



MEETING MINUTES

Meeting:	EXECUTIVE COMMITTEE MEETING
Convened by:	Peter Clark (President)
Attendees:	Stuart Burrows (Captain), Peter Clark (President), Troy Searles (Secretary), Gareth Ellem (Senior Deputy Captain), arrived 1940Neville McMartin (Deputy Captain 2 / Equipment Officer), Richard Mumberson (Deputy Captain 4), Kylie Eggins (Deputy Captain 5 / Training Officer), Sonia Slattery (WHS Officer), Sally Kaufmann (Food Controller)
Location:	Yass River-Nanima BFB Fireshed
Date and time:	7pm Tuesday 5 February 2019
Apologies:	Joanne Reid (Treasurer), Scott Burrows (Deputy Captain 3), David Morton (Deputy Captain 1),
Minutes by:	Troy Searles (Secretary)

Minutes

1. Opening and Apologies.

- The meeting started at: 1702 h
- The following members were present: Stuart Burrows (Captain), Peter Clark (President), Troy Searles (Secretary), Gareth Ellem (Senior Deputy Captain), Neville McMartin (Deputy Captain 2 / Equipment Officer), Richard Mumberson (Deputy Captain 4), Kylie Eggins (Deputy Captain 5 / Training Officer), Sonia Slattery (WHS Officer), Sally Kaufmann (Food Controller)
- Apologies were accepted from: Joanne Reid (Treasurer), Scott Burrows (Deputy Captain 3), David Morton (Deputy Captain 1)

2. Acceptance of the minutes.

- Executive Committee Meeting on 7 August 2018 was accepted by the Committee.
 - proposed by: Neville
 - seconded by: Ric

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: Ric

Captain's report is as follows: "Rain prior to Christmas while not drought breaking certainly assisted the area with some growth and making for a green instead of brown Christmas. We have had further falls of rain after hot spells delaying the browning off.

Numerous lightning strikes within the area during January with our area missing out thankfully.

Christmas party another success with over 40 adults and 15 children attending our community event

Thanks to the set-up crew, the pack up crew and all the donations of food large and small and a special thankyou to our cook Michael.

New junior members now require Juniors Coordinator (Admin position). The Captain will perform the position until the next AGM where the position will be offered.

Death of member Fiona McKaskill was a shock for the membership as Fiona was so young. Our thoughts go to Fiona's family, friends and of course Peter.

Fires/Incidents attended

- Greenwood Road Lightning strike to tree and wood pile - Stuart and Kylie
- Standby Pierces Creek fire ACT - Numerous members
- Possum Point fire located in the Tumut region - Troy
- 806 Dicks Creek Rd MVA - Stuart and Neville

Quick fill trailer

Thanks to Neville, Rick, Peter Clark, Gareth for the fabrication, painting, and registering of the trailer for use. Members should be proud of this new piece of equipment and I'm glad to see brigade funds going to a worthy and state of the art equipment for the safety of our members and community.

Shed update

Rick has been chasing Gus Rapley re the construction of the truss and uprights for the shed. I'm happy to say these are now constructed and we can move forward with the shed extension.

Further thanks to the great work of Troy we were successful in receiving a grant for the shed extension to the value of \$17500. The rest of our fundraising can hopefully be utilised for the other shed modifications we have planned and equipment for operational requirements.

Training

Specialised training for our female members was a huge success. I hope we can look at more of these specific types of training in the future for all members.

5. Treasurer's Report.

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

- seconded by: Stu

Treasurer's report is as follows: “

- The Brigade received \$3,300 from the Field Days.
- Since the donations letter was distributed just prior to Christmas the Brigade has received around \$2,100 in donations.
- In addition, the Brigade received \$615 from Brett Freebody to pay for the BART licences.
- The cheque account has around \$9,675.
- The Public Fund account has around \$17,700.
- The term deposit is around \$10,500 and is due to mature on 22 April 2019.
- The total funds at the Brigade's disposal is therefore around \$37,875.
- The Brigade was successful in its application for a grant from the NSW Department of Industry for the shed extensions. An amount of \$15,750 will shortly be received. The Brigade will be required to prepare an audited statement showing how the funds were spent.”

6. Training Officer's Report.

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

Training Officer's report is as follows: Training seems to going well.

- Getting positive feedback and constant numbers.
- Encourage older members to attend as newer members would benefit greatly from more experience/guidance.
- wanting to progress area familiarisation drives.
- First two will likely be Allison Butts property and Warrambui in upcoming months.

7. Equipment Officer's Report.

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

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]
- Hose stocktake completed, missing hoses obtained. Waiting on a 65 non-perc for the trailer
- Quick fill mods including a replacement pump and trailer, [New quickfill completed and registered, purchase \$2700 from Muscle Trailers at Windsor NSW, maybe another \$1500 spent fitting it out.]
- Display surveyor's logo on our web site; [Done]
- Telstra mobile repeater for the shed; [Secretary applying for RFSA grant]

Routine maintenance and repairs

- Cat 1 AC, thanks to Rick for dropping it off and picking it up
- Cat 1 right-front spring pack replaced, truck sits high on that side, waiting to see if it settles, will assess at the end of the fire season. Cab mounts may also be sagging.
- Repaired the Cat 7 small portable Honda pump; new carby
- Repaired Cat 9 rotating beacons
- Fitted standard 65 storz to the Cat 1 stand pipe
- Obtained a ISUZU repair manual on CD
- Replaced the red/blue flashing perimeter lights on the Cat 2 with LEDs
- Portable white board for training
- Replaced the Cat 7 pump starter relay for crew-area control
- Obtained spare chainsaw fuel cans, files, etc. Thanks to Glenn Odlum for organising.
- Cat 1 live reel switch replaced

To do

- Manufacture and fit metal dividers in the chainsaw lockers on both trucks, one truck done, thank you Gareth
- Quickfill vertical exhaust
- Quickfill shade
- Quickfill stickers
- LED Perimeter lights for the rest of the fleet
- Fit combo padlocks to fire trails, Thanks to Gareth for purchasing.

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

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

WHS officer report is as follows: "Nil incidents have been reported to myself over the past few months. Although it was brought to my attention, that at the last training, safety precautions (or preparations) were not raised by any attendees present prior to a live fire experiment. Myself included were involved and although aware of the dangers did not speak up and ensure the safety of all members present. Thankfully nothing evolved and all went to plan. Perhaps a reminder to me that I need to be a little louder regarding health and safety with members.

At the last meeting I raised the possibility of touching base with members attached to incident callouts, to check welfare and ensure nil OHS issues were raised. Unfortunately this did not occur, partly due to the small amount of call outs and possibly the logistics of myself becoming aware of these incidents and who attended. One solution I have come up with is to draw up a form, or handout that could be left in the shed with a quick tick and flick that members could complete (if needed) and leave in the shed or email back to the OHS rep either at the end of the day or at the next training session.

The handout could include

- Query if any damage to PPE, and what to do if new PPE required
- Query if any OHS issues raised during the incident

- Question to themselves if any health concerns – both physical and mental health
- Reminder of welfare contacts, counselling if needed
- Any option to provide other information they would like raised.

Broni Jekyll, our Brigade's First Aid Officer has provided a report regarding Snake bandages. There is now an improved bandage for snake bites but the Senior First Aid Officer at YVFCC has advised they are still on the wish list for brigade kit replenishment within the RFS. Further discussion regarding this will be held during later in other business.

Discussions have been had with Lachlan Gilchrist at YVFCC and it has been agreed that First Aid and fuel spill kits will be supplied for the quickfill trailer once rego papers are processed at HQ.

Nil other issues were raised.



Snake Bite Bandages – First Aid Officer, Broni Jekyll

Contact has been made with Senior First Aid and issue snake bite bandages are still only on the wish list for kit replenishment.

It was agreed that if brigades can get sponsorship (private or RFS) then it would be better for individual brigades to get them as we have already started summer without.

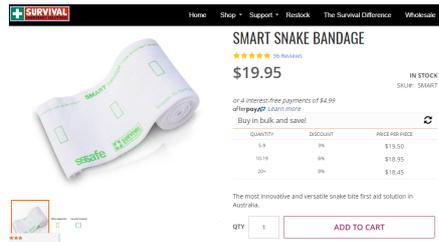
Please note that the old teaching of using crepe bandages is no longer valid. Also snake bite bandages double as immobilisation bandages.

Broni would like to request the purchase of ten (10) snake bite bandages as per the attached information, which totals \$189.50.

Standard practice requires two (2) bandages per First Aid kit to ensure correct application procedure is ensured for individuals with large extremities – visualise one of our taller members, for example Glenn Odum.

2 bandages per truck (Cat 1, Cat 2, Cat 7, Cat 9, and also the Quickfill trailer). If extra's are available it would also be beneficial for a further 2 to be kept in the Fireshed First Aid kit as a backup, but this is not essential.

To make room in the kits, the removal of 1 or 2 older style, roller bandages from each kit could occur. These surplus bandages would become brigade First Aid training bandages so as not to be wasted.



9. Catering Officer's Report.

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

Catering Officer's report is as follows: "There is very little to report. Fortunately, there have been no callouts to wildfires. Catering activities have been limited to the six training nights so far this season, although with the Yarrh solstice and other fundraisers coming up, that will change.

Catering expenditure to date for this season is about \$275. The greatest portion of this is \$216 for snack pack supplies, leaving about \$60 for ingredients for the six training night barbecues. The low brigade cost for the barbecues is because leftovers from the field days and the Christmas party spit roast have provided most of the brigade portion of the menu. On some nights the caterers don't claim the other minor brigade costs associated with their night.

Estimating how many people may turn up at a training night isn't a precise science but the trend this year appears to be slightly lower numbers than for the past few years. I'll review the numbers per month at the end of the season, compared with the same month in previous years, and adjust the estimated number down if the trend is firm.

We are gradually implementing a succession plan – or at least spreading the love – around the handful of women who have volunteered to help with catering responsibilities. For a second season, Jenny Mumberson is doing a great job with the snack packs. Recently, Michelle Storey has agreed to take over organising the team to produce training night catering and she and I are transferring these responsibilities progressively over the remaining training nights this season. Fiona, Liz, Patty, Stacey and Judy remain in the mix, and additionally Fiona takes a lead role in the AGM buffet.

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.

11. Other Business.

- Set date for AGM
 - **ACTION:** The date was discussed and as the financial FY is April to April and that the AGM has to be completed by 30 June, it was agreed that the AGM will be held on the 9th May 2019 at 8pm with a 7pm dinner.
- Autumn raffle
 - **ACTION:** It was agreed that the annual fundraising raffle will be conducted during the Yarrh winter solstice. The raffle will be advertised raising funds for a particular item to be purchased.
- Bunnings sausage sizzle
 - **ACTION:** We have been successful in two more Bunnings sausage sizzles. One in early May 2019 and September 2019. Further details to be provided. The proceedings from the sausage sizzle will be used to pay the brigades annual BART subscriptions.
- Requirement to maintain Yass River Base
 - **ACTION:** 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 fireshed.
 - **Proposed:** Gareth
 - **Seconded:** Kylie
- First aid kits - snake bandages
 - **ACTION:** 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

- **Proposed:** Neville
- **Seconded:** Ric
- Information officer role foundation
 - **ACTION:** Sally to complete to duty statement for the Information Officer
- Brigade Facebook page
 - **ACTION:** It was decided not to address this matter until the information officer duty statement and the position is filled.
- New/junior members training/on trucks
 - **ACTION:** Stu will be the junior members training officer until it is actioned during the AGM.
- Junior member Coordinator
 - **ACTION:** To be proposed at AGM.
- Shed costings and timings
 - **ACTION:** The costings and timings are contained in the grant application for the shed extension.
- New light bars for all vehicles
 - **ACTION:** 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).
 - **Purchased by Stu**
 - **Proposed: Gareth**
 - **Seconded: Ric**
- Internal shelf for Cat 9
 - **ACTION:** 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.
 - **Proposed: Neville**
 - **Seconded: Gareth**
- Bluetooth for Cat 9
 - **ACTION:** 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.
 - **Proposed: Neville**
 - **Seconded: Peter**
- Phone booster shed and vehicles
 - **ACTION:** If the RFSA 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.
 - **Proposed: Kylie**
 - **Seconded: Peter**

- OH&S induction to be completed for new members.
 - **ACTION:** to be completed by OH&S officer and if not present, Captain or Deputies.
 - Complete running sheet, sign and member to sign.
 - Training members older members with new members to mentor to attract older members.

- NSW RFS recognition for 10 years service applications.
 - The secretary to identify members with 10 years or more service and to the current process to organise the recognition.
 - Proposed: Gareth
 - Seconded: Sonia

12. Closure.

- The President declared the meeting closed at 2051 h.

T Searles

Troy Searles
Secretary
11 March 2019

Attachment: 1.

Table 1: Action items

Ref.	Item description	Owner	Due date	Status
Jun 14-02	<p>Assess "Fair Air, Fire Masks</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>UPDATE: Neville to take on all actions and to organise the trial this year.</p> <p>ACTION: Troy to identify which committee members have the trial masks (5-6) – Neville, Ric, Kane</p>	<p>Neville McMartin</p> <p>Troy Searles</p>		Open
Feb 16-4	<p>Shed Extension</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. Accepted. 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 Clark</p> <p>Stuart Burrows</p> <p>Neville McMartin</p> <p>Rick Mumberson</p> <p>Troy Searles</p>		Open

	<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>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>UPDATE: 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. Completed</p> <p>Troy to send a letter and certificate of appreciation to Steve Hogan, surveyor, for their work on the shed site. Completed</p> <p>Troy to submit a grant application with the Liquor & Gaming NSW for the shed extension and kitchen fit out as the DA for the shed has now been approved. Completed</p> <p>Neville is to include the surveyor's logo on the web site. Completed</p>			
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	<p>UPDATE: 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>			
Oct 16-4	<p>Hose Stocktake & Drying Solution</p> <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>ACTION: no action. Waiting on shed extension. Closed</p>	<p>Neville McMartin</p> <p>Rick Mumberson</p>		Close
Jun 17-1	<p>Seek RFS Grant for Kitchen Equipment</p> <p>An RFS 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 RFS 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"> ○ proposed by: Neville ○ seconded by: Gareth <p>UPDATE: Waith for the shed extension to be completed</p>	Troy Searles		Open
Apr 18-1	<p>Quickfill Trailer</p> <p>Build a new quickfill trailer.</p>	Neville McMartin		Closed

	<p>Neville noted that rather than modifying the existing quickfill trailer, it would be more effective to build a new one.</p> <p>Neville will lead a working group to build a new quick fill.</p> <p>Neville noted that instead of trying to modify the existing trailer he will contact a trailer builder in Queanbeyan to organise a quote to build a new trailer. The current trailer is too small for the water pump supplied by Yass FCC. The trailer requires to be a dual axle trailer to handle the weight.</p> <p>Neville to obtain quote on building new trailer. Closed</p> <p>Trailer built and in service</p>			
Apr 18-3	<p>BART Improvements</p> <p>Examine use of BART to improve its use by the Brigade before next season.</p> <p>The BART trial was successful. We need to train to use it more effectively.</p> <p>Sub-committee led by Dave with Neville and Tim to examine BART to improve the Brigade's use of it before the next season.</p> <p>The Brigade to adopt BART as the Brigade's operational callout tool.</p> <p>The Brigade will continue to use BART this year with the Brigade covering the costs of the annual subscription through fundraising, pay for SMS credits \$50 and update as needed.</p> <ul style="list-style-type: none"> ○ Motioned by Gareth for next Bunnings fund raising to pay for BART. ○ Proposed by Stuy ○ Seconded by Neville <p>BART availability to commence at first training session.</p>	<p>Dave Morton (Lead)</p> <p>Neville McMartin</p> <p>Troy Searles</p>		Closed

	<p>Neville to train captain, senior deputy and equipment officer on allocating members on trucks.</p> <p>Troy to send out email regarding the use of the availability colours. Closed</p>			
Apr 18-4	<p>New RFS Constitution</p> <p>Prepare presentation of new RFS Brigade Constitution and Brigade Rules for AGM 2018</p> <p>Tim presented the requirements of the Brigade to adopt the new RFS Brigade Constitution and Brigade Rules.</p> <p>Tim is to prepare the presentation of the Constitution and Rules for the upcoming AGM.</p> <p>The Brigade Constitution was voted for and passed during the AGM on 14/5/2018.</p> <p>Stuy to chase up with Tim Scully to check if the constitution has been submitted. Closed</p>	Stuy Burrows		Closed
Apr 18-5	<p>Information Officer Role</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 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>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</p>	<p>Broni Jekyll</p> <p>Sally Kaufmann</p> <p>Troy Searles</p>		Open

	<p>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"> ○ Proposed by Stuy ○ Second by Neville <p>ACTION: Inform brigade members about the community engagement courses.</p> <p>ACTION: Troy to send out EOI to all brigade members for both roles.</p>			
Apr 18-7	<p>RFSA Grant for Telstra repeater vs kitchen equipment.</p> <p>An RFSA Grant is to be sought for a Telstra repeater to improve mobile communication reception at the shed.</p> <p>Tim to check if an RFSA grant can be used for this.</p> <p>UPDATE: It was decided not to submit a RFSA grant for the kitchen at this time. Troy to submit a RFSA grant application for the Telstra repeater.</p>	Troy Searles		Open
AUG 18-1	<p>First aid officer and role scope</p> <p>ACTION: It was raised that Broni be the Brigades first aid officer who reports to WHS officer. Not a part of the Executive Committee. The addition of adding the role to the Executive Committee will have to be voted on at the AGM as it changes the brigade rule for the Executive Committee composition.</p> <ul style="list-style-type: none"> ○ proposed by: Kylie ○ seconded by: Gareth ○ Position accepted by Broni 	Broni Jekell		Closed

AUG 18-2	<p>Fitting of 2 -3 Brigade combination locks to fire trail gates</p> <p>It was identified that there are 6 gates on the Brigades fire trails that need to have a combination lock fitted.</p> <p>Gareth to buy 6 combination padlocks to be fitted to the gates.</p> <p>Locks purchased</p>	Gareth Ellem		Closed
AUG 18-3	<p>Single bay shed on the eastern side of the brigade area</p> <p>Item passed over to the following Executive Meeting so Rick can advise the committee.</p> <p>On hold until shed completed</p>	Rick Mumberson		Open
AUG 18-4	<p>2nd Brigade raffle 2018</p> <p>UPDATE: Sally suggested that we conduct a second raffle to be drawn at the Christmas party. It was raised that more prizes need to appeal to Canberra residents as not many Canberrans were interested in a water pump. Judy, Sonya and Sally could organise the raffles along with other Brigade members who have different contacts. It was also raised that we should not approach the same donators in each raffle. We could sell the tickets at the Murrumbateman markets, Hall Markets and Murrumbateman Field Day.</p> <p>It was decided not to sell the tickets at the Murrumbateman Field day and due to the fire season commencing at the end of the year and people saving for Christmas it was agreed that we will run a raffle once a year.</p> <p>Do a once year raffle with a set selling timeframe to coincide with winter Yarra solstice</p>	Sally Kaufmann		Closed

Table 2: Documents referred to in the meeting

Document title	Author	Version	Date
Captain's Report	Stuart Burrows	1	5/02/2019
Treasurer's Report	Joanne Reid	1	4/02/2019
Training Officer's Report	Kylie Eggins	1	5/02/2019
Equipment Officer's Report	Neville McMartin	1	5/02/2019
WHS Officer's Report	Sonia Slattery	1	5/02/2019
Catering Officer's Report	Sally Kaufmann	1	5/02/2019
Membership Report	Yass River FCC	1	29/01/2019

Table 3: Next meeting

Date	Start time	Finish time	Location
TBA	7pm	TBA	Yass River-Nanima BFB Fireshed