

YASS RIVER-NANIMA VOLUNTEER BUSH FIRE BRIGADE

Minutes of the Executive Committee Meeting held at the Fire Shed, Greenwood Road Thursday 30 May 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, Stuart Burrows, David Morton, Gareth Ellem, Neville McMartin, Scott Burrows, Dennis Hogan, Sally Kaufmann, Dennis Hogan, Laeli Hogan, Joanne Reid and Tim Scully.

Apologies: There were no apologies; all members were present.

The President noted the extraordinary contribution John and Alison Hodgson have made to the Brigade and the RFS over the past 38 years. John and Alison will be missed in the Brigade. On behalf of the Committee and Brigade members, Kane extended best wishes to John and Alison for their retirement in the UK. At their farewell, Kane presented John and Alison an oil panting in recognition of their service to the Brigade and RFS, and as a memento from their friends in the Brigade.

2. ACCEPTANCE OF THE MINUTES OF THE 2012 AGM

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

On the motion of Stu Burrows and seconded by Gareth Ellem, the Minutes as tabled were accepted as a true record of proceedings.

3. MATTERS ARISING OUT OF THE 2012 ANNUAL GENERAL MEETING

The following matters were raised from the previous minutes:

No.	Subject	Action	Status	Action by/ Comments:
1.	Fire Shed Rubbish Management	a. Obtain a wheelie bin. b. Buy small ready-use bin and bags	Open Closed	Kane Fillingham
2.	Community Education Day	Gareth Ellem to invite Neville McMartin to be coordinator	Closed	
3.	Brigade History Record	Ask Tim Briggs to develop the record	Open	Gareth Ellem to continue as coordinator
4.	Cat 7 Air Conditioner	Installation of AC	Open	Work in progress (Dennis Hogan to continue as coordinator)

4. CAPTAIN'S REPORT

Captain Peter Clark had little to report following the recent AGM (1 May 2013). He reported that:

- a. a fire/pile burn had been completed;

- b. installation of all power points in the shed had been completed after two years;
- c. an external light had been installed at the western end of the shed to improve visibility at night; and
- d. the farewell for John and Alison Hodgson went very well.

ACTION 1: Kane Fillingham will draft a letter of thanks to James Smith of Gundaroo Electrical.

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

5. TREASURER'S REPORT

Treasurer Joanne Reid reported that financial activity was quiet at this early time in the year.

She reported that the new Secretary, Tim Scully, was now a signatory to the Brigade's bank account.

Joanne also reminded members to provide her with invoices for any purchases from the "Murrumbateman Rural Supplies" store.

The Treasurer's report was accepted on the proposal of Dennis Hogan and seconded by Neville McMartin.

6. TRAINING OFFICER'S REPORT

Training Officer Gareth Ellem also had little to report following the recent AGM. He informed the Committee that June/July training was likely to be held on a weekend and would possibly include a burn at Dave Morton's property. Members would need to be advised of this.

ACTION 2: Sally Kaufmann will inform all members in the next training email that training will not be held on the second Tuesday in June.

The Training Officer's report was accepted on the proposal of Neville McMartin and seconded by Joanne Reid.

7. EQUIPMENT OFFICER'S REPORT

Equipment Officer Dennis Hogan reported that:

- a. he was continuing the installation of an air conditioner in the Cat 7 truck;
- b. Yass Fire Control (YFC) has ordered a new top for the pump on the Cat 2 truck; and
- c. there were currently no outstanding equipment requirements.

Backup UHF Radios. Stu Burrows raised the requirement for back-up UHF radios to be provided to assist drivers of all Brigade vehicles. These were required as a backup to existing radios to provide the driver with better, more flexible communication with the crew leader and other crew members when on the fire ground. Typically, the fire ground will operate on a designated UHF channel. On larger fire grounds, the channel can become extremely busy with operational communications between brigades and control and command units. Where Yass

River has multiple units attending the fire ground, the second UHF set would be used on the designated brigade channel 27 for intra-brigade communication. The radios would be hard-wired into the vehicles including the Cat 9. The Committee agreed this was a legitimate requirement.

***ACTION 3: Dennis Hogan** will coordinate this task as an equipment project and will get quotes for four radio sets including antennas.*

Digital Scanners. Neville McMartin raised the need for digital scanners for all deputy captains now that the RFS had moved to digital communications. The scanners could be purchased for approximately \$370 each. The committee agreed this was a legitimate requirement. Seven scanners would be purchased, being one for the Senior Deputy, five for the Deputy's and one for the base station.

***ACTION 4: Kane Fillingham** will get a quote from the local company, Watts Communication, for the scanners and UHF sets and report back to the Committee via email.*

***ACTION 5: Dennis Hogan** will get online quotes and report back to the Committee via email.*

***ACTION 6: Neville McMartin** will get quotes for speakers for the scanners and report back to the Committee via email.*

***ACTION 7: Peter Clark** will check with YFC regarding the provision of a new base station PMR radio for the fire shed.*

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)

Peter Clark and Dave Morton led a discussion about the need for all members, especially those in defined leadership roles, to pay close attention to OH&S. The need to do so is driven by the increase in the number of members now in the Brigade, which has broadened the diversity of its membership.

The RFS espouses tolerance by and for all members regardless of gender, religion, race or ethnicity. This extends to tolerance for each other's skills, experience and capabilities, in particular their strengths and limitations.

There is a now wide range of experience in the Brigade - from those with long, hands-on experience to those who are just starting out as volunteer fire fighters - so it is important that all members behave with respect, professionalism and courtesy towards all members of the Brigade.

A leader is not just a member with a badge of rank. Those with long experience need to empathise with new members and share their knowledge in a non-aggressive and open manner; those with limited experience should always be prepared to listen, be encouraged to ask questions and speak out without fear or favour. Our lives may depend on it on the fire ground.

Everyone in the Brigade is a valued member with something to contribute. Reinforcing the culture of tolerance in our Brigade will continue to bring out the best in all members.

ACTION 8: *as a continuing action, all members in Brigade leadership positions are to emphasise the culture of tolerance during training sessions, and encourage a free and open discourse on all matters.*

While all members of the committee endorsed the need for greater emphasis to maintain the strong culture of tolerance that the Brigade has enjoyed for some time, this initiative was accepted on the proposal of Gareth Ellem and seconded by Sally Kaufmann.

10. OTHER BUSINESS

Annual Donation Amount

Kane Fillingham proposed that the annual donation from local supporters of the Brigade remain at \$50. A letter to be sent to all donors should include:

- a. a list of the newly elected office bearers in the Brigade, and
- b. a form requesting:
 - 1) the donation to be transferred to the Brigade's bank account, and
 - 2) confirmation of contact details.

ACTION 8: *Kane Fillingham will draft a letter to donors requesting a donation of \$50 for his and Peter Clark's signature.*

ACTION 9: *Tim Scully will send the letter to all listed supporters.*

The proposal was accepted on the proposal of Kane Fillingham and seconded by Gareth Ellem.

Monitoring of Base Radio

Peter Clark stated that, with the departure of John Hodgson, there was a need to determine how the Brigade base radio would be monitored. John performed a much larger task than just monitoring the radio; he also coordinated volunteers and the monitoring and recording of Fire Control activity.

There is a need to determine what specific duties are required for the role and therefore, how it would be filled. It was determined that the Brigade members should be approached to volunteer for the role, but a clear duty statement was required for the position as some experience would be needed to fill the role.

ACTION 9: *All Committee members will consider the needs of this role and provide feedback to the President and Captain by email.*

ACTION 10: *Sally Kaufmann will inform members of the role in the next training email and seek expressions of interest.*

Communications Office

Stu Burrows raised the need for a dedicated communications office/space in the fire shed. This was a general requirement, but was particularly important when a fire was being controlled from the shed. It is important that communications activities be segregated from other activities during a fire incident.

ACTION 11: Stu Burrows will develop a proposal for a communications office/space in the fire shed by 30 June for presentation to the Committee.

Captain's Phone

Neville McMartin proposed that the Captain receive an allowance to cover the cost of phone calls incurred when coordinating and managing the Brigade's response to fire incidents. The motion was unanimously agreed. An allowance of \$200 was deemed reasonable.

ACTION 12: Joanne Reid will arrange for a phone allowance of \$200 per annum to be paid to the Brigade Captain.

Contributions for John and Alison Hodgson's Farewell Present

At their farewell, the Brigade President, Kane Fillingham, presented John and Alison Hodgson an oil painting in recognition of their service to the Brigade and RFS, and as a memento from their friends in the Brigade.

While Kane was more than happy to pay for the present (\$750), other members would most likely wish to contribute to the cost of the present. The Committee agreed that it would be appropriate to seek contributions from other members.

Contributions would be paid into the Brigade bank account.

ACTION 13: Sally Kaufmann will seek contributions from members towards the cost of the present in the next training email.

ACTION 14: Joanne Reid will provide Sally the bank account details and monitor the account for contributions.

Murrumbateman Brigade Open Day - BBQ

Peter Clark proposed that the Brigade help the Murrumbateman Brigade with its open day by running a BBQ.

ACTION 15: Sally Kaufmann to seek volunteers in the next training email.

Murrumbateman Masquerade Ball Fund Raiser

Peter Clark said the Murrumbateman Masquerade Ball was well attended and raised over \$23,000 to assist the local Brigades following the last fire season. Members will be provided more details of the amounts distributed to Brigades.

ACTION 16: Sally Kaufmann to include details of amount raised and distributed in a training email.

RFS Long Service Awards (LS)

Peter Clark stated that there were numerous members of the Brigade eligible for LS awards. Peter listed the members eligible for the award and noted there were some details to be clarified in some cases. With the Committee's agreement, Peter said he would progress the awards.

ACTION 17: Peter Clark will progress the nomination of LS Awards for eligible members of the Brigade.

Closure

There being no more business for the Executive Committee, the President declared the meeting closed.

Tim Scully

Secretary

6 June 2013

Attachments:

1. Agenda

**YASS RIVER-NANIMA VOLUNTEER BUSH FIRE BRIGADE
566 Greenwood Road, Murrumbateman NSW 2582**

AGENDA FOR EXECUTIVE COMMITTEE MEETING TO BE HELD ON 30 MAY 2013

1. **Opening and Apologies.**
2. **Acceptance of the Minutes of the 28 November 2012 Executive Committee meeting.**
3. **Matters Arising from the 2012 ~~Annual General~~ Executive Committee Meeting.**
 - a. Fire Shed Rubbish Management – Actions:
 - 1) Kane Fillingham to obtain dedicated wheelie bin.
 - 2) Sally Kaufman to buy small ready-use bin and bags.
 - b. Community Education Day – Action: Gareth Ellem to invite Neville McMartin to be coordinator.
 - c. Brigade History –Action: Ask Tim Briggs to take on the project.
 - d. Yass River Cat 7 Air Conditioning – Action: Dennis Hogan to take necessary action.
4. **Captain's Report.**
5. **Treasurer's Report.**
6. **Training Officer's Report.**
7. **Equipment Officer's Report.**
8. **Occupational Health and Safety.**
9. **Other Business.**
 - a. Determination of amount of annual donation (currently \$50).
 - b. Awards nominations (note: some eligible members are now in other brigades).
 - c. Purchase of digital radios for deputies and members.
 - d. Determine who is interested in monitoring a base radio.
 - e. Setting up a communication/office in the fire shed.

Tim Scully
Secretary

23 May 2013