



## **YASS RIVER-NANIMA VOLUNTEER BUSH FIRE BRIGADE**

### **MINUTES OF EXECUTIVE COMMITTEE MEETING HELD AT 7PM ON 13 OCTOBER 2016**

#### **1. Opening and Apologies.**

- Kane thanked Neil McGregor and Fiona Wholohan of Yarrh Winery for running the 'Yarrh Winter Solstice Bonfire' at their Yarrh winery on 18 June which was a fun night for all those who attended. The event was a great success with 50% of the proceed being donated to the Brigade.
- Present: Kane Fillingham (President), Peter Clark (Captain), Tim Scully (Secretary), Broni Jekyll, Sally Kaufmann, Neville McMartin, Dave Morton, Donna Georgievski, Judy Hancock.
- Apologies: Stu Burrows, Scott Burrows, Gareth Ellem, Rick Mumberson, Joanne Reid.

#### **2. Acceptance of the minutes of the 24 February 2016 Executive Committee Meeting.**

- Neville proposed that the previous minutes be accepted as a true record of the meeting. Dave seconded the proposal which was accepted.

#### **3. Matters arising from the previous meeting.**

- See List at Attachment 1 (updated to include

#### **4. Captain's Report.**

The brigade had a very successful fund raising evening in partnership with Yarrh Winery which saw a donation of \$3200 being made to the brigade; this event was held on the evening of the winter solstice and members of the brigade assisted in the construction of a bonfire and some parking on the night. Rain looked like washing out the event but it did clear and a great evening was had by those people that attended. Many thanks to Neil and Fiona for inviting us to help out and making a generous donation to the brigade. This event looks like being held annually.

There has been one call out over the winter, this being to a structural fire on Back Creek road, the Cat 7 and 9 responded with Neville, Dave Fearnside, Donna and self. Fortunately, the fire was contained to a garage in close proximity to the house without any damage to the main residence. Back Creek, Sutton, and Gundaroo were also in attendance.

Gareth and Broni were both accepted to participate in the trainers training course over two weekends over winter, this was quite an arduous course and I am pleased say that they are now qualified instructors. Rick has also taken part in the Crew leader course last weekend.

Wet weather and flooding has dominated lately, with roads badly damaged and washed out, this will lead to a flourishing spring and potentially a high fire risk in the summer when it all dries out and the grass is cured, access to some areas may be restricted because of damage to roads and fire trails, making it difficult for firefighting.

The annual Zone exercise will be held at Gunning show ground on the 13 November this

year if anybody is interested in taking a truck and crew could they please let me know.

The RFD at both Yass and Goulburn have been called off due to the persistent wet weather and will be run on another date to be notified. Another note on training is that anybody wishing to do the course may now do theory online. Sally will send out an email about training at Gunning on 13 November.

Neville proposed and Kane seconded that the Captain's report be accepted as presented.

5. **Treasurer's Report.**

Tim presented the financial report in Joanne's absence.

The balances in each of the accounts are approximately:

- Cheque account - \$3,500
- Term deposit - \$10,100 (maturing December 2016)
- Public Fund - \$8,600

Total funds are therefore around \$22,200.

The Brigade received \$3,200 from Yarrh Winery from their fundraiser earlier this year.

Financial activity has been very quiet of late with no expenditure for the past 3 months.

Kane proposed and Neville seconded that the Treasurer's report be accepted as presented. Agreed.

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

There was no Training Officer's report in Gareth's absence.

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

There are no outstanding actions from the minutes. Routine maintenance and repairs included:

- all vehicles passed their annual inspection in April; and
- a small fuel leak on the Cat 2 pump is to be repaired.

Kane proposed and Broni seconded that the Equipment Officer's report be accepted as presented. Agreed.

8. **Workplace, Health and Safety Officer's Report.**

There were no incidents to report. An evacuation exercise was completed.

- **ACTION:** Donna will submit exercise report to Peter who will submit to Yass Fire Control.

The mezzanine is still off limits due to safety concerns.

Neville proposed and Peter seconded that the Equipment Officer's report be accepted as presented. Agreed.

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

There is very little to report. A training course was catered on the weekend.

Dave proposed and Broni seconded that the Equipment Officer's report be accepted as presented. Agreed.

10. **Membership Report.**

No activity. Nothing to report

11. **Other Business.**

a. **Murrumbateman Field Days.**

In Rick's absence, Neil McGregor and Fiona Wholohan will manage food preparation. Neil will oversee assembly of salads and will be present all day on Saturday.

Volunteers are abundant. YRBFB has highest number of volunteers.

Prices will increase to improve revenue.

New signs have been made up for the food shed roof.

b. **MyEmergencyCrew software application.**

Tim and Neville are testing a new software application that supports crew formation and availability. An account has been created for the Brigade (by the Secretary).

**ACTION:** Tim and Neville to evaluate the application.

c. **Rations/12-hour self-catered arrangements.**

The RFS is not funding meals on the fire ground nor will it provide catering services on the fire ground for the first 12 hours of an event. The catering truck service is not funded by the RFS and it does not fund fire ground catering services generally. The RFS policy in relation to the catering truck and services needs to be clarified and, subsequently, a plan needs to be developed for the use of the catering truck.

**ACTION:** Peter to discuss catering needs and use of the catering truck with Group Captain (Ron Hardy).

**ACTION:** Sally and Judy to organise 'snack packs'

d. **Hose drying solutions.**

Rick was not available to discuss this item.

**ACTION:** Neville to do a stock take on all hoses as part of the annual inventory check and, with Rick, design a hose drying solution.

e. **First Aid Kits.**

The first aid kits' contents all expire on the same date. There is a need to stagger the contents so they do not expire on the same date.

**ACTION:** Broni to arrange with YFC.

f. **Butcher's Drive Extension (Khyber Pass) Access.**

The 'Khyber Pass' (fire trail) is in disrepair. The question was raised as to whether the Brigade should contribute money to assist with road repair. Khyber Pass is a fire

trail, not a gazetted Council. It was therefore deemed inappropriate to use Brigade funds, but the Brigade could provide people to assist with work on the road.

**ACTION:** Peter to ask Cooper if he needs help with the road works.

**g. Knapsack Replacement.**

Knapsacks on the trucks unserviceable and should be replaced. While the utility of the knapsacks was considered questionable due to their limited effectiveness and their weight, they can be effective for extinguishing spot fires without deploying heavier equipment.

**ACTION:** Neville to ensure the knapsacks are repaired with two serviceable knapsacks on each truck.

**h. New Water Tank**

The new tank is available for filling trucks, but needs a check valve to prevent flow back from the river.

**ACTION:** Neville to obtain a check valve.

**i. Quick Fill Trailer Lights and Storch Valves.**

There is no lighting on the quick fill trailer. A small generator could power LED lights to provide sufficient lighting.

Storch fittings are needed so the trailer's quick fill can be used when filling from the new tank.

**ACTION:** Neville to investigate a generator and lights, and buy Storch fittings for the trailer.

**j. Christmas Party**

The Brigade Christmas party will be held on Saturday 10 December.



**Tim Scully**

Secretary

13 October 2016

**Attachment:**

1. List of Actions.

## LIST OF ACTIONS

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 Brigade history by the Brigade's 50th 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. <b>Update:</b> 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 16-4	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 16-9	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.	Kane Fillingham  Kane Fillingham	Open
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
Oct 16-1	Submit WHS	Submit evacuation exercise report to Peter who	Donna	Open

## LIST OF ACTIONS

	report	will submit it to Yass Fire Control.	Peter	
Oct 16-2	MyRFSCrew	Evaluate the MyRFSCrew application for use in the coming fire season.	Tim Neville	Open
Oct 16-3	Catering Truck	Discuss catering needs and use of the catering truck with Group Captain (Ron Hardy). Sally & Judy to organise snack packs	Peter Sally & Judy	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.	Neville Rick	Open
Oct 16-5	First Aid Kits	Stagger replacement of contents to avoid bulk expiration. Discuss with YFC.	Broni	Open
Oct 16-6	Khyber Pass Maintenance	Discuss with Cooper if Brigade volunteers are need to repair the fire trail.	Peter	Open
Oct 16-7	Knapsacks	Ensure the knapsacks are repaired with two serviceable knapsacks on each truck.	Neville	Open
Oct 16-8	Filler Tank Check Valve	Obtain a check valve for the new filler tank.	Neville	Open
Oct 16-9	Quick Fill trailer: Lights & Storch Valve	Investigate a generator and lights and buy Storch fittings for the trailer.	Neville	Open