

## YASS RIVER-NANIMA VOLUNTEER BUSH FIRE BRIGADE

### Minutes of the Executive Committee Meeting held at the Fire Shed, Greenwood Road Thursday 19 September 2013

#### 1. OPENING AND APOLOGIES

The meeting opened at 7.10 pm with Brigade President Kane Fillingham in the chair.

**Present:** Peter Clark, Kane Fillingham, Gareth Ellem, Neville McMartin, Scott Burrows, Dennis Hogan, Sally Kaufmann, Dennis Hogan, Laeli Hogan, Joanne Reid and Tim Scully.

**Apologies:** Dave Morton, Stu Burrows.

#### 2. ACCEPTANCE OF THE MINUTES OF EXECUTIVE MEETING OF 30 MAY 2013

Copies of the minutes were provided to all members attending prior to the meeting.

On the motion of Gareth Ellem and seconded by Neville McMaster, the minutes as tabled were accepted as a true record of proceedings.

#### 3. MATTERS ARISING OUT OF THE PREVIOUS MEETING

The following matters were raised from the previous minutes:

No.	Subject	Action/Comments	Action by:	Status
1.	Fire Shed Rubbish Management	<del>Obtain a wheelie bin.</del> <b>UPDATE:</b> Kane has obtained recycle bins. Members should let him know when they need emptying. A sign should be made to this effect	<del>Kane Fillingham</del>	Closed
2.	Brigade History Record	Ask Tim Briggs to develop the record. <b>UPDATE:</b> Tim will have more time to do this soon.	Gareth Ellem (Coord)	Ongoing
3.	Cat 7 Air Conditioner	<del>Installation of AC.</del> <b>UPDATE:</b> AC installed.	<del>Dennis Hogan</del> (Coord)	Closed
4.	Installation of power points, outdoor light	<del>Draft a letter of thanks to James Smith of Gundaroo Electrical</del> <b>UPDATE:</b> Peter thanked James and asked him to relocate plumbing to better position.	<del>Kane Fillingham</del>	Closed
5.	Training to be held on weekend in June & July	<del>Inform all members in the next training email that training will not be held on the second Tuesday in June.</del> <b>UPDATE:</b> Completed.	Sally Kaufmann	Closed
6.	Obtain Backup UHF radios and digital scanners	<b>UPDATE:</b> All action completed.	<del>Dennis, Kane,</del> <del>Peter</del>	Closed
7.	OH&S	Emphasise the culture of tolerance during training sessions, and	All members in Brigade	Ongoing

		encourage a free and open discourse on all matters.	leadership positions	
8.	Annual Donation Letter	<del>a. Draft a letter to donors requesting a donation of \$50 for President and Captain's signature.</del> <del>b. Send the letter to all listed supporters.</del> <b>UPDATE:</b> Completed.	<del>Kane Fillingham</del> Tim Scully	Closed Closed
9.	Selection of Member to Monitor of Base Radio	a. Consider the needs of this role and provide feedback to the President and Captain by email. b. Inform members of the role in the next training email and seek expressions of interest. <b>UPDATE:</b> No response to Sally's request; send request again ( <b>ACTION 1</b> ). A non-active BF is needed.	All Committee Members Sally Kaufmann	Open Open
10.	Communications Office	Develop a proposal for a communications office/space in the fire shed by 30 June for presentation to the Committee.	Stu Burrows	Open
<del>11.</del>	Captain's Phone Allowance	<del>Arrange for a phone allowance of \$200 per annum to be paid to the Brigade Captain.</del>	Joanne Reid	Closed
12.	Contributions for John and Alison Hodgson's Farewell Present	<del>a. Seek contributions from members towards the cost of the present in the next training email.</del> <del>b. Provide Sally the bank account details and monitor the account for contributions.</del> <b>UPDATE:</b> \$285 raised. Sally will include additional request in a future email.	<del>Sally Kaufmann</del> Joanne Reid	Closed
<del>13.</del>	Murrumbateman Brigade Open Day - BBQ	<del>Seek volunteers in the next training email.</del>	Sally Kaufmann	Closed
	Murrumbateman Masquerade Ball Fund Raiser	<del>Include details of amount raised and distributed in a training email.</del>	Sally Kaufmann	Closed
14.	RFS Long Service (LS) Awards	Progress the nomination of eligible members of the Brigade for LS Awards	Peter Clark	Ongoing

#### 4. CAPTAIN'S REPORT

Captain Peter Clark had the following to report:

a. There were two fire callouts:

- 1) Dennis Hogan and Rick Mumberson responded to a car fire on the Barton Highway, but were recalled as other crews had the fire under control.

- 2) Michal Georgevski and Dave Beattie responded to a 000 call for a grass fire on Berrabanglo Road, but were unable to find the fire after spending considerable time looking for it.
- b. A couple of new people joined the Brigade at training on 12 September.
  - c. Peter thanked Gareth and others for a good training session. He said it was good to have training up and running again after the winter break.
  - d. An invitation to run a BBQ at the RFS open day at the Murrumbateman Shed was withdrawn after the event was scaled back.
  - e. A Zone exercise will be held at the Gunning Showground on 17 November involving one tanker and three personnel from each brigade. Peter said it was a good day last year and he would coordinate attendance by any interested members. Catering will be provided.

***ACTION 2: Peter Clark*** to coordinate members' attendance at the exercise.

The Captain's report was accepted on the proposal of Gareth Ellem and seconded by Sally Kaufmann.

## **5. TREASURER'S REPORT**

The Treasurer, Joanne Reid, reported that there was approximately \$34,000 in the term deposit. She asked members to let her know if there was any expenditure that would require her to transfer funds between amounts

There is approximately \$4,500 in the working account and \$1500 in the public account.

A \$200 donation was made to Clair Holland House on the death of former Brigade member and Public Officer David Hingston. The Brigade will require a new auditor.

***ACTION 3: Kane Fillingham*** to find and engage a suitable auditor of the Brigade accounts..

## **6. TRAINING OFFICER'S REPORT**

Training Officer, Gareth Ellem, reported that two training nights had been well attended. He noted that problem solving skills were good during the sessions. The approach to OH&S remained a focus during training.

Gareth noted that one lesson from the training sessions was that time completing tasks was not the major factor; getting it right was more important.

Gareth said that we need to keep training interesting to ensure members are motivated. The next training session would involve a truncated drive and preparation for the Murrumbateman Field Days.

He also reported that the Rural Fire Driver training had been replaced. If current members are not assessed for qualification, they will have to repeat it. The new training has a focus on driving on the public roads.

Neville commented that Gareth had done a "great job" with training and it was well coordinated.

The Training Officer's report was accepted on the proposal of Peter Clark and seconded by Dennis Hogan.

## **7. EQUIPMENT OFFICER'S REPORT**

Equipment Officer Dennis Hogan stated that most equipment related items had been covered in previous items.

Gareth raised a concern that members must complete the BF course before being issued with PPE, but this fact had not been communicated to members. He said that it was unreasonable for members to undertake training in their own clothing while awaiting to do a BF course.

Peter clarified that RFS rules require that PPE will be issued only to full members who had a Fire Zone number and had completed six months with the Brigade.

The Equipment Officer's report was accepted on the proposal of Gareth Ellem and seconded by Dave Morton.

## **8. OCCUPATIONAL HEALTH AND SAFETY (OH&S)**

Training Officer Gareth Ellem said that during training one member got soaked due to a lack of attention on the part of other member/s. Gareth will address this at a future session.

Gareth also reiterated that no crew members were to travel in the back of vehicles on public roads. Crews were only allowed to travel in the back of fire vehicles when on the fire ground.

After a discussion on obtained air conditioning for the shed kitchen/office, Peter Clark said he would obtain quotes.

The OH&S report was accepted on the proposal of Tim Scully Ellem and seconded by Peter Clark.

***ACTION 4: Peter Clark to obtain quotes for air conditioning.***

## **10. OTHER BUSINESS**

### **a. Preparation for Murrumbateman Field Days**

The President, Kane Fillingham, briefed the meeting on arrangements for supporting Murrumbateman Field Days.

### **b. Use of new Brigade Web Site**

Neville McMartin said there had been lots of compliments about the new Brigade web site.

It was agreed that Minutes of the Executive Committee would be published on the public area of site.

The Secretary would provide Neville the latest list of members who can access the "members only" area of the site.

Tim Scully and Sally Kaufmann have access to the Brigade email account, but were having difficulty using it. Tim would look into problems with the account.

***ACTION 5: Tim Scully*** to provide the latest membership list to Neville McMartin in order to determine who can access the “Members Only” area of the Brigade web site.

***ACTION 6: Tim Scully*** to look into Brigade email account problems.

**c. Use of Dropbox for Brigade Records**

Tim Scully informed the Committee that all Brigade documents were now in electronic form and stored in the cloud using Dropbox.

Tim outlined the security aspects of using Dropbox and the committee agreed the risk associated with using Dropbox for Brigade records was acceptable.

**d. PPE Badges**

Neville McMartin proposed that the Brigade pay for name/brigade badges for all active members. There were significant benefits to being able to identify members by name both on and off the fire ground.

Badges would include members’ preferred names and identify them as members of the “Yass River-Nanima” Brigade. It was agreed only active members with a fire zone numbers would receive the badges.

ADDENDUM TO MINUTES. Via email after this meeting, Kane Fillingham proposed that, in addition to names tags, the Brigade should also provide a RFS t-shirt for all active members. This was seconded by Gareth Ellem and agreed by all members.

***ACTION 7: Neville McMartin and Tim Scully*** to coordinate purchase of badges and t-shirts.

**e. Restocking of Trucks**

Tim Scully stated on behalf of Dave Morton that the emergency food and water rations need to be restocked on all trucks before the fire season .

Sally Kaufmann said she has this on her “to do list”.

***ACTION 8: Sally Kaufmann*** to coordinate restocking of trucks.

**f. Storz Adaptors not Supplied by RFS**

Neville McMartin stated that the issue of Storz adaptors are not supplied by the RFS. Gareth Ellem said he and Rick Mumberson had collected some adaptors and parts.

***ACTION 9: Neville McMartin*** to coordinate requirements for adaptors.

**g. PMR Radio**

Neville McMartin said a digital PMR radio could be bought from *Watts Communication* to replace the analogue radio in the shed for \$1,760, “ready to go”. A CB Repeater with associated equipment could be bought for \$2,900.

The following discussion about the CB Repeater covered installation of the repeater on Mt Ramsey. A license would be required at no cost. Approval must be obtained to place the repeater on Crown land.

It would be prudent to do a test in the field, preferably during a training exercise, to confirm the best location of the repeater.

**ACTION 10:** *Neville McMartin to find out how approval is gained to install the equipment on Crown land and coordinate a test with Gareth Ellem during a training exercise.*

**h. RFS Survey on Constitution Changes.**

Tim Scully informed the meeting that a recent RFS survey about changes to the constitution for RFS brigades solicited views from only 100 people. As this was a very small survey sample of FRS members, it was agreed that the scope of the changes should be confirmed. The Secretary would seek to clarify how broadly the changes would affect the Constitution.

**ACTION 11:** *Tim Scully to seek clarification of the scope of the proposed changes to the RFS Brigades' Constitution.*

**i. Brigade Open Day**

An Open Day at the shed was discussed. It was agreed the best approach would be to invite community members to a training night at the shed. Specific kits were available for raising awareness in the community. Neville McMartin said he could obtain the kits and Sally Kaufmann would send out an email inviting community members to attend training nights.

**ACTION 12:** *Neville McMartin to obtain Community Awareness kits and Sally Kaufmann to send an email inviting community members to awareness session during a training night.*

**j. Use of Brigade Email List for LHPA Message**

Peter Clark said the LHPA had asked if the Brigade could send out an email to its members regarding wild pigs in the area. It was agreed that current policy on use of the email list was appropriate and that the email list should not be used for such purposes.

**11. Closure**

There being no more items for discussion the President declared the meeting closed.

**Tim Scully**  
Secretary

30 September 2013

**Attachments:**

1. Summary of Actions

**SUMMARY OF ACTIONS**  
**Executive meeting of 30 September 2013**

No.	Subject	Action/Comments	Action by:	Status
1.	Selection of Member to Monitor of Base Radio	<p>a. Consider the needs of this role and provide feedback to the President and Captain by email.</p> <p>b. Inform members of the role in the next training email and seek expressions of interest.</p> <p><b>UPDATE:</b> No response to Sally's request; send request again. A non-active BF is needed.</p>	<p>All Committee Members</p> <p>Sally Kaufmann</p>	<p>Open</p> <p>Open</p>
2.	A Zone Exercise 17 Nov 13	Peter Clark to coordinate Brigade participation	Peter Clark	Closed
3.	New auditor required	Kane Fillingham to find and engage a suitable auditor of the Brigade accounts.	Kane Fillingham	Open
4.	Air conditioning for shed	The meeting agreed that quotes should be obtained for air conditioning for the shed kitchen/office.	Peter Clark	Closed
5.	New Brigade Web Site Access	Latest membership list required by Neville McMartin to determine who can access the "Members Only" area of the Brigade web site.	Tim Scully	Open
6.	Brigade Email Problems	Investigate Brigade email account problems.	Tim Scully	Open
7.	Provision of name badges and T-shirts to members	Coordinate purchase of badges and t-shirts.	Neville McMartin & Tim Scully	Open
8.	Restocking of trucks	Sally Kaufmann to coordinate restocking of trucks.	Sally Kaufmann	Open
9.	Storz adaptors are not supplied by the RFS	Coordinate requirements for adaptors.	Neville McMartin	Open
10.	CB repeater installation on Mt Ramsey	<p>a. Determine how approval is gained to install the equipment on Crown land.</p> <p>b. Coordinate a test with Gareth Ellem during a training exercise.</p>	<p>Neville McMartin</p> <p>Gareth Ellem</p>	<p>Open</p> <p>Open</p>
11.	RFS Survey on Constitution Changes.	Determine scope of proposed changes to the RFS Constitution	Tim Scully	Open
12.	Brigade Open Day	<p>a. Obtain Community Awareness kits</p> <p>b. Send an email inviting community members to awareness session during a training night</p>	<p>Neville McMartin</p> <p>Sally Kaufmann</p>	Open