

YASS RIVER-NANIMA VOLUNTEER BUSH FIRE BRIGADE

MINUTES OF EXECUTIVE COMMITTEE MEETING HELD AT 7 PM ON THURSDAY 16 FEBRUARY 2017

1. Opening and Apologies.

Members attending were Kane Fillingham (President), Peter Clark (Captain), Tim Scully (Secretary), Broni Jekyll, Stu Borrows, Scot Burrows, Neville McMartin, Gareth Ellem, Sally Kaufmann and Judy Hancock.

Apologies were received from Donna Georgievski, Dave Morton and Rick Mumberson.

2. Acceptance of the Minutes of the 13 October 2016 Executive Committee Meeting.

Broni proposed one amendment to the previous minutes, which was agreed.

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

3. Matters Arising from the Previous Meeting.

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

4. Captain's Report.

Fortunately, we have had no significant fires in our brigade area this season, this is a credit to the community as the season has been extremely hot and dry conditions with record breaking temperatures and it would not take much to set off a fire. We have, however, had a very busy season with out-of-area fires that we have attended helping our neighbouring brigades and working alongside them to restore normality to their area.

It has been satisfying to see our brigade go from strength to strength and the overwhelming response from members when called upon to go to fires has been fantastic. This enthusiasm I believe comes from the excellent training that is given to members by a number of people starting with Gareth and those that assist him, as well as Neville having the trucks and equipment up to speed, knowing that when you jump on a truck everything will be in the best possible order, our Deputies and executive who are only too happy to assist newer members by passing on their knowledge and Sally, of course, for putting together the newsletter and sending it out each month or when called upon.

Of course everybody would be aware that Tim and Neville have been inventive in the MYRFSCREW, it may not be 100% at the moment, but I think given time it should help with mustering crews with the minimum loss of time.

Listed below are the fires we have attended with over thirty active members getting the opportunity to get some experience with either a running fire or the never ending mopping

up. We also have had members helping out with the catering truck which I think is great, you don't always have food ready to go when called and a few hours on the fire line brings out the hunger bugs:

- Long Rail Gully Rd fire
- Yass River Incinerator fire
- Dicks creek Road fire
- Fireshire Road fire
- Tarago fire
- Mulligans Flat Road fire
- Bush's Lane fire
- Spring Range fire
- Kangiara fire

We also had a nice article on our brigade in the Yass Tribune by the editor Jess Cole. It was an impromptu event, but it put a group photo with some enthusiastic mugs in the paper.

The Gunning Zone exercise was held again this year, it is a very informative day, but was poorly supported by our brigade, and maybe we need to promote it more next year.

Some of our Deputies made it to a Group 4 meeting at Gundaroo after the Sutton fire for a debrief and chat about firefighting technics. Copies of the minutes are available if anybody likes.

Membership is still on the increase which needs to be discussed and a clear policy developed as to who we accept as members.

We have been very fortunate so far this season and hopefully it will remain that way as our thoughts go out to those people that have been impacted by fire in other parts of the state and country.

The Captain's report was accepted as proposed by Neville and seconded by Tim.

5. **Treasurer's Report.**

As at 15 February 2017, the Brigade had approximately \$25,900 in funds comprised of:

| | |
|-----------------|----------|
| Cheque account: | \$5,800 |
| Public fund: | \$10,100 |
| Term deposit: | \$10,000 |

The Brigade has received \$6,800 in donations so far this financial year, which includes \$3,200 from Yarrh Winery. If the Yarrh donation is excluded, donations are down on last year's non-corporate donations total of \$5,450.

ACTION: Tim is to resend the donations request letter.

The Treasurer's report was accepted as proposed by Kane and seconded by Peter.

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

Overview

Since the last committee meeting we have continued with our monthly training with an emphasis on the basics of fire fighting, teamwork, and awareness of the unfolding situations around us. This approach has borne fruit during the recent fires as we have used many and varied crews to good effect.

Focus

We have taken to identifying training needs based on what we see during real fire events – such as radios and situational awareness; navigation without GPS; changing mode of activity and responding to changing external factors. As witnessed at both the fires and at the last training, we are getting better and better.

The crews are taking the training on board and we have discovered how good we are at guiding trucks and assessing risks.

New Targets

We need to continue to devolve more and more leadership roles to our AF qualified people, but recent events have shown we need to take more care of our Basic and rookie members. To this end we will be using AF qualified people at training more actively in a supervisory role.

To encourage better uptake, Neville and I will be nominating for the next FAA course in May, and I will be asking all members to do likewise. Those with FAA will be encouraged to undertake ART.

For the next few sessions we will be using the AF manuals to derive our training lessons. For example, it became evident during the recent fires that our members (and quite senior ones) have become overly reliant on the GPS's in the trucks to the point that when the GPS failed it was a cause for anxiety. We will use elements of the Navigation module of the AF course to help people become more confident in using the Map books to navigate.

The best outcome we are seeing is the ability of crews to work together no matter whom they end up crewing with, and this is something we will aim to foster.

The Training Officer's report was accepted as proposed by Kane and seconded by Tim.

7. Equipment Officer's Report.

Outstanding Actions from the minutes:

- Hose inventory, *[Not yet done]*.
- Knapsack repair, *[Now serviceable but still need to replace the hoses]*.
- Small fuel leak on the Cat 2 pump to be repaired *[Repaired]*.
- Portable lights for the quick fill, *[Small generator and LED Flood lights purchased]*.
- 75mm Storz fittings for trailer, *[Fitted]*.
- Station water tank check valve, *[Check valve and 75mm Storz purchased and fitted]*.

Routine maintenance and repairs:

- Cat 1 new batteries.

- Cat 2 new batteries.
- Convex mirror replaced on Cat 1 and Cat 2.
- Replaced parking light relay on Cat 1.
- Modified the mount and replaced the charger socket on the Cat 2.
- Swapped and installed brigade equipment on the new Cat 7.
- Purchased new Storz adaptors so that all trucks can now adapt 75, 65, 50, 38 and 25 mm adaptors.
- Shed security light replaced along with a new one fitted on the rear for parking and security.
- Updated the firmware on the GPS units and hard wired them in. Also uploaded some known fire trails.

To do:

- New Cat 7 has a slow water pump leak. FCC has the parts, to be done when cooler.
- Repair Cat 1 front left window regulator, Rick to do.
- Repair/replace the flashing headlight module on the Cat 1.
- Repair the Cat 1 isolator pilot LED.

The Equipment Officer's report was accepted as proposed by Kane and seconded by Broni.

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

No incidents reported for this period.

The trial of the quick-fill trailer during training revealed some WHS problems with the hose holders (horse shoes) posing risk of injury. This should be assessed to determine if a modification can be made while enabling the hose to be secured.

ACTION: Neville to assess options to modify the quick fill setup.

The WHS Officer's report was accepted as proposed by Kane and seconded by Judy.

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

The Catering Officer's report is at Attachment 2.

ACTION: Tim to produce lists of equipment for members to take onto the fire ground, optional items & equipment for longer term deployment.

The Catering Officer's report was accepted as proposed by Peter and seconded by Kane.

10. **Membership Report.**

There was nothing to report on membership.

11. **Other Business.**

- a. **MyRFSCrew software application.**

MyRFSCrew has been used during the season to date to assist the Captain and deputies to put crews together. The application has worked quite well, although we need to learn more about its operation and decide which functions we will use. Feedback has been provided by Peter and the Deputies and Tim will provide feedback on suggested changes to the software developer.

Tim proposed and Kane seconded that \$150 be donated to the developer given the extensive use we have made of the application and incentivise him to accept our suggested changes to the application. Approved.

ACTION: Tim to arrange donation to MyRFSCrew software developer and provide feedback to him.

b. Shed extension.

ACTION: Tim is to follow up on Rotary grant submission for shed through Bill Watson.

See notes (d.) on 60th anniversary below

ACTION: CAPEX Sub-Committee to develop a prioritised plan.

c. Brigade pride. (Honour boards, memorabilia, photographs etc. to adorn the shed).

All relevant documents related to the Brigade history have been scanned into Dropbox folders with access by Kane, Sally and Tim.

Sally proposed to develop a commemorative booklet covering each decade of the Brigade initially up to 2006, followed by the last decade. Tim Briggs will do a decade. Others have offered to help. Members and residents should be asked if they want to help with a decade or other help. Kane seconded proposal. Accepted

ACTION: Sally is to coordinate the development of the commemorative booklet/s and seek support from members and residents.

d. 60th anniversary celebration event.

Kane suggested that we hold a celebration later in year (November) to tie in with shed extension, and to make it a fund raiser.

Potential locations for the event are the shed, the pub or Yarrh winery. The date should be set first in order to secure a venue.

T-shirts would be printed for active members for the 60th anniversary.

ACTION: Tim is to capture suggestions for celebration activities.

e. Parking during training.

ACTION: Sally to send out message in newsletter asking members to be more considerate when parking during training.

f. Other business.

Kane expressed his thanks on behalf of the Brigade to Tim Watt and Bron Gould for their generous donation to the Christmas party.

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

Tim Scully
Secretary

16 March 2017

Attachments:

1. List of Actions.
2. Catering Officer's Report

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 |
| 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 16-9 | 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 |
| 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 |
| Feb 17-1 | Donations Letter | Resend the donations letter explaining CAPEX funding needs. | Tim | Open |
| Feb 17-2 | Quick Fill Modifications | Assess options to modify the quick fill setup | Neville | Open |
| 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. | Tim | Open |
| Feb 17-4 | MyRFSCrew | Make donation to MyRFSCrew software developer and provide feedback to him. | Tim | Open |
| Feb 17-5 | CAPEX | Develop a prioritised plan for shed extension and other changes | CAPEX Sub-Committee | Open |

LIST OF ACTIONS

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|----------|---|--|-------|------|
| Feb 17-6 | 60 th Anniversary Celebrations | Coordinate the development of commemorative booklet/s and seek support from members and residents. | Sally | Open |
| Feb 17-7 | 60 th Anniversary Celebrations | Capture suggestions for celebration activities | Tim | Open |

CATERING OFFICER'S REPORT

Training nights

- An upgraded BBQ after training is routine now.
- At February training, Damien Eggins brought the catering truck over from the Murrumbateman shed for our catering support team to train on. Three of the YR team (Michelle Storey, Fiona Wholohan and Liz Sage), as well as Frosso Papadoginnis (food controller from Back Creek), came along and did the full food service from the truck.
- We will do it again next training, with Judy Hancock taking the lead.

Snack packs

- Judy, Liz and Sally recently put together another batch of crew snack packs. There were 17 packs in the cupboard on 14 Feb.

Catering network

- Most efforts in recent months have been in building a network with the food controllers/caterers across the 21 brigades in the Yass Valley section of the Southern Zone. This has been ongoing over the past two fire seasons, lapsing somewhat last season due to lack of fires to focus the mind. While not everyone is on board, recent weeks have certainly elevated interest. We have a season wash-up planned for Sunday 19 March and had a limited wash-up after the Mulligans Flat fire.

Catering truck

- Fire control has called the catering truck out twice in the past few weeks. As a result I took the lead in coordinating the catering response overall at the Mulligans Flat Rd fire (meals on Wednesday night and Thursday lunch), as well as the wash-up meeting.
- The catering truck was supported with personnel and food to cook/serve at the Wargeila Rd flare up on Monday night. The catering truck supported the Kangiara catering team, which also had their own equipped trailer out. (Additionally, Springfield took out their catering trailer, but had difficulties on the way and didn't get it there.)
- A process around how we manage callouts for the catering truck is starting to fall out.
- Matt, Ray Hehir and Damien Eggins are very engaged and serendipitously Ray was available to drive the truck for both callouts and do the heavy setting up, as well as helping with the food service as required.
- Since the Mulligans Flat fire, Matt, Ray and Damien have done a lot to get the truck into better operating condition, rectifying several of the issues identified over the past 18 months. And more is planned.
- Some individual food controllers are also starting to engage more with the catering network and the catering truck and this will strengthen over the next few months.
- At this stage, it seems practical to leave the truck stationed at Murrumbateman as it is centrally located and Murrumbateman is doing the maintenance, has a cupboard for

CATERING OFFICER'S REPORT

holding bulk supplies to restock the truck and Matt, Ray and Damien are putting in a lot of effort to overcome some of the issues that remained in terms of getting it operating efficiently.

Donation of Supplies

- Several businesses have donated supplies to help with catering at fires.

Mulligans Flat Rd fire

- Coles (Gunghalin) donated 300-400 bottles of water
- The Sutton Bakery donated a hot pie/large sausage roll a for each of the 50+ firefighters we expected for lunch on Thursday, as well as all the bread for sandwiches for that lunch.

Wargelia Rd Flare Up

- Woolworths (Yass) donated all the supplies I asked for (4 dozen sausages, bread rolls and milk) as well as donating supplies to the Kangiara catering team directly.