



## MEETING MINUTES

<b>Meeting:</b>	EXECUTIVE COMMITTEE MEETING
<b>Convened by:</b>	Peter Clark (President)
<b>Attendees:</b>	Stuart Burrows (Captain), Peter Clark (President), Troy Searles (Secretary), Gareth Ellem (Senior Deputy Captain), Neville McMartin (Deputy Captain 1 / Equipment Officer), Scott Burrows (Deputy Captain 2), Richard Mumberson (Deputy Captain 3), Kylie Eggins (Deputy Captain 4 / Training Officer), Damien Eggins (Deputy Captain 5), Tim Scully (Deputy Captain 6), Sally Kaufmann (Food Controller), Karolyn Odium (Junior Coordinator)
<b>Location:</b>	Yass River-Nanima BFB Fireshed
<b>Date and time:</b>	6:30pm Tuesday 9 September 2019
<b>Apologies:</b>	
<b>Minutes by:</b>	Troy Searles (Secretary)

## Minutes

### 1. Opening and Apologies.

- The meeting started at: 1835h

The following members were present: Stuart Burrows (Captain), Peter Clark (President), Troy Searles (Secretary), Gareth Ellem (Senior Deputy Captain), Neville McMartin (Deputy Captain 1 / Equipment Officer), Scott Burrows (Deputy Captain 2), Richard Mumberson (Deputy Captain 3), Kylie Eggins (Deputy Captain 4 / Training Officer), Damien Eggins (Deputy Captain 5), Tim Scully (Deputy Captain 6), Sally Kaufmann (Food Controller), Karolyn Odium (Junior Coordinator)

- Apologies were accepted from: Joanne Reid (Treasurer), Sonia Slattery (WHS Officer),

### 2. Acceptance of the minutes.

- Executive Committee Meeting on 5 February 2018 was accepted by the Committee.
  - proposed by: Neville
  - seconded by: Gareth

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

- See List of Actions at Attachment 1.

### 4. Captain's Report.

- The Captain's report was accepted by the Committee.

- proposed by: Neville
- seconded by: Gareth

Captain's report is as follows: "The 2019/ 2020 fire season will officially commence as of 1 October 2019. The spring outlook is dryer than the average for the east along with daytime temperatures being warmer than the average for the east as well. Therefore, the fire season is predicted to be high and as we are all aware there has not been enough rain, which we all hoped for. While the grasses are not growing the bush remains very dry and this will be our area of concern.

Fundraising has been very successful again during the off season. The Yarrh winter solstice was again very popular and a fantastic evening with terrific, food, wine, company and a bonfire. Fiona and Neil have once again donated 50% of the profits made, being \$3436. A huge thank you to them both for their valuable contribution to the brigade and a huge thank you to all the volunteers who helped on the night with the catering, wine tasting and the bonfire builders.

I hope that the winter break has allowed everyone to refresh and prepare for the next season. There have been several people attending courses which only strengthens our brigade.

On 3 July 2019 our Cat 1 tanker had the passenger side suspension repaired and the truck is now fully operational again.

On 25 July 2019 all our AED batteries were replaced, and Neville and I conducted an audit of the first aid kits and expired items were ordered and replaced.

Further we need to get planning regarding the upcoming Sausage sizzle at Bunnings on Sunday 29 September and we need to start to prepare for the Murrumbateman Field days on October 19 and 20. Both these events are major contributors to our funds and the more people involved lessens the load.

#### Fires/Incidents attended

- 20 July 2019 – Captain attended Keirs Road regarding a fire. Owners were conducting a pile burn and had not notified neighbours, Fire Control or the brigade. Occupiers notified of the requirements.
- 5 August 2019 – Captain attended 259 Learys Lane regarding an Ambulance assistance job.

#### Quick fill trailer

While this piece of equipment is basically complete, we have had to purchase a new pump which will be more appropriate for filling the tankers. This should be completed shortly and ready for the season and the years to come. My thanks to Neville and Peter for continuing with this project.

#### Shed update

Well I'm glad to say that the shed extension is complete and has passed all inspections. We have had some electrical work undertaken, improving lighting for training and the shed in general. The floor needs to be painted but we need to allow the concrete to cure fully due to the cold weather etc. There are a few ideas that I will propose to the committee regarding further work in the shed, but this will mainly be cosmetic changes improving the sheds use. I don't believe there is an appetite now or in the future for massive shed changes due to length and problems incurred with this small extension.

#### Training

On 13 July 2019 Gareth, Neville and myself conducted a Basic Fire Fighting Skills day with two of our new members Kaliyah and Rod. They had completed the theory online in their time, were shown and got to practice the skills and were assessed in Gunning at the end of the month with both members being deemed competent.

## Conclusion

The brigade continues to go from strength to strength. Several projects have been finalised or nearing completion. Unfortunately, we could be heading towards a busy fire season and we have already seen a number of fires within NSW.

I look forward to working with everyone this season during training, fundraising and incidents if we are required to attend.

## 5. Treasurer's Report.

- The Secretary presented the Treasurer's report on her behalf. The report was accepted by the Committee.
  - proposed by: Sty
  - seconded by: Rick

Treasurer's report is as follows: "At the end of August the Brigade had just under \$33,000 in funds at its disposal, across the cheque account, public fund and term deposit.

- The grant received from the NSW Government of \$15,750 has been fully expended, with around \$14,700 going to building material and labour and the remainder on certification. A financial report will be prepared to acquit the grant.
- The Bunnings sausage sizzle held in May raised just under \$1,200 for the Brigade. A further sausage sizzle is planned for September and the Brigade will receive around \$500 from the recently held trivia night.
- The Committee should give consideration to when letters to members are issued regarding annual donations. (Commence first send out in October 2019)

## 6. Training Officer's Report.

- The Training Officer's report was accepted by the Committee.
  - proposed by: Stuy
  - seconded by: Tim

Training Officer's report is as follows: Nil to report as last training was in April.

- Tomorrow night will be vehicle checks, inventory and re familiarising with the trucks.
- There will be an area famil drive with Crew Leaders and drivers which will be split in ½ days 21<sup>st</sup> and second dates to be confirmed.
- The priority for training will be "showing water" at the back of the truck and basic training.
- Sonia and Troy have completed the Crew Leaders course.
- Plan on doing several 'off training days' training sessions – basic pumping etc.
- Property protection training.
- Look at more training with Manton Brigade and swap one of our training sessions to their training night.
- Training by Deputies and Crew Leaders to give training in SMEACS

## 7. Equipment Officer's Report.

- The Equipment Officer's report was accepted by the Committee.
  - proposed by: Sonya
  - seconded by: Kylie

Equipment Officer's report is as follows: "Outstanding Actions from the minutes

- Hose drying rack; [Part of the shed extension – temporary one installed along the back of the shed]
- Telstra mobile repeater for the shed; Done, [Secretary still applying for RFS grant]

Routine maintenance and repairs

- Replaced rear rotating beacon bulbs on the cat 1
- New gas regulator for the shed gas patio heater
- Purchased 2 x patio gas heaters at half price, for the shed
- Repaired leaking fuel line on the Cat 2 pump
- Purchased a Telstra repeater and external yagi antenna
- Replaced faulty GPS in the cat 2 including a licence for the terrain software
- Lockwood supplied a new digital lock for the PA door. I fitted a weather shroud around it.
- Replacing the pump battery box straps as the old ones are rotting.
- Cat 7 has been serviced by Murrumbateman Electrical and Mechanical
- Replaced the Cat 1 VHF fireground radio with a new RFS supplied Simoco, but it is faulty, still chasing.
- Replaced 12v pump batteries on the cat 1 and cat 2
- Shed extension electrical work completed by Tom Hall of Yass. Older Sodium lamps replaced with LEDs
- New LED Light bars fitted to the three trucks.

To do

- Cat 1 and Cat 2 to be serviced by Diamonds of Yass in late September.
- Quick fill replacement pump. Current pump has a leaking seal and being a pressure pump is slow to fill the trucks. A new high flow pump has been procured and will be mounted in the next few weeks. Reflective stickers and the exhaust stack has been done.
- Manufacture and fit metal dividers in the chainsaw lockers on both trucks, one truck done, thank you Gareth
- LED Perimeter lights for the rest of the fleet
- Fit combo padlocks to fire trails, Thanks to Gareth for purchasing
- Replace faulty BBQ. Catering staff have requested one with a hood to keep food warm.

Purchase a new Heatlight BBQ with a hood – around \$3500.

- proposed by: Stuy
- seconded by: Sally

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

- The WHS officer report was accepted by the Committee.
  - proposed by:
  - seconded by:

WHS officer report is as follows: "Nil"

## 9. Catering Officer's Report.

- The Catering Officer's report was accepted by the Committee.
  - proposed by: Stuy
  - seconded by: Neville

Catering Officer's report is as follows: *"Michelle did a course on mental first aid course to assist in identifying fires fighters coming off the fire ground to identify issues and pass onto WHS.*

## 10. Membership Report (See attachment to Agenda email).

The Secretary sated that the Brigade Register was up-to-date but invited any comments or corrections to be passed to him. Peter to supply names of inactive members to be removed from the list. Look at sending letters if they wish to stay a member with the Brigade.

## 11. Other Business.

- Shed floor painting
  - **ACTION:** Minimum 28 days then some warm weather. November to be painted. The entire floor requires to be repainted. Colour to be darker TBD (Grey).
- Boundary fencing including gates
  - **ACTION:** Talk with dean to create boundary fence to delaminate between the Brigade and Warrambui. Trees to be trimmed by Warrambui. Possibly in November. Liaise with Warrambui re survey
- Landscaping including donated picnic tables
  - **ACTION:** To be completed during the fencing project.
- Mount Honda pump for truck filling
  - **ACTION:** To completed with the fencing. Cage to be completed
- Future building projects; dependant on executive appetite for projects
  - **ACTION:** Nil
- RFSA repeater grant, we need a definitive answer, the brigade has purchased a Telstra repeater for the shed, but the last meeting considered trialling one for the cat- 9
  - **ACTION:**
- Bunnings . need a leader or two for the day – check tomorrow night with training.
- Emails re training from the Training Officer
  - **ACTION:**  
  
Michael Matherson – remove from bart  
Dave Morton to change from Deputy to Firefighter  
Kylie setup on BART to send out

First Aid Officer. Broni believes she is not the First Aid officer – The Exec Committee determined that there is no need to have a First Aid Officer and will add first aid training during routine training. First aid kits checks have been completed by brigade members. More members should have first aid within the Brigade.

Remove the role of the first Aid officer.

- proposed by: Gareth
- seconded by: Stuy

## 12. Closure.

- The President declared the meeting closed at 2032h.

*Troy Searles*

**Troy Searles**

Secretary

9 September 2019

Attachment: 1.

Table 1: Action items

No.	Action item	Responsible	Time
Jun 14-02	<p><b>Assess “Fair Air, Fire Masks</b></p> <p>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.</p> <p>Purchase 20 masks for Captain to hand out.</p> <p>Tim to take on all actions. Gareth noted they are not good for members with beards.</p> <p><b>UPDATE:</b> Neville to take on all actions and to organise the trial this year.</p> <p><b>ACTION:</b> Troy to identify which committee members have the trial masks (5-6) – Neville, Rick and Kane</p> <p>Gareth – can not use with a beard</p>	<p>Neville McMartin</p> <p>Troy Searles</p>	Open
Feb 16-4	<p><b>Shed Extension</b></p> <p>Develop a plan for a shed extension, including remedial action on the mezzanine floor, to be completed by the Brigade’s 50th anniversary.</p> <p>Survey plan was provided to Warrumbui for its board’s consideration. (Objective 1: 4m on west end of shed. Objective 2: Mezzanine and other works).</p> <p>Neville proposed that a quote from Rapley’s was assessed by the Committee to be reasonable based on the fact that Rapley’s built the original shed using its proprietary structural design and, according to experienced members of the Executive Committee, the price quoted was fair. It was proposed that other quotes would not be required. Acceptance of a quote from Jasique Building for construction was also proposed. <b>Accepted.</b> Neville’s proposal was seconded by Judy and accepted by the Committee. Rick abstained from voting.</p> <p>Rick to follow up with Rapley’s when he hears from Warrumbui.</p> <p>Peter to send a letter of appreciation to the surveyors for their work on the shed site. Neville is to include them on the web site.</p>	<p>Peter Clark</p> <p>Stuart Burrows</p> <p>Neville McMartin</p> <p>Rick Mumberson</p> <p>Troy Searles</p>	Closed

	<p>Awaiting DA approval. Peter Alley said Brent Scanes Yass Council has several questions about the shed. Peter Clark responded to Scanes' questions. (see email from Scanes). Scanes said the Council's electronic system meant they had not held a copy of the hard copy plans given to the Council. Rick said the problem is the internal layout of the shed is not on the original plan and approved previously as a three-bay shed.</p> <p>Peter to continue to pursue Council.</p> <p><b>UPDATE:</b> Shed extension has been approved and is currently with YCC.</p> <p>It was discussed when to commence the building of the shed extension. I was agreed that Stuy and Peter to commence negotiation to commence the start the constructions of the fire shed which included getting the trusses made from Rapley's, ordering of materials and to commence levelling the ground and pouring the footings.</p> <p>It was discussed that the shed extension be built with no dismantling of the existing shed so security can be maintained. When the shed is erected, remove the dividing wall between the existing shed and extension</p> <p>Stuy/Peter to confirm with YCC that the DA has been approved.</p> <p>Troy to send a letter and certificate of appreciation to Steve Hogan, surveyor, for their work on the shed site.</p> <p>Troy to submit a grant application with the Liquor &amp; Gaming NSW for the shed extension and kitchen fit out as the DA for the shed has now been approved.</p> <p>Neville is to include the surveyor's logo on the web site.</p> <p>RIC/JASON Retain security of the shed. Sheets need to be cut and can not reuse the sheets. Week or two before slab and frame work. Sheets will be ordered in two weeks.</p> <p><b>ACTION:</b> Shed extension has been completed and certificate of occupancy received.</p>		
Oct 16-4	<b>Hose Stocktake &amp; Drying Solution</b>	Neville McMartin	Open



	<p>Conduct a stock take on all hoses as part of the annual inventory check. Design a hose drying solution.</p> <p>New hoses obtained from Yass Fire Control.</p> <p>Drying solution to be devised and constructed by Neville and Rick when the shed extension is done.</p> <p>No action. Waiting on shed extension.</p> <p><b>ACTION:</b> Commence design of hose drying rack – look at Wallaroo design</p>	Rick Mumberson	
Jun 17-1	<p><b>Seek RFSA Grant for Kitchen Equipment</b></p> <p>An RFSA Grant is to be sought for a stove and microwave for the kitchen.</p> <p>Sally will provide Tim with equipment details in order to submit the grant request.</p> <p>Awaiting equipment details.</p> <p>Sonia has a contact for a plumber who is willing to donate his services (Labour) to install the kitchen. It was decided that the Telstra repeater is a higher priority for the RFSA grant than the kitchen.</p> <p>Troy to submit a grant to the liquor and gaming licence as part of the shed extension.</p> <ul style="list-style-type: none"> <li>○ proposed by: Neville</li> <li>○ seconded by: Gareth</li> </ul> <p><b>ACTION:</b> Consider updating the current kitchen and not extend into truck area. Mezzanine area to have engineer certificate. Kitchen to be designed in existing area.</p> <p>Engineer certificate attic ladder and wall/balustrade to be organised by Rick</p>	Troy Searles  Rick	Open
Apr 18-5	<p><b>Information Officer Role</b></p> <p>Develop a duty statement for the media officer using existing Community Engagement Officer functions and combine with Brigade media tasks.</p> <p>Broni briefed the Committee on the role and functions of the Community</p>	Broni Jekyll  Sally Kaufmann  Troy Searles	Open

	<p>Engagement Officers (CEG) established by the RFS.</p> <p>Stu would like the Brigade to have a media officer for the Brigade, which would combine the functions of the CEG and the media officer. The new role would not be a member of the Executive Committee but would report to the President and Captain.</p> <p>Broni to get CEG duty statement, adapt with media tasks. Tim to add media role tasks.</p> <p><b>UPDATE:</b> The Community Engagement Officers role is already provided by RFS.</p> <p>It was discussed that all the roles can be combined and managed by one person. It will not be part of the Executive Committee but will be trailed and then see if it sits on the executive committee, or reports to the secretary or president.</p> <p>Sally stated that there is too much work to be completed by one person and it should be separated into Community Engagement and the Media roles. The get ready weekend would be a good start for community engagement and conduct post incident discussions.</p> <p>It was agreed that Sally will write the scope for Media/Comms Officer prior to September training.</p> <ul style="list-style-type: none"> <li>○ Proposed by Stuy</li> <li>○ Second by Neville</li> </ul> <p>Inform brigade members about the community engagement courses.</p> <p><b>ACTION:</b> Troy to send out EOI to all brigade members for both roles.</p> <p><b>UPDATE:</b> Duty statement provided by Sally 9/9/2019. Answers to Secretary or President.</p> <p>Information going out to keep information consistent. Webpage, and maybe Facebook later on.</p> <p>Neville to mentor the applicant.</p>		
Apr 18-7	<p><b>RFS Grant for Telstra repeater</b></p> <p>An RFS Grant is to be sought for a Telstra repeater to improve mobile communication reception at the shed.</p> <p>Tim to check if an RFS grant can be used for this.</p>	Troy Searles	Open

	It was decided not to submit a RFS grant for the kitchen at this time. Troy to submit a RFS grant application for the Telstra repeater.		
AUG 18-3	<p><b>Single bay shed on the eastern side of the brigade area</b></p> <p>Item passed over to the following Executive Meeting so Rick can advise the committee. On hold until shed completed</p> <p>UPDATE: Shelved</p>	Rick Mumberson	Closed
Feb 19-1	<p><b>Bunnings sausage sizzle</b></p> <p>September 2019. Further details to be provided. The proceedings from the sausage sizzle will be used to pay the brigades annual BART subscriptions.</p>	Sally	Closed
Feb 19-2	<p><b>Requirement to maintain Yass River Base</b></p> <p><b>ACTION:</b> It was raised that the current location of the Yass River radio base will need to be relocated at some time as the residents are actively selling their property. It was also identified that if both members attend a fire at the same time, no one can access the base radio. Also, with the introduction of BART the current radio base has become redundant as the messages are transmitted through the BART application. It was agreed that the Yass River radio base will be decommissioned at the end of the 2018 – 2019 fire season and the radio base be established at the Yass River fire shed.</p> <p><b>UPDATE:</b> Yass River Base has been closed down and equipment returned.</p>	Stuy	Closed
Feb 19-3	<p><b>First aid kits - snake bandages</b></p> <p><b>ACTION:</b> The first aid officer raised the need to purchase 10 purpose designed snake bite bandages for the 5 first aid kits. The bandages suggested are reusable and valued at \$18.90 each for a total of \$189.50. It was determined to be a very relevant purchase, however, if the bandages are used in a snake bite, there will be blood and venom on the bandage and the hospital will cut the bandage off. It had been identified that there were other snake bite bandages on the market that were not reusable and double the length for ½ the price. It was agreed that there was no need for the reusable bandage and that the purchase 5 bandages at \$10 max per bandage has been approved</p> <p><b>UPDATE:</b> Still to purchase</p>	Sonia	Open
Feb 19-4	<p><b>New light bars for all vehicles</b></p> <p><b>ACTION:</b> It was raised that the lightbars on the trucks need to be upgraded for better night driving as the current lights are unsatisfactory. It was proposed that the brigade purchase 4 x 350m at about \$250 each (stedi bars).</p>	Stuy	Closed

	<b>UPDATE:</b> Lights purchased and mounted to vehicles except the mounting to CAT9		
Feb19-5	<b>Internal shelf for cat 9</b>  <b>ACTION:</b> The matter was raised about the inadequate storage in the Cat 9. It was raised that the brigade to purchase an overhead console, about \$450, to store map books, radios and other equipment.	Stuy	Open
Feb 19-6	<b>Bluetooth for cat 9</b>  <b>ACTION:</b> The Captain raised the motion to purchase a Bluetooth hands free for the Cat 9 to enable him to talk and answer telephone calls handsfree.  UPDATE; purchased an in-ear earpiece.	Neville	Closed
Feb 19-7	<b>Phone booster shed and vehicles</b>  <b>ACTION:</b> If the RFS repeater grant is unsuccessful, the brigade to purchase the \$750 telstra or the \$1100 for Optus. Wait for grant and then determine if which one. Purchase an external vehicle booster to Increase phone coverage OHS aspect. About \$850 with antenna. Get one for cat 9 as a trial before other 3 vehicles. To use phones in remote area.	Neville	Open
Feb 19-8	<b>NSW RFS recognition for 10 years service applications.</b>  The secretary to identify members with 10 years or more service and to the current process to organise the recognition.  UPDATE: Kylie and Troy to check with RFS and who belongs to a different primary brigade. Check on requirement of presentation.  Life members check on how many can be nominated each year.	Troy	Open

**Table 2: Documents referred to in the meeting**

Document title	Author	Version	Date
Captain's Report	Stuart Burrows		
Treasurer's Report	Joanne Reid		
Training Officer's Report	Kylie Eggins		
Equipment Officer's Report	Neville McMartin		
WHS Officer's Report	Sonia Slattery		
Catering Officer's Report	Sally Kaufmann		
Membership Report	Yass River FCC		

**Table 3: Next meeting**

<b>Date</b>	<b>Start time</b>	<b>Finish time</b>	<b>Location</b>
TBA	6:30pm	TBA	Yass River-Nanima BFB Fireshed