



YASS RIVER-NANIMA VOLUNTEER BUSH FIRE BRIGADE
MINUTES OF EXECUTIVE COMMITTEE MEETING TO BE HELD
AT 7PM ON 5 AUGUST 2015

1. Opening and Apologies.

In attendance: Kane Fillingham, Peter Clark, Stu Burrows, Scott Burrows, Gareth Ellem, Neville McMartin, Sally Kaufmann, Joanne Reid, Broni Jekyll and Rick Mumberson.

Apologies: Donna Georgievski, Dave Morton.

Kane expressed his thanks and appreciation to Broni for taking on the responsibility to run the AGM in his absence.

2. Acceptance of the minutes of the 25 March 2015 Executive Committee meeting.

Neville proposed that the minutes of the previous meeting be accepted as a true and accurate record of the meeting. Seconded by Peter. Agreed.

3. Matters Arising from the previous meeting.

See Attachment 1 for updated List of Actions as at 5 August 2015

No.	Subject	Action/Comments	Action by:	Status
1.	Brigade History Record	Sally to provide minute book to Tim Scully for digital scanning for history project. Update: Completed. Ask Michael Mathieson if Paul Butt has Brigade related papers that would be useful the history. Update: Michael gave the documents to Yass Valley Council and will try to retrieve them. Tim to follow up. Establish History Sub-Committee (Tim Scully, Peter Clark and Tim Briggs). Update: Committee established. Sally is also able to assist with the history project.	Sally Kaufmann Tim Scully Tim Scully	Open
Jun14-02	Assess 'Fair Air' Fire Masks	Gather feedback on fire masks functionality from members trialling the masks during next fire season. Update: Few opportunities to test. Trial to continue.	Neville McMartin	Open
Jun 14-05	2015 AGM Social Function	Develop a plan to communicate and coordinate the next AGM as a social function at Warrumbui "Round House". Discuss prior to next AGM (May 2015). Update: AGM successfully held. Same format to be adopted next year.	Rick Mumberson & Dave Morton	Close
Nov 14-5	"Thank You"	Draft a thank you letter to Margie for Peter and	Tim Scully	Close

	Letter	Kane's signature. Update: Completed		
Mar 15-1	FAA Training	Members to be encouraged to do first aid training. Email members to seek participants for FAA course and to have qualified members' current qualifications certified with RFS. Update: only one member submitted existing qualifications. Update: Rick, Shirley Clark and Donna completed FAA.	Tim Scully	Close
Mar 15-2	Donation reminder	Send final reminder for donations for this season Update: Send donation reminder. Stickers will be issued to those who make a donation (with multiple stickers for family or groups). Members may be issued a sticker at the captain's discretion.	Tim Scully	Close
Mar 15-3	GPS Disposal	Dispose of the old GPS units via an online site such as 'Gumtree' Update: Dennis bought for the GPS unit.	Neville McMartin	Close
Mar 15-4	Shed Maintenance	Coordinate drainage work and provide cost estimate for out-of-session approval. Update: All done except for a bit of work still needed to fix some drainage problems. Floor to to be painted. Update: yet to be done.	Rick Mumberson	Open
Mar 15-5	Truck Equipment	Buy two more-wheel nut crackers and a torch for each truck. Update: completed.	Neville McMartin	Close
Mar15-6	Training Equipment	Obtain a plastic drum for training purposes.	Kane Fillingham	Open
Mar 15-7	Training requirements	The training email is to remind all members attending Brigade activities, including training, that they should always bring their PPEs, if they have them. Update: Completed.	Sally Kaufmann	Close
Mar 15-8	Finance – Term Deposit	Seek advice for the Committee on the most appropriate form of term deposit for the Brigade. Update: Interest rate still low. Joanne to establish short term deposit.	Joanne Reid	Open
Mar 15-9	AGM and Function	Determine ASAP if the Warrambui facility is available on the first Wednesday in May for the AGM and function. Update: not available, AGM held successfully in the shed.	Ben Dachs	Closed

4. **Captain's Report.**

Peter said it has been understandably quiet over the winter.

Gareth attended a motor vehicle accident in early August (he had his smoke mask with him).

The Brigade was offered another Cat 7 to replace the existing one, but the vehicle on offer was not suitable. The Brigade is next in line for a replacement Cat 7.

Peter said the combined Group 2 and 4 training run to Wee Jasper in early August went well. While the run tested some driver skills, it was primarily held to trial the catering truck capability (See Food Controller's report below).

Back Creek Brigade plans to run a BF course on 22-24 October at Gundaroo for Group 4 members only. YRBFB members would be invited to provide assistance.

ACTION: Peter to ask Captain Back Creek Brigade what assistance our brigade can provide for the October BF Course.

Peter also said that VHF radios had been fitted to all the trucks and were working well – they were tested during the Wee Jasper training run.

Stu proposed and Gareth seconded that the Captain's report be accepted. Agreed.

5. **Treasurer's Report.**

Joanne stated that the Brigade cheque account balance was over \$13,000 and the Public Funds account balance was approximately \$5,000.

Gareth proposed and Stu seconded that the Treasurer's report be accepted. Agreed.

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

Gareth reiterated the success of the Wee Jasper training run mentioned in the Captain's Report above.

He said Brigade training would restart in September and, given the number of members attending training, it would be conducted in three concurrent sessions to make best use of the time and ensure all members at training has an opportunity to fully participate.

Scott proposed and Stu seconded that the Training Officer's report be accepted. Agreed.

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

Neville's reported as follows:

Outstanding Actions from the previous minutes:

- Gather feedback on fire masks functionality from member's trialling the masks during next fire season. *Insufficient opportunity to trial, continue the trial.*
- Neville to buy three trickle chargers. *Fitted and trucks are now on trickle charge.*
- Leaking hot water service has been repaired by Cooper Bryant.
- Review Equipment Register. *To be done at the September training session.*

Routine maintenance and repairs:

- Cat 1 40-amp alternator was replaced with a 110-amp alternator.
- Cat 2 air brake leak was reportedly fixed by the RFS. The truck still leaks, but slower, so will need to monitor the issue.
- Torches in the trucks replaced with good quality push-button LED torches.

Rick added that the new GPS devices in the trucks are excellent based on Sunday's exercise.

Joanne proposed and Rick seconded that the Equipment Officer's report be accepted. Agreed.

8. **Occupational Health and Safety Officer's Report.**

In the absence of the new OH&S officer (Donna Georgievski), there was nothing to report.

Gareth stated that more training was required to ensure members can mount and dismount the trucks safely.

ACTION: Gareth to schedule truck mount/dismount training.

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

Sally reported that, with Ben Dach's departure, we would return to standard fare for training nights. Based on Rick's proposal that food after training has more variety, Sally said that items such as kebabs could be added to the mix. Kane suggested that this might require additional funds in the form of a gold coin donation by members attending training.

ACTION: Sally to inform members of the need for a donation at training in next newsletter.

Sally reported on the trial of the catering vehicle during the Wee Jasper training run. There were several issues raised with the catering truck and catering support as a result of the training run on Sunday.

Broni noted that the layout of food queues was not optimal, but this was mainly due to the rain on the day. Gareth also questioned if there was enough capacity in the truck for replenishment during a fire operation.

Sally said these issues and others will be discussed at meeting of food controllers in several weeks' time.

Gareth proposed and Rick seconded that the Catering Officer's report be accepted. Agreed.

10. **Membership Report.**

Committee members reviewed the Membership Register and several changes and additions were made.

Stu noted that membership (fire zone) numbers were formatted as five, six and eight digit numbers.

ACTION: Tim to check this with Yass Fire Control.

11. **Other Business.**

a. **Murrumbateman Field Days (MFDs).**

Kane said the format of the MFDs would be the same as last year. However, a pizza outlet will be run by the Men's Shed near main entrance gate, mainly to serve stall holders.

Kane noted that there was sufficient money in the Group 2/4 combined account for the Field Days float.

ACTION: Sally to do a stock take of field days' supplies for Kane and to remind members to save the date in the next newsletter.

b. **Donation.**

Sally proposed and Tim seconded that the Brigade make a donation of \$100 to the family of a local RFS member who died recently. Agreed.

ACTION: Sally to provide details to Joanne in order to make the donation.

c. **Information from Crew Leader Supervision Course.**

Neville attended the recent Crew Leader Supervision Course at Goulburn and made the following points:

- All brigade constitutions would be standardised as the result of a recent review by the RFS. (Peter noted that the Yass River-Nanima Brigade was the very first RFS brigade to establish a constitution, which was subsequently subsumed by a standard RFS constitution). Tim noted that a review of the constitutions was done by the RFS last year, but did not appear to canvass a broad audience across the RFS.
- All new RFS fire trucks would have automatic transmissions, which was met with much guffawing by Committee members.

d. **Digital Handheld PMRs for Deputies.**

Neville proposed that the Committee accept the offer from Kane's company to donate funds to the Brigade for the purchase of one portable PMR and that the Brigade pay for a second PMR. Gareth seconded the proposal which was accepted by the Committee.

ACTION: Neville to get new quote before buying the two PMRs.

e. **Grant items.**

It was agreed that the projector screen should be fitted to the shed wall next to the Cat 1 bay.

ACTION: Rick and Neville to set up the new projector screen.

Tim said he would install the new printer in the shed and connect it to the new laptop. He would load all relevant information onto the laptop (RFS forms etc.). He would also find someone to whom the old printer could be donated.

ACTION: Tim to set up laptop and printer (include relevant forms on the laptop) and dispose of the old printer.

Neville proposed, and Tim seconded, that we buy a key safe to secure the keys to the storage cupboards in the kitchen. Agreed.

ACTION: Tim to buy a digital key safe and securely mount it in the shed.

12. **Closure.**

Kane declared the meeting closed at 8.41pm. The next meeting would be held before the MFDs.

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

Tim Scully
Secretary

6 August 2015

Attachments:

1. List of Actions

List of Actions as of 5 August 2015

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.	Tim Scully	Open
Jun 14-02	Assess "Fair Air, Fire Masks	Gather feedback on fire masks functionality from members trialling the masks during next fire season.	Neville McMartin	Open
Mar 15-2	Donation reminder	Send final reminder for donations for this season. Stickers will be issued to those who make a donation (with multiple stickers for family or groups). Members may be issued a sticker at the captain's discretion. Peter to speak with Glen Odlum who offered to assist to make stickers.	Kane Fillingham Peter Clark Tim Scully (Coord)	Open
Mar 15-6	Training Equipment	Obtain a plastic drum for training purposes before September training session.	Kane Fillingham	Open
Aug 15-1	First Aid Training	Promote FAA course in newsletter and call for existing qualifications before fire season.	Sally Kaufmann	Open
Aug 15-2	Term Deposit	Make a three-month term deposit of \$10,000 with Westpac.	Joanne Reid	Open
Aug 15-3	Shed Maintenance	Coordinate remaining drainage work and repaint shed floor.	Rick Mumberson	Open
Aug 15-4	Donation reminder	Annual donations: <ul style="list-style-type: none"> Draft annual donation request letter Engage Glen Odlum to acquire stickers for issued to those who make a donation (with multiple stickers for family or groups). Members may be issued a sticker at the captain's discretion. 	Kane Fillingham Peter Clark	Open
Aug 15-5	BF Course Support	Offer support to Captain Back Creek Brigade for the October BF Course.	Peter Clark	Open
Aug 15-6	Truck Training	Schedule truck mount/dismount training	Gareth Ellem	Open
Aug 15-7	Training Food Donations	Inform members of donation at training in next newsletter.	Sally Kaufmann	Open
Aug 15-8	Fire Zone Numbers	Check why fire zone numbers are in three formats	Tim Scully	Open

Attachment 1

Aug 15-10	MFDs Preparation	Stock take of field days supplies for Kane and to remind members to save the date in the next newsletter.	Sally Kaufmann	Open
Aug 15-11	Donation to RFS Member's Family	Sally to provide details of RFS member family to Joanne in order to make a \$100 donation	Sally Kaufmann Joanne Reid	Open
Aug 15-12	Digital PMRs for Deputies	Get new quote before buying two PMRs.	Neville McMartin	Open
Aug 15-13	Setup Laptop and Printer	Set up laptop and printer (include relevant forms on the laptop) and dispose of the old printer.	Tim Scully	Open
Aug 15-14	Digital Key Safe	Buy and install a digital key safe for cupboard keys.	Tim Scully	Open