



## AGENDA

<b>Meeting:</b>	EXECUTIVE COMMITTEE MEETING
<b>Convened by:</b>	Peter Clark (President)
<b>Attendees:</b>	Stuart Burrows (Captain), Peter Clark (President), Gareth Ellem (Senior Deputy Captain), Neville McMartin (Deputy Captain 1 / Equipment Officer), Scott Burrows (Deputy Captain 2), Kylie Eggins (Deputy Captain 4 / Training Officer), Damien Eggins (Deputy Captain 5), Tim Scully (Deputy Captain 6), Sally Kaufmann (Food Controller), Karolyn Odlum (Junior Coordinator), Joanne Reid (Treasurer); Michelle Storey (Information Officer)
<b>Location:</b>	Yass River-Nanima BFB Fire Shed
<b>Date and time:</b>	6:30pm Tuesday 24 February 2020
<b>Apologies:</b>	Troy Searles (Secretary), Rick Mumberson (Deputy Captain 3), Sonia Slattery (WHS Officer)
<b>Minutes by:</b>	Tim Scully (for Secretary)

### 1 Opening and Apologies.

See above.

### 2 Acceptance of the minutes of the 9 September 2019 Executive Committee meeting.

Several amendments to the previous meeting's minutes were proposed by Sonia. The committee endorsed the previous minutes providing the changes are made.

Proposed: Neville. Seconded: Tim. Accepted.

### 3 Matters arising from the previous meeting.

Matters and actions arising from the previous minutes are annotated in Attachment 1.

### 4 Captain's Report.

#### *General*

The 2019/ 2020 fire season commenced as of 1 October 2019. The outlook is as stated in the September 2019 Captain report and as we are all aware there were numerous fires burning in NSW. As a result, we have had numerous people deployed to the fires up north and locally. As I write this report, we have had some significant rainfall which has filled some dams and the river systems. This has now eased the burden of the fires at this time however we all need to remain vigilant as it does not take long to return to the fire conditions we had prior to Christmas. Also, as we all know our season is usually to March and April in our area.

Fundraising has been very successful again during the off season. The Murrumbateman field days has been another success along with our Bunnings sausage sizzle in September. A huge thank you all our members who assist on these fundraising activities which allows the brigade to flourish with new equipment and new facilities.

There have been several people attending courses which only strengthens our brigade. We have people qualified as Comms operators, Community Engagers, AF and BF courses. We have gained a few new members and I'm sure we will see further enquiries as a result of the fires in NSW.

We have created the Information Officer position which was successful filled by Michelle Storey. I look forward to working with Michelle and getting the relevant and correct information to our members and residents during times of fires and in general to inform our community. I would also like to especially thank Sally who has undertaken this role informally for a number of years keeping our community up to date with brigade activities and events.

### ***Fires/Incidents attended***

- Monday 25 November 2019 pile burn Walmsley Crossing reignited – attending members Stuart Burrows, Neville McMartin, Peter Clark, Gareth Ellem and David Beattie.
- 16 January 2020 tree fire caused by lightning at 21 Dicks Creek Rd – attending members Stuart Burrows, Neville McMartin and Glenn Odlum along with Back Creek members Ben Haseler, Paul Forster, Lindsay Butt, Geoff McFarlane and Gavin Shepherd. Declared out on 17 January 2020
- Numerous local fires and deployments up north (please refer to deployment lists)
- Tuesday 18 February 2020 – scrub fire caused by lightning strike near Corrigan's Road and Yass River Road. Fire was on the property of Saan Ecker and Joanne Byrne. Attending members Stuart Burrows, Rick Mumberson, Peter McCaskill, Kim Bannon, Mac McDonald and Glenn Odlum. In their private vehicle were Saan Ecker, Joanne Byrne and Rudi Rajic along with trucks Manton Cat 1, Cat 7 and Cat 9 and Group 2 Deputy 2. Fire declared out on Thursday 20 February 2020.

### ***Quick fill trailer***

The quick fill trailer is now complete with a new pump fitted which can fill the largest of our trucks in under 5 minutes. This is a great asset for the brigade and now we just need to get a few members familiar with the equipment who can deploy it when required. My thanks to Neville and Peter for completing this project.

### ***Shed update***

The shed and surroundings work continues with the projects are becoming smaller and smaller. The floor has been painted, fencing and gates have been erected, outside table and chairs installed with landscaping started. There will be some further enhancements to the shed for training, but these won't be started until the end of the fire season when we have some time on our hands. I hope all who attend appreciate the efforts of the members to have a modern fire shed. My personal thanks to all the people who attended on the various days and working bees. The list of people is comprehensive, but you all know who you are and once again a huge thank you to one and all.

### ***Murrumbateman Field Days***

As stated earlier a huge thankyou to all the members who attended the field days and assisted to raise money for the brigade. Each brigade will receive around \$3500 and an additional \$1000 is being donated to the Tarlo Brigade for their catering at the recent fires. Anyone who was at the various fires is aware of the fabulous food supplied to keep firefighters going throughout the day. There is money being kept in the fund for the 2020 field day and it is expected there will be no significant expenditure this year.

### ***Slabs for Heroes***

A special thankyou to Slabs for Heroes who have generously donated food, drinks and goods to the brigade. Special thankyou to Jenny and Sally for sorting what was required for our brigade and then making sure other brigades in the area also receive items needed to sustain them for the fire seasons.

### ***Training***

As stated earlier we have had numerous people complete a variety of courses to assist the brigade with its activities. Thank you to all for the time you put in to attend these courses. A special thankyou to Kylie for the training in November which involved some 32 people. It was a fabulous scenario-based training event involving all members. I believe everyone got something from the night. A big thankyou also the landowners for the use of their property. As a result of the fires we have had significant numbers attending all our training sessions and Kylie has chosen topics that have kept currency of the members skills.

### ***Conclusion***

Several projects have been finalised which have been on the books for a while. The extension along with the fencing has made the shed very user friendly. There are a few other projects within the shed to improve the shed for training and social events which hopefully we can finalise this winter. As I write this report there are currently 5 major fires in NSW to the south, east and west of us, along with the fire in the ACT, all deemed under control.

Proposed: Neville. Seconded: Gareth

## **5 Treasurer's Report.**

The Brigade received \$3,500 from the Field Days. The cheque account has around \$9,000. The Public Fund account has around \$11,400. The term deposit is around \$10,700 and is due to mature on 22 April 2020. The total funds at the Brigade's disposal is therefore around \$31,100.

It appears the extreme bushfire season has generated increased interest in making donations to the Brigade with around \$8,800 received to date from personal donations compared to around \$3,500 in 2018-19.

Given the shed extension works are almost complete and the Brigade still has a healthy cash balance of \$31,000 it would be timely to consider what the next priorities are for capital expenditure.

The historic approach to issuing receipts for donations has been to include a sticker of the NSW RFS logo bearing the name of the Brigade and the year of donation. We have now exhausted the

initial print run of year stickers, with the original supply only going up to 2019. A decision needs to be made on whether the practice of including the year should be continued.

Proposed: Stu. Seconded: Tim. Accepted.

**ACTION:** Committee members to propose for capital expenditure. Troy to follow up for Joanne.

## 6 Training Officer's Report.

All is going well. We've had strong attendance at training since November.

Given the busy fire season we've had a lot of the training has been shed based which has been fortunate given the distinct lack of water around the area until the recent rains.

I felt last training was especially useful to me to hear what people had learnt during this fire season. It's the first time in my 19 years with the RFS that my brigade has had so much experience/exposure to fire.

We only have March and April left for training followed by May preparation for closed over the winter break.

I will be emailing out a spreadsheet shortly detailing members qualifications, requesting they check them and advise me of any discrepancies.

Damo had obtained some 44 gallon drums to be utilised for training.

March training will be based around portable pumps.

Proposed: Stu. Seconded: Joanne. Accepted.

## 7 Equipment Officer's Report.

### ***Outstanding Actions from the minutes***

- Hose drying rack; *[Part of the shed extension – temporary one installed along the back of the shed]*

### ***Routine maintenance and repairs***

- Landscaping and fencing
- Painted half the floor
- Dual USB sockets fitted in each truck for phone charging
- Smoke mask plastic containers
- Upgraded the web host storage (emails and photos)
- All trucks were serviced in late September to high standard in preparation for the fire season
- Quick fill fitted with new high flow pump
- Flashing LED perimeter lights fitted to all trucks to aid visibility
- New second BBQ procured with warmer tray, and rodent lids for both BBQs
- New internal and external LED lighting fitted to the shed
- Rodent treatment for the shed carried out in December
- Cat 2 alternator regulator replacement

- Cat 9 engine pump mounts replacement
- Procured two new drip torches from the RFS to replace faulty units
- Procured two new dial-a-jet nozzles from the RFS replace faulty units
- Big thanks to Rick for tidying the shed.

**To do**

- Cat 7 left door to be repaired/replaced.
- Check the left rear wheel cylinder on the Cat 7 in Autumn
- Complete installation of the pump housing and pump for filling the trucks from the tank

Proposed: Stu. Seconded: Joanne. Accepted.

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

Report provided by Stu on Sonia's behalf.

I was made aware of two incidents by members. One dehydration and the other smoke inhalation. Excellent follow up was made by the crew leaders at each incident with the particular member and the WHS officer also made contact.

It has been requested that all incidents are reported, regardless of how minor it may be, as this may assist in upgrading our general PPE to better quality where possible.

If anyone is aware of incidents, please email the WHS officer so a complete list can be compiled for the 2019/20 fire season.

Proposed: Kylie. Seconded: Neville. Accepted.

**9 Catering Officer's Report.**

Despite the horrific fire season throughout the state and beyond, there have been no local wildfires requiring the services of the catering team. Where we have been busier than usual is in keeping up supplies of crew snack packs. Also, after a bit of a dip for the past couple of years, training night attendances are again reaching the figures we were achieving in the past, meaning the training night supper is a slightly bigger exercise.

Catering expenditure to date this season is \$533 compared to \$275 this time last year, although I should add that costs for last season were particularly low for a number of reasons that were set out in last February's catering report.

Ever since we introduced them, snack packs comprise the greatest single item in the catering budget, \$343 so far this season. At this stage, and without tempting providence, I don't believe we will have further costs.

***Snack Packs***

We normally produce 50 snack packs at the beginning of the fire season and some seasons we still have as many as half of them left at the end.

We started this season with a batch of 60 and replenished the numbers to 80+ in early January, making about 100 overall so far.

This year, in recognition of the much more difficult fire conditions and longer shifts on the fireground, we increased the size of the snack packs and produced a truck pack containing electrolyte powder, sunscreen and insect repellent (with replacement stock in the store cupboard) for general crew use. We also left a supply of chapsticks in the cupboard to be taken as required. And finally, there is also a small supply of care packs (6-8) for people deploying for more than 24 hours. These contain personal use items such as toothbrush and toothpaste.

We engaged with a Facebook campaign called *SlabsForHeroes* in early December and received a delivery from them on the night of our Christmas party (at least we had plenty of people to unload the car boot and trailer). When we contacted Slabs in January to see whether they could help us with the second batch of snack packs, they delivered a huge boot load far in excess of what we had asked for. As a result, after making up our own packs, we made up more than 100 more and gave them to Back Creek and Manton. Our ongoing supplies of Powerade drink have been totally supplied by Slabs.

At the same time and independently of the catering officer, a member of the executive asked *SlabsForHeroes* for 300 snack packs. I became aware of this supply in the truck hanger on 8 February, where it had been sitting for some weeks, subject to heat spoilage and an attraction for vermin.

We did a stocktake of this the following day, keeping what little we could, including the care packs mentioned above, and arranged with the zone catering truck manager and Jeir brigade to take most of the rest.

Could I emphasise that it would be helpful to engage the catering officer before making arrangements such as this, as this delivery was completely unnecessary and had to be resolved by the catering team.

Many thanks to Jenny Mumberson for her time and effort in maintaining the brigade's snack pack supply and stocktaking and sorting the extra 300.

As a result of the great support from Slabs, our costs for snack packs this season have only been about 50% higher than last year (\$343 vs \$217). This is despite producing more than double the number of snack packs and increasing the quantities in them, extending the range to truck packs, care packs and individual personal care items, and providing bottles of Powerade.

### ***Training supper***

As already mentioned, training night numbers have returned to what they were a few seasons ago, meaning the training night supper has been a slightly bigger exercise this season.

During the 2014-15 season, Warrambui chef and brigade catering officer Ben Dachs spoilt our members with his superior training suppers. As a result, after he left, the Committee agreed to broaden the menu, with the additional cost to be covered by donations to the Tucker Tin. More recently we have also been able to meet the needs of a couple of vegetarians among us and others with various dietary constraints within this broadened menu.

Brigade catering costs for the six training nights so far this season come to \$190, a bit over \$30 a night. This low cost – which doesn't include ingredients bought with the tucker tin donations – is because we have rarely had to buy sausages.

Costs next season may go back to what they were before we started benefitting from the field days leftovers, as these are now going to Gundaroo's fundraiser the weekend after the field days.

However, leftovers from our two sausage sizzle fundraisers helped this year and may still be enough to cover training, as 120 leftover sausages, negligible in the fundraiser equation, is enough for four training nights.

There is one small problem: working out the brigade/Tucker Tin split in order to claim reimbursement for training night costs requires far more effort than is justified and I am seeking an easier way of doing it, see separate document.

### **Proposal**

Sally proposed that, as we have enough experience to be confident that a budget of about \$3.50 per head (\$2.20 from the brigade and \$1.50 from the Tucker Tin) is enough to provide the supper, we simply allow the caterers to claim reimbursement from the brigade based on \$2.20 per expected head, without receipts. They then take the balance of what they actually spend from the Tucker Tin, which is an informal arrangement of the members, not related to brigade business (in the same way as the drinks donation tin functions outside the brigade).

Additionally, Sally proposed we review the brigade contribution at the start of each fire season, with the expectation of an occasional increase in the per head amount.

Proposed: Sally. Seconded: Gareth. Accepted.

**ACTION:** Joanne to ensure financial aspects are in accordance with RFS policy.

## **10 Membership Report.**

Nothing to report in Troy's absence.

## **11 Other Business.**

- **AGM Date.** The AGM will be held at 8pm on Wednesday 6 May 2020. A meal will be provided starting at 7pm.
- **RFS grant ideas.** Neville proposed that a sub-committee be formed to solicit grant ideas from Brigade members. The sub-committee would include Neville, Tim and Stu.
- Proposed: Neville. Second: Tim. Accepted.

**ACTION:** Form a sub-committee, led by Neville, to coordinate grant suggestions.

- **Information Officer position (President to announce).** See action item in attachment.
- **Mezzanine works, (Rick).** Did not attend.
- **Replace inkjet printer with a colour laser scanner/printer, range from \$340 - \$700 (Neville).**

Proposed: Neville. Seconded: Joanne. Accepted.

Old printer to Secretary for Brigade work.

**ACTION:** Neville to buy new printer.

- **Telstra vehicle repeater(s), Cat 9 etc.** This will be added to the Brigade granted list.
- **Next Exec meeting date.** The next meeting will be held before the AGM at 1830 on Wednesday 29 April 2020.

**12 Closure.**

Peter declared the meeting closed at 1955.

A handwritten signature in black ink, appearing to be 'TS', written in a cursive style.

**Tim Scully**

For Secretary

24 February 2020

**Attachment:**

1. Action Items



**Attachment 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>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, Rick and Kane</p> <p>Gareth – cannot use with a beard</p> <p><b>UPDATE:</b> Closed</p>	<p>Neville McMartin</p> <p>Troy Searles</p>	CLOSE
Oct 16-4	<p><b>Hose Stocktake &amp; Drying Solution</b></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>No action. Waiting on shed extension.</p> <p>ACTION: Commence design of hose drying rack – look at Wallaroo design</p> <p><b>UPDATE:</b> Stock take completed. Temporary one installed along the back of the shed. Current system working OK. Action to remain open.</p>	<p>Neville McMartin</p> <p>Rick Mumberson</p>	Open
Jun 17-1	<p><b>Seek RFS Grant for Kitchen Equipment</b></p> <p>An RFS Grant is to be sought for a stove and microwave for the kitchen.</p> <p>Sally will provide Troy 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"> <li>○ proposed by: Neville</li> </ul>	<p>Troy Searles</p> <p>Rick</p>	Open

	<ul style="list-style-type: none"> <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> <p><b>UPDATE:</b> Nothing to report. Action to remain open.</p>		
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 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, seconded 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>Broni Jekyll</p> <p>Sally Kaufmann</p> <p>Troy Searles</p>	CLOSED

	<p>Duty statement provided by Sally 9/9/2019. Answers to Secretary or President.</p> <p>Information going out to keep information consistent.</p> <p>Webpage, and maybe Facebook later on.</p> <p>Neville to mentor the applicant.</p> <p><b>UPDATE:</b> Selection process was completed with Michelle Storey being the successful applicant. Action closed.</p>		
Apr 18-7	<p><b>RFSA Grant for Telstra repeater</b></p> <p>An RFSA Grant is to be sought for a Telstra repeater to improve mobile communication reception at the shed.</p> <p>Secretary to check if an RFSA grant can be used for this.</p> <p>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> <p><b>UPDATE:</b> Action closed.</p>	Troy Searles	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 bit 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>Still to purchase</p> <p><b>UPDATE:</b> Action to remain open (Sonia apology)</p>	Sonia	Open
Feb19-5	<p><b>Internal shelf for cat 9</b></p> <p><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.</p> <p><b>UPDATE:</b> Action to remain open.</p>	Stuy	Open
Feb 19-7	<p><b>Phone booster shed and vehicles</b></p>	Neville	Open

	<p><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.</p> <p>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.</p> <p><b>UPDATE:</b> Action to remain open.</p>		
Feb 19-8	<p><b>NSW RFS recognition for 10 years' service applications.</b></p> <p>The secretary to identify members with 10 years or more service and to the current process to organise the recognition.</p> <p>Kylie and Troy to check with RFS and who belongs to a different primary brigade. Check on requirement of presentation.</p> <p>Life members check on how many can be nominated each year.</p> <p><b>UPDATE:</b> President provided with a copy of the members who have achieved 10 years +</p>	Troy	Open
Sep 19-1	<p><b>Shed floor painting</b></p> <p><b>ACTION:</b> Minimum 28 days then some warm weather. November to be painted. The entire floor requires to be repainted. Colour to be darker TBD (Grey).</p> <p><b>UPDATE:</b> Action to remain open</p>	Stuart	Open
Sep 19-2	<p><b>Boundary fencing including gates</b></p> <p><b>ACTION:</b> 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</p> <p><b>UPDATE:</b> Completed. Action closed.</p>	Rick	CLOSED
Sep 19-3	<p><b>Landscaping including donated picnic tables</b></p> <p><b>ACTION:</b> To be completed during the fencing project.</p> <p><b>UPDATE:</b> Awaiting a table. Action closed..</p>	Rick	CLOSED
Sep 19-4	<p><b>Mount Honda pump for truck filling</b></p> <p><b>ACTION:</b> To completed with the fencing. Cage to be completed.</p> <p><b>UPDATE:</b> Action to remain open.</p>	Neville	Open

Feb 20-1	<b>Capital Expenditure</b> Committee members to propose for capital expenditure. Troy to follow up for Joanne.	Searles	Open
Feb 20-2	<b>Financial Probity</b> Joanne is to ensure financial aspects are in accordance with RFS policy.	Joanne	Open
Feb 20-3	<b>RFS Grant Sub-committee</b> Form a sub-committee, led by Neville, to coordinate grant suggestions from members. Stu and Tim to assist.	Neville	Open
Feb 20-4	<b>Replace inkjet printer with a colour laser scanner/printer.</b>	Neville	Open