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

ANNUAL GENERAL MEETING 28 APRIL 2016

MINUTES

The Yass River-Nanima Volunteer Bush Fire Brigade Annual General Meeting was held at the shed on 28 April 2016.

ITEM 1. Opening

Attendance. 31 people attended. Acceptance and apologies are available from the Secretary if required.

President's Welcome. The President welcomes all Brigade members and landholders/residents to the the AGM as well as Ron Hardy (Group Captain) and Mike Cliff (Deputy Group Captain). Ron will officiate during election office bearers. He thanked Sally Kaufmann for coordinating the dinner provided before the meeting.

Kane also noted that at the work on the shed that had been completed during the year could not have been done without the selfless efforts of numerous members, in particular Rick Mumberson and Neville McMartin.

He also expressed his appreciated on behalf of the Brigade to the current Brigade officer bearers for all the operational and administrative work they have done during the year.

ITEM 2. Acceptance of the Minutes of the 2015 AGM

The minutes of the previous AGM were accepted as a true and accurate record of the meeting as proposed by Gareth Ellem and seconded by Neville McMartin.

ITEM 3. Matters Arising from Minutes of the Previous 2015 AGM

There were no matters arsing from the previous minutes.

ITEM 4. Annual Reports

a. **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 there 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 myself 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, with some excellent help from Neville, Rick, Dave and Broni must be congratulated on there 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 those people helping out in the recent BF courses 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. Neville also has done an excellent job for a small outlay in getting our quick fill pump working which was demonstrated at our last training session, a new 30,000 litre water tank has also been installed on the eastern side of the shed which will assist with filling trucks and training if needed if it ever rains again.

We did have a couple of requests to attend fires in Tasmania this season and we were able to come up with four members who were willing to give up a week of their time to help out but at the last minute were stood down. Thanks anyhow to Troy, Dave, Peter and Dennis for putting their hand up to help out.

Our main fundraising event for the year the catering for the Murrumbateman Field days was once again up to its usual standard thanks largely to some of our brigade members particularly the effort put in by Rick, Kane and Sally and a big thank you to all those that turn out on the weekend to help out.

Once again we were provided with a great Christmas party which was due to the hard work of some of our members; they should all be congratulated on making it a successful evening.

I would like to thank all those committee members for their efforts during the year in carrying out their respective roles during the year to such a high standard, without which the brigade would not be as strong as it is today, it certainly makes my job a lot easier.

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 the respective families.

Tributes were sent to both parties.

The Captain’s report was accepted by the meeting as proposed by Peter McCaskill and seconded by Scott Burrows.

b. **Treasurer's and Auditor’s Report.**

The Brigade recorded a net deficit of just over $600 for the year.

Tax deductible donations received from members during the year totalled $7,450. The

main contributor to this total is CTO Group with donations of $2,450, made largely as a contribution to the cost of the portable radios purchased for the Brigade. Even excluding this donation, total donations increased from the 2014-15 total of just under $3,000.

An amount of $3,000 was received in relation to the Field Days this financial year, down from the 2014-15 receipt of $4,225.

Significant equipment purchases during the year were almost $4,500 on two digital, RFS network, portable radios and the purchase of a water tank for $2,450, which will be located at the fire shed. The Brigade also undertook landscaping improvements at a cost of $1,100 to resolve water ingress at the rear of the shed and repair and re-profile the entry driveway.

During 2015 an amount of $10,000 was transferred to a term deposit that currently matures in June 2016. The total funds available at 31 March 2016, from all sources, is just under $20,000.

The Treasurer's and Auditor's reports (as presented by the President) were accepted by the meeting as proposed by Tim Scully and seconded by Scott Burrows.

The Auditor's report is at Attachment 1.

c. **Training Officer's Report.**

For the third year in a row the fire season has been a bit quiet, with a couple of fires and a couple of MVAs. But this has given us the opportunity to increase our basic skills and get better at working as a team.

We have had a good mix of classroom and practical training and have experimented with the use of movies to enhance the learning experience.

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 have been gypped this year in terms of RFD and Instructor courses and are endeavouring to get the RFS to lift their game in terms of making courses available for our people.

We had a joint exercise with Back Creek, Manton and Murrumbateman driving around adjoining parts of our brigade areas and all concerned got an understanding of the more remote parts of our district.

We also joined in a training drive from Wallaroo to Wee Jasper and christened the new catering vehicle. Later this unit was used to varying degrees of success at live incidents.

Finally, we are now the happy owners of a fast-fill trailer and have conducted training on it's basic operation. In future training activities we will be making use of the trailer to ensure we can crew and use it at short notice.

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 were lucky enough to have an MVA occur during training this year and the scratch crew which attended showed all these skills in controlling the situation until it was released by the police.

We also conducted a haystack fire drill with the helpful assistance of Dave Fearnside which mixed teams and trucks and showed our adaptability to changing circumstances.

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.

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 ran some use of hand tools and building mechanical fire breaks this season, and will be focussing on basic skills more this year as we saw a bit of a gap at both Wargelia Road and Gunning fires across all brigades.

We will also be looking to improve our communications skills this year.

Summary

As usual the commitment and approach to training by all members has been wonderful this year. 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.

This has been made difficult by the frugal nature of training from the RFS this year, but we continue to encourage our members to take steps to gain their medium rigid licences through the brigade and get practice in operating vehicles on the road until we get places on the structured official courses.

We are also endeavouring to get RFS Instructor Training for senior members to allow the zone to provide training from a greater pool of qualified instructors.

The Training Officer's report was accepted as a true and accurate record of the meeting as proposed by Dennis Hogan and seconded by Broni Jekyll.

d. **Equipment Officer's Report.**

During the past 12 months all vehicles and associated equipment were serviceable when required for deployment. The vehicle fleet continues to age with the Cat 7 now 20 years old and still listed for replacement along with a number of other Cat 7s in the zone that were built to the same design.

Over the past 12 months a number of repairs and improvements have been made to the vehicles and the station. Items of note was the purchase of two digital portable PMR radios for use by deputies, purchase and fitment to the station of three 24 volt smart chargers for connection to the trucks when parked in the station, painting of the station floor and the installation of a 25,000 litre rain water tank including a 65mm Storz outlet, on the eastern end of the station to replace the two 5,000 litre tanks. When full the tank will, if required enable the quick filling of the trucks rather than filling from the Yass River. Also of note was the operational reinstatement of the trailer-mounted quick fill pump that will enable the brigade to provide a quick fill facility in the event of a large fire in our brigade area. The trailer was built by the current Captain a number of years ago.

Of concern is the closure of the mezzanine level in the station which is used for storage. The Yass RFS Fire Control Centre requested that the access ladder be taped off and signage attached to preclude access to the mezzanine level. Currently the brigade OH&S officer is attempting to ascertain the requirements to allow for access by brigade members.

I would like to acknowledge the help and assistance of members of the brigade and committee but especially Rick Mumberson, Captain Peter Clark and Dave Beatty. The three members were always willing to provide assistance when requested and in the case of Rick, organise and facilitate the completion of projects.

Listed below are items of equipment that was repaired, replaced or procured, which I will leave for you to read at your leisure.

Equipment repair/procurement completed in the preceding 12 months:

- Three new smart 24-volt trickle chargers were installed in the station for connection to the trucks when parked in the stations

- Leaking hot water service was repaired by a local plumber
- The Cat 1 which had intermittently suffered from flat batteries when on the fire ground at night was found to be fitted with a 40-amp alternator. A new 110-amp alternator was fitted by the RFS which solved the problem
- Trialling of new fire masks
- Purchased two digital TAIT PMR portable radios
- Mounted a projector screen in the station
- Replacement of the Cat 2 faulty fuel tank sender and return line
- The Cat 1 live reel leaking ball valve replaced**.**
- The Engel Fridge that was provided by an RFSA grant was fitted to the Cat 1
- The Cat 1 and Cat 2 driver window regulators were repaired.
- The Quick-fill trailer and pump were made operational. The RFS has agreed to register the trailer
- Replacement of the Cat 7 12volt pump battery
- Cleaned/replaced water level tubes and indicators
- Installation of a 25,000 litre rain water tank
- Fitment of a key safe
- Painting of the station floor

The Equipment Officer's report was accepted by the meeting as proposed by Gareth Ellem and seconded by Judy Hancock.

e. **Work Health and Safety (WHS) Officer's Report.**

The WHS Officer offered her apologies for not attending the meeting.

No WHS incidents were reported during the year.

The mezzanine in the Yass River Brigade fire shed was inspected for safety and deemed not compliant with the National Construction Code or Australian Standards relating to platforms etc. This area has been accordingly blocked off for access. Actions to rectify this are being currently being considered by the NSW RFS.

The WHS Officer's report (as presented by the Secretary) was accepted by the meeting as proposed by Peter McCaskill and seconded by Judy Hancock.

ITEM 5. Election of Office Bearers for 2016-2017

Ron Hardy assumed the place of president to officiate for the elections of office bearers.

Ron started the election process by expressing his gratitude to the Brigade, saying that it always provided great support. In particular, he thanked the Brigade for organising the "Drive Around' to familiarise Group members with the area of operations.

Ron then invited nominations and voting for the following positions with results as show:

a. **Captain**: Peter Clark - Proposed by Gareth Ellem, seconded by Dennis Hogan.

b. **President**: Kane Fillingham – Proposed by Broni Jekyll, Seconded by Neville McMartin.

c. **Vice President**: Broni Jekyll – Proposed by Neville McMartin, seconded by Gareth Ellem.

d. **Secretary**: Tim Scully - Proposed by Broni Jekyll, seconded Peter McCaskill.

e. **Senior Deputy Captain**: Stu Burrows – Proposed by Tim Scully, seconded by Dennis Hogan.

f. **Five Deputy Captains** (DC1–DC5)

1. Dave Morton – Proposed by Gareth Ellem, seconded by Neville McMartin.
2. Gareth Ellem – Proposed by Broni Jekyll, seconded by Sonia Slattery.
3. Neville McMartin – Proposed by Gareth Ellem, seconded by Stu Burrows.
4. Scott Burrows – Proposed by Gareth Ellem, seconded by Stu Burrows.
5. Rick Mumberson – Proposed by Broni Jekyll, seconded by Judy Hancock.

g. **Training Officer**: Gareth Ellem – Proposed by Tim Scully, seconded by Peter McCaskill.

h. **Equipment Officer**: Neville McMartin – Proposed by Geoff McFarlane, seconded by Mac McDonald.

i. **Treasurer**: – Joanne Reid – Proposed by Dave Morton, seconded by Gareth Ellem.

j. **Work Health and Safety Officer**: – Donna Georgievski – Proposed by Gareth Ellem, seconded by Michael Georgievski.

k. **Food Controller**: Sally Kaufmann – Proposed by Dave Morton, seconded by Peter McCaskill.

l. **Food Controller**: Judy Hancock – Proposed by Sally Kaufmann, seconded by Stu Burrows.

ITEM 6. Appointment of Auditor

The meeting agreed to retain David Boucher of Vanzwan Accounting Plus as the Brigade's auditor as proposed by Kane Fillingham and seconded by Tim Scully.

ITEM 7. Annual Voluntary Donation in Lieu of Membership Fee

The meeting agreed to retain a $50 voluntary donation in lieu of a membership fee as proposed by Kane Fillingham and seconded by Gareth Ellem.

ITEM 8. Other Business, Next Meeting and Closure

There being no other business, the President stated that the next Annual General Meeting would be held on Thursday 27 April 2017. He declared the meeting closed at 8.32pm

Tim Scully
Secretary

21 May 2016

Attachment 1

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YASS RIVER NANIMA VOLUNTEER BUSHFIRE BRIGADE AUDIT REPORT FOR THE YEAR ENDED 31st MARCH 2016

I have audited the financial statements of the Yass River Nanima Volunteer Bush Fire Brigade Incorporated for the year ended 31 March 2016. 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 2016 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.

David Boucher, CPA
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