualifications and skills. And it must be both rewarding and enjoyable.

We have conducted many sessions on basic skills development including simulated fire fighting and truck relays, overrun drills and an emphasis on OH&S and first aid.

One of the more successful activities was a fire management and incident control desktop conducted by Neville and Rick which gave us an often overlooked big picture view of the management and conduct of a major fire. This has led to some thought on having more such exercises in the future.

Training Methodology

As with last year, we have had a number of new members undertake BF and AF courses this year and have had to conduct structured training activities to complete the qualification. It appears such training post course will become the norm for more of our qualifications and we have decided to devote half of our training program to ensuring skills renewal and currency of the practical aspect of what we do. This approach was prototyped in a couple of fire, drafting and navigation exercises over the last year and the limited experience with the Mullion fire and the Brindabella HR exercise has led us to think it is effective.

We are still asking all BF qualified fire fighters to consider undertaking AF and VF or FAA courses over the next twelve months as part of our ongoing goal to have a maximum number of members responding to incidents with advanced qualifications to improve the overall effectiveness of our teams.

This year many Deputies and senior members have provided training activities and this has broadened the experience and made the training nights more enjoyable. We also has Tibor give a very well received session on the use and operation of drones which was, I think, the highlight of the year. I encourage anyone with an idea to run a session to contact the training officer and go with it. It is fun for the presenter and better for those being trained.

We will be running some use of hand tools and building mechanical fire breaks again next season, as this is an area where we could benefit.

OH & S

For the first time our brigade has had a dedicated OH&S officer and this has been very useful in ensuring training has been conducted safely and with a mind to avoiding accident and injury. We extend our thanks to Stewart for doing this job and we will be working with the OH&S officer in an ongoing manner to keep building on this success.

Summary

Although the fire season has been disappointing in terms of major incidents, the commitment and approach to training by all members has been wonderful. What we need for the next period is more people undertaking:

- First Aid (FAA) with the goal of having at least one qualified FAA member on ever crew deployed;
- Rural Driver (RFD) with the goal of doubling our driving capability;
- Village Fire Fighter (VF) with the goal of having as many members as possible considering the issues involved with this qualification. This course covers structural, HAZMAT and vehicle incidents, but also covers work around gas and power infrastructure and interface fire fighting which will become more and more of interest to us as more and more people move into the area;
- Advanced Fire Fighter (AF). This is a logical next step for all qualified BFs;
- Chainsaw (TFI) with the aim of doubling our capability.

So please consider undertaking a course this year or gaining your MR licence. We especially encourage female members in this area as studies have shown they are more sympathetic to the vehicles and have good stress thresholds undertaking multiple activities."

Equipment Officer's Report (Neville McMartin).

"During the past 12 months all vehicles and associated equipment were generally ready to deploy with no vehicles being unserviceable when required. The oldest vehicle, the Cat 7, is approaching 19 years of age and has been listed by the RFS for replacement. However no schedule has been announced. The other three units are aged 18 years (Cat 1), 16 years (Cat 2) and 7 years (Cat 9). The brigade also owns a trailer mounted quick-fill pump. This

is located at the Captain's residence and is in the process of being made operational.

Over the past 12 months a number of repairs and improvements have been made to the vehicles and the station. Items of note are the progressive fitment of LED lights to lighten the electrical load and take advantage of the increased illumination technology, fitment of RFS funded VHF fire ground radios to the vehicles and the station, provision of commercial grade hand held radios to the member's pool, provision of jumper leads, battery chargers and wheel nut torque spanners to each vehicle and the purchase of new moving map GPS units which have street and off-road capability.

The brigade was also successful with getting the RFS to replace the front spring pack on the Cat1.

During the past 12 months a number of brigades in the Southern Tablelands suffered break-ins and the theft of equipment. The committee decided to harden the station against intrusion. This work included the fitment of a solid-core door between the kitchen and garage, fitment of a mesh security screen over the kitchen window, the fitment of a blind in the kitchen, the replacement of the unserviceable security light with a new LED flood light, the fitment of security screws to the exterior walls and the fitment of a motion sensor security trail camera.

In December the station driveway was reformed and straightened. More recently the flood drainage at the rear of the station was repaired to avoid the flooding of the floor during heavy rain. This included the cleaning of the gutters. A new cabinet was fitted in the kitchen area along with additional power points and equipment shelving on the rear wall of the station.

I would like to acknowledge the help and assistance of members of the brigade and committee during working bees but especially Rick Mumberson and Peter Clark. A lot of the work would not have been possible without access to Rick's equipment or his building skills and knowledge.

We were also successful with obtaining some items of equipment such as a new freezer, projector and Laptop from the RFSA grants process. I would like to thank the Secretary who facilitated our successful application."

Items of equipment that were repaired, replaced or procured are listed at Attachment 2.

Occupational Health and Safety.

No report was provided.

Tim Scully proposed that all reports be accepted as presented. Seconded by Peter McCaskill. Agreed.

ITEM 5. ELECTION OF OFFICE BEARERS FOR 2014-2015

After current Brigade officials stood down from their positions, Ron Hardy took the chair to conduct the election of officials.

He began by offering his thanks for being invited to attend the AGM and noted that Yass River was one of his "go to" brigades for call outs. He cited the Mullion Fire as an indication of the Brigade's willingness to respond which made his job easier. Ron thanked

Sally Kaufmann for keeping him informed of Brigade activities. He also thanked Peter Clark for the training night at Warrumbui that Gareth Ellem organised saying that all the captains who attended now have a good idea of what is required to protect the Centre.

Nominations were invited for the following positions:

a. **Captain - Peter Clark** nominated by Gareth Ellem. Seconded Broni Jekyll. Accepted

b. **President - Kane Fillingham** nominated by Tim Scully. Seconded by Rick Mumberson. Accepted.

c. **Vice President - Neville McMartin** nominated Broni Jekyll. Seconded by Gareth Ellem. Accepted.

d. **Secretary - Tim Scully** nominated by Broni Jekyll. Seconded by Stu Burrows. Accepted.

e. **Senior Deputy Captain - Stu Burrows** nominate by Rick Mumberson. Seconded by Gareth Ellem. Accepted.

f. **Five Deputy Captains** (DC):

(Note: the acting President asked that one vote be held for all five positions)

DC 1 - David Morton nominated by Tim Scully. Seconded by Lindsay Butt. Accepted.

DC 2 - Gareth Ellem nominated by Tim Scully. Seconded by Lindsay Butt. Accepted.

DC 3 - Neville McMartin nominated by Tim Scully. Seconded by Lindsay Butt. Accepted.

DC 4 - Scott Burrows nominated by Tim Scully. Seconded by Lindsay Butt. Accepted.

DC 5 - Rick Mumberson nominated by Tim Scully. Seconded by Lindsay Butt. Accepted.

g. **Training Officer - Gareth Ellem** nominated by Dave Morton. Seconded by Gertraud Norton. Accepted.

h. **Equipment Officer - Neville McMartin** nominated by Stu Burrows. Seconded by Broni Jekyll. Accepted.

i. **Treasurer - Joanne Reid** nominated by Gareth Ellem. Seconded by Sally Kaufmann. Accepted.

j. **Occupational Health and Safety Officer - Donna Georgevski** nominated by Dave Morton. Seconded very enthusiastically by Stu Burrows. Accepted.

k. **Food Controller - Sally Kaufmann** nominated by Tim Scully. Seconded by Dave Morton.

ITEM 6. APPOINTMENT OF AUDITOR

Tim Scully proposed that David Boucher of Vanzwan Accounting Plus be retained as the Brigade's auditor. Seconded by Joanne Reid. Accepted.

ITEM 7. MEMBERSHIP APPOINTMENTS

Tim Scully proposed that the following Probationary Members, having satisfied all requirements, be accepted as Ordinary Members:

a. Karolyn Odlum,

b. Glenn Odlum, and

c. Troy Searles.

Seconded by Gareth Ellem. Accepted.

Tim explained membership arrangements in relation to probationary and ordinary membership.

ITEM 8. ANNUAL VOLUNTARY DONATION IN LIEU OF MEMBERSHIP FEE

Peter Clark proposed that $50 be set as the amount for an Annual Voluntary Donation in lieu of an annual subscription. Seconded by Gareth Ellem. Accepted.

Michelle Scully asked if new measures to collect donations have been discussed in view of the fact that the donations were down this year. The Secretary responded that donations were actively promoted during the year, but the good fire season may have contributed to the low number of donations. Ron Hardy added that all brigades were coping with this problem. Stu Burrows suggested that stickers could be issued to all donors indicating they had made a donation and to remind them to do so the following year. It was resolved that the Executive Committee would discuss such measures to improve donations including the option of using an annual subscription.

ACTION: The secretary is to include this matter on the agenda of the next Brigade Executive Meeting.

ITEM 9. OTHER BUSINESS

Ron Hardy presented a Bush Fire Fighter certificate to Kim Bannan.

ITEM 10. NEXT MEETING

The next AGM will be held on Wed 4 May 2016.

ITEM 11. CLOSURE

Broni declared the meting closed at 8.46pm and thanked every one for attending.

Tim Scully
Secretary

14 June 2015

Attachments:

1. Yass River Nanima Volunteer Bushfire Brigade Audit Report for the Year Ended 31 March 2015
2. Equipment Repair/Procurement Completed in Preceding 12 Months

Attachment 1

V A N Z W a+ N | accounting plus |

'Part of the Vanzwan Group'

Vanzwan Accounting Plus Pty Ltd / ABN 28 008 647 078
PO Box 330 · Belconnen ACT 2616
Unit 2 · Level 1 · 80 Emu Bank · Belconnen ACT 2617
Telephone: 02 6251 4888 / Facsimile: 02 6251 4865
Email: vanzwan@vanzwan.com.au / Web: www.vanzwan.com.au

Yass River – Nanima Volunteer Bushfire Brigade
183 Butts Rd
MURRUMBATEMAN NSW 2582

YASS RIVER NANIMA VOLUNTEER BUSHFIRE BRIGADE AUDIT REPORT FOR THE YEAR ENDED 31st MARCH 2015

I have audited the financial statements of the Yass River Nanima Volunteer Bush Fire Brigade Incorporated for the year ended 31 March 2015. The Association is responsible for the preparation and presentation of the financial statements and the information they contain. I have conducted an independent audit of these financial statements in order to express my opinion on them to the members of the Association.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatements. My procedures included examination, on test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. The procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Australian accounting concepts and standards and statutory requirements so as to present a view which is consistent with my understanding of the financial position and the results of its operations.

Audit Opinion
In my opinion the financial statement for the Yass River Nanima Volunteer Bushfire Brigade Inc are properly drawn up in accordance with provisions of the Associations Incorporations ACT 1991 and so as to give a true and fair view of:

I The state of affairs of the Brigade as at 31 March 2015 and the results for the year ended on that date; and
II The other matters required by the ACT to be dealt with in the financial statements.
III In accordance with the rules of the association.

And are in accordance with Accounting Concepts, Australian Accounting Standards and Approved Accounting Standards.

27/04/2015

David Boucher, CPA
Vanzwan Accounting Plus

Since 1981

'Liability limited by a scheme approved under Professional Standards Legislation.'

the human bean counters!

Attachment 2

Equipment Repair/Procurement Completed in Preceding 12 Months

- New UHF CB fitted to the Cat 1
- Cat 9 flashing beacons replaced with LED bulbs and fuse box repaired by Paul Foster
- Cat 7 pump seal replaced in Yass
- Faulty security light at the shed replaced with a new LED flood light
- Replaced v-belt on the Cat 1 live reel
- Hoses shortened on the Cat 1 and cat 7 live reels to stop binding
- Digital radio receiver monitor for Deputy 4
- Primer valve/switch repaired on the Cat 1
- Cat 1 pump ignition switch repaired
- Cat 2 pump ignition switch repaired
- Changed the oil in the Cat 1 Primer to stop it leaking
- Repaired the driving LED light bar on the Cat 1
- Installed emergency push-button jump start on Cat 1 and Cat 2 pump motors
- Jumper leads/chargers procured for all vehicles
- Cat 1 and Cat 7 driving lights not flashing with the beacons, repaired
- Installed a recirculation circuit on the Cat 7, to help stop the pump overheating
- Updated the equipment inventory with the help of members
- Departure/return checklist label on each windscreen
- Blind fitted to the kitchen window
- Cat 1 Air Con re-gassed
- Re-gassed Cat 7 Air Con, no cost
- Repaired Cat 1 windshield washer
- Placed a compass, box of matches with the Kestrel in a Tupperware box in each truck
- Gather feedback on fire masks functionality from member's trialling the masks during next fire season. *Insufficient opportunity to trial, action remains open.*
- GPS devices replaced with a moving map model.
- 25mm fog nozzles purchased to replace the dial-a-jet Nozzles on the live reels.
- Trail motion camera fitted. Fitted a security screen to the kitchen window, a sold-core internal door and security screws to the external walls.

Attachment 2

- Shelving fitted to the rear wall
- New cabinet fitted in the kitchen area
- RFS arranged fitment of a new Cat 7 pump motor air filter housing kit.
- All four units have had new Benelec VHF fireground radios fitted by the RFS. This necessitated the removal of one UHF-CB radio from the Cat 2 and Cat 7 due to limited antenna roof space. Brigade owned VHF fitted to the station
- A truck wheel nut torque amplifier (wheel-nut cracker) for each truck was purchased
- Torches (Flashlights) in the trucks replaced with good quality push-button LED torches
- LED flood lights fitted to the Cat 1, Cat 2 and Cat 9.