



**YASS RIVER-NANIMA VOLUNTEER BUSH FIRE BRIGADE
MINUTES OF EXECUTIVE COMMITTEE MEETING HELD
ON 25 MARCH 2015**

1. Opening and Apologies.

The President opened the meeting at 7.11pm and welcomed all members.

In attendance: Kane Fillingham, Peter Clark, Broni Jekyll, Gareth Ellem, Neville McMartin, Ben Dachs, Rick Mumberson, Dave Morton, Tim Scully, Stu Burrows and Sally Kaufmann.

Apologies: Joanne Reid, Scott Burrows

2. Acceptance of the minutes of the 26 November 2014 Executive Committee meeting.

Gareth proposed that the previous minutes be accepted as a true and accurate record of the meeting. Broni seconded the proposal, which was accepted.

3. Matters Arising from the previous meeting.

No.	Subject	Action/Comments	Action by:	Status
1.	Brigade History Record	<p>Ask Tim Briggs to develop the record.</p> <p>Update: Tim B. is happy to get on with it.</p> <p>ACTION: Sally to provide minute book to Tim S. for digital scanning for Tim B.</p> <p>ACTION: Tim S. to speak with Michael Mathieson has re Brigade related papers held by Paul Butt.</p> <p>Kane proposed and Gareth seconded formation of sub-committee. Accepted.</p> <p>ACTION Tim S. to chair with members Peter Clark and Tim Briggs. History to be included as a standing report on agenda.</p>	Gareth Ellem (Coord)	Closed
Jun14-02	Assess "Fair Air, Fire Masks	<p>Gather feedback on fire masks functionality from members trialling the masks during next fire season.</p> <p>Update: No opportunity to trial this season. A trial will be held over until next season</p>	Neville McMartin	Open

Jun 14-05	2015 AGM Social Function	Develop a plan to communicate and coordinate the next AGM as a social function at Warrumbui "Round House". Discuss prior to next AGM (May 2015) Update: See Item 11.d. below.	Rick Mumberson & Dave Morton	Open
Nov 14-1	Kitchen Office Refit	Refit office/kitchen space to include a comms room and security measures at a maximum cost of \$2,500. Update: Completed. Kane thanked Rick for his efforts.	Rick Mumberson	Closed
Nov 14-2	First Aid Training	Members to be encouraged to do first aid training. ACTION: Tim to email members to seek participants for FAA course and to have qualified members certified with RFS.	Gareth Ellem	Open
Nov 14-3	CCTV Security Cameras	Examine options for CCTV security cameras for shed and provide details to CAPEX Sub-Committee. Update: The recent security modifications are satisfactory. Additional cameras are not required.	Neville McMartin	Closed
Nov 14-4	Annual Donation reminder	Send email and letter regarding the annual donation. ACTION: Tim to send final request for donations.	Tim Scully	Closed
Nov 14-5	"Thank You" Letter	Draft a thank you letter to Margie for Peter and Kane's signature ACTION: Tim to draft letter.	Tim Scully	Open
Nov 14-6	Snack Pack Contents	Seek advice from Ben on nutritional content of snack packs.	Sally Kaufmann	Closed
Nov 14-7	Christmas Party Charity	Seek nomination from Greg for charity to receive 2014 Christmas Party donation. Update: \$100 donation made to Bowning School.	Peter Clark	Closed
Nov 14-8	GPS "Moving Map"	Purchase four "moving map" GPS Devices (less reversing camera). Update: All new devices fitted to vehicles. Old devices are to be left in shed. ACTION: Neville is to dispose of the old GPS units via an online site such as 'Gumtree'	Neville McMartin	Closed
Nov 14-9	Shed Entry Road Repair	Organise repairs to the shed entry road. Update: Completed. Rick and his work party work party were thanked for doing a great job.	Rick Mumberson	Closed

Nov 14-10	Brigade Call Out System	Implement the call out system ASAP. Update: implemented and operating satisfactorily.	Tim Scully	Closed
Nov 14-11	Training email	Training email to be sent on Wednesday prior to training. Executive Committee members to ensure feedback on the draft email is provided promptly to Sally.	Sally Kaufmann	Closed
Nov 14-12	25mm Fog Nozzles	Purchase 25mm fog nozzles to replace all dial-a-jet nozzles. Update: Nozzles purchased and fitted.	Neville McMartin	Closed

4. Captain's Report.

The fire season has been relatively quiet one even though it looked like there would be a lot of activity early in the season.

There was a fairly large fire in the Mullion region which our brigade responded to at the outbreak, two crews attended and spent the night fighting this fire, then crews spent the following day and night mopping up, this gave a great number of new members who had completed their BF course the opportunity to use their newly learnt skills in a real fire situation. Many thanks to those that did attend this fire.

We were also called to a fire on Tallagandra Lane but were called off before reaching the fire.

Peter believes we have a very healthy brigade at the moment and this is evident in the way we are able to respond to fires at short notice. We are also attracting unprecedented membership with new residents keen to join the brigade and volunteer their services as well as meet the more established residents and make new friends through the brigade. Peter would like to welcome them to our brigade and hope that they find the experience challenging and rewarding.

We have trialled a new call out roster system which seemed to work quite well during the season and it gave all active members the opportunity to be selected to attend fires when they were available without any being overlooked. Thanks to Tim for the effort of putting it together and maintaining.

Some great work was also done in and the shed with Rick and a number of others upgrading the access road, fitting new shelving, securing the shed and the fit out of the communication area.

Gareth and a number of other members have done a fantastic job with training.

All our trucks have been maintained and kept to a high standard by Neville with new fit outs including new GPS units as well as other items, they have also been to Yass for their annual check and new suspension fitted to the Cat 1.

Thanks to all the committee members for their contribution this season.

Neville proposed that the Captain's report be accepted. Gareth seconded the proposal, which was accepted.

5. **Treasurer's Report.**

The Secretary reported on the Treasurer's behalf.

The balance in the cheque account is around \$15,900

The balance in the Public Fund account is around \$3,500

The Brigade was selected for an audit of our Public Fund earlier this year. The audit covered the initial months of the Public Fund and at this time the Brigade only issued receipts to those donors that requested one. This practice was changed towards the end of the period such that receipts are now issued to all donors, as per the requirements of the Public Fund and the Constitution.

Joanne had a long chat with one of the Trustees of the Public Fund about the audit and he said many Brigades were having troubles with the administration of the Fund due to the experience and/or availability of volunteer Treasurers. However he was happy with the way things are operating and satisfied with our response to the audit.

In relation to the term deposit, Joanne added that given another fire season is over, she suggested a plan for at least the next six months could be developed and if there are no further major works planned, so that we can set up a term deposit at least until major preparation for next fire season commences. Having said that, Joanne notes that currently the rates with Westpac are around 2.55% so it's not as though we are making big money from a term deposit. See item 11.a. for more discussion on this subject.

Kane added that the Brigade would not expect any more income until after the next donation letter is sent (i.e. after the AGM).

Dave proposed that the Treasurer's report be accepted. Broni seconded the proposal, which was accepted.

6. **Training Officer's Report.**

Gareth said training has been going well with increasing a numbers turning up. The biggest issue is that we have too many people for the amount equipment we currently have.

Gareth said training, as the winter period approaches, would focus on getting back to basics. He also suggested that the Brigade training shuts down over the winter period, which was agreed.

Discussion ensued during which it was agreed that the winter period would be a good opportunity to carry out maintenance work on the shed.

ACTION: Rick to coordinate drainage work and provide cost estimate for out-of-session approval. And coordinate working bee to repaint shed floor.

Neville proposed the Training Officer's report be accepted. The proposal was seconded by Stu and was accepted.

7. **Equipment Officer's Report.**

Neville reported on the status of his outstanding actions – these are recorded above in item 3. On routine maintenance and repairs, he reported the following:

- All three trucks have had the annual inspections completed including two new rear tyres for the Cat 2 and a new front spring Pack for the Cat 1. Cat 1 alternator was found to be fine. However it only just copes with all lights on, so I have commenced a program to replace some lights with LEDs. The locker lights and area flood lights have been replaced. *Committee to assess lighting effectiveness of the area flood lights before possibly replacing the lights on the cat 2 and 7. Cost was \$60 for four LED flood lights which halved the load and doubled, in theory the light output.*
- All four units have had new Benelec VHF fire ground radios fitted by the RFS. This necessitated the removal of one UHF-CB radio from the Cat 2 and Cat 7 due to limited antenna roof space. Proposal to fit the brigade owned VHF radio (from the Cat 9) to the shed with an external antenna, approx. \$350. Also we now have two spare UHF-CB radios.
- A truck wheel nut torque amplifier (wheel-nut cracker) was purchased following verbal discussion at the previous committee meeting. Device was trialed at last month's training and appeared to work satisfactorily. Proposal to purchase two more units, approx. \$200.
- Torches (Flashlights) in the trucks turn themselves on and run the batteries flat. Proposal to replace them with good quality push-button LED torches.

Neville proposed that he purchase two more wheel nut crackers and a torch for each truck, which was agreed.

ACTION: Neville to buy two more WNCs and a torch for each truck.

Gareth posed that the training Officer's report be accepted. The proposal was seconded by Stu and was accepted.

8. Occupational Health and Safety Officer's Report.

No OH&S matters have been reported to the OH&S Officer since the last meeting.

In order to avoid injury during training, Stu proposed that the Brigade obtain a plastic drum to draught water during exercises. Kane said he would donate a drum.

ACTION: Kane to donate a plastic drum to the Brigade.

Stu also stated that all members attending Brigade activities including training should always bring their PPEs, if they have them.

ACTION: Sally to include this requirement in training emails.

Gareth proposed that the OH&S Officer report be accepted. The proposal was seconded by Rick and was accepted.

9. Catering Officer Report.

It has been a quiet season from the catering perspective, with no callouts.

Training BBQ. Ben has taken over organising the food for the monthly training nights and Sally

will only step in when he is unavailable. From all accounts this suits everyone.

Crew packs. Ben and Sally and the core catering team of Denis and Barbara Hussey, Michelle Scully, and Kerry and Mark Wagstaff put together 50 crew snack packs early in the season, in expectation of strong demand. The packs are working out at a cost of about \$7 to \$8 each.

Catering truck. To date, the region's truck is being used most often to cater for the various training sessions being held at fire control. Belinda Reynolds did the majority of them herself last year, with some minor help from me, but is seeking greater input from all brigades for this year's program. We will take responsibility for one of the events – Sally is still liaising with Belinda regarding which one, and will then check with the core team for a couple of people to help on the day.

Field days. We have just had our first meeting of the field days' catering group, which included discussion of the possible changes to catering outlets this year.

Dave prosed that the Catering Officer's report be accepted. The proposal was seconded by Stu and was accepted.

10. Membership Report Proposal.

Tim proposed that membership matters be included as a standing item on the Executive Committee meeting agenda. This would help to ensure membership records were accurate and probationary members were accepted as full members as early as allowed.

ACTION: Tim to include membership matters as a standing item in future agenda.

Tim's proposal was seconded by Peter and was accepted.

Having met RFS requirements, the committee accepted and welcomes the following probationers as full members of the Brigade with full voting rights:

- Samantha Clark
- Carlton Fearnside
- Ian Parker
- Ashley Timm
- Ben Dachs

11. Other Business.

a. Term Deposit and Formalisation of CAPEX Plan.

Further to discussion at Item 5 above, Tim proposed that the Brigade place \$10,000 in a term deposit or a higher yield deposit, depending on which was more advantageous for the Brigade. The Treasurer would be tasked to determine which measure would be adopted.

ACTION: Joanne to advise the Committee on which deposit would be best for the Brigade.

Tim's proposal was seconded by Gareth and was accepted.

b. Review of Roster System.

Roster system worked well. Trial new system app.

Run out to two weeks for next season.

c. Installation/Use of Grant Equipment.

ACTION: Rick install screen in due course.

More fridges not needed.

Tim to use new printer at home for Brigade business.

d. Planning for AGM and Brigade Function.

It was agreed the combined AGM and function should be held on the first Wednesday in May (noting that Kane not available).

ACTION: Ben was to find out ASAP if the Warrambui facility is available on the date.

The evening would start at 6.30 with dinner with AGM at 8pm.

Once availability is known, the Committee would make plans for the function.

Gareth's brewed beer is ready for a function.

e. Confirmation of Brigade RFSA representative.

Tim Scully was confirmed as the Brigade RFSA representative.

12. **Closure.** The President declared the meeting closed at 9.04 pm.



Tim Scully
Secretary

27 March 2015

Attachment:

1. List of Actions

LIST OF ACTIONS

No.	Subject	Action/Comments	Action by:	Status
1.	Brigade History Record	Provide minute book to Tim Scully for digital scanning for history project. Ask Michael Mathieson if Paul Butt has Brigade related papers that would be useful the history. Establish History Sub-Committee (Tim Scully, Peter Clark and Tim Briggs).	Sally Kaufmann Tim Scully Tim Scully	Open
Jun14-02	Assess "Fair Air, Fire Masks	Gather feedback on fire masks functionality from members trialling the masks during next fire season. Update: No opportunity to trial this season. A trial will be held over until next season	Neville McMartin	Open
Jun 14-05	2015 AGM Social Function	Develop a plan to communicate and coordinate the next AGM as a social function at Warrumbui "Round House". Discuss prior to next AGM (May 2015) Update: See Minutes Item 11.d.	Rick Mumberson & Dave Morton	Open
Nov 14-5	"Thank You" Letter	Draft a thank you letter to Margie for Peter and Kane's signature	Tim Scully	Open
Mar 15-1	FAA Training	Members to be encouraged to do first aid training. Email members to seek participants for FAA course and to have qualified members current qualifications certified with RFS.	Tim Scully	Open
Mar 15-2	Donation reminder	Send final reminder for donations for this season	Tim Scully	Open
Mar 15-3	GPS Disposal	Dispose of the old GPS units via an online site such as 'Gumtree'	Neville McMartin	Open
Mar 15-4	Shed Maintenance	Coordinate drainage work and provide cost estimate for out-of-session approval. Coordinate working bee to repaint shed floor.	Rick Mumberson	Open
Mar 15-5	Truck Equipment	Buy two more wheel nut crackers and a torch for each truck.	Neville McMartin	Open
Mar15-6	Training Equipment	Obtain a plastic drum for training purposes.	Kane Fillingham	Open
Mar 15-7	Training requirements	The training email is to remind all members attending Brigade activities, including training, that they should always bring their PPEs, if they	Sally Kaufmann	Open

Attachment 1

		have them.		
Mar 15-8	Finance – Term Deposit	Seek advice for the Committee on the most appropriate form of term deposit for the Brigade.	Joanne Reid	Open
Mar 15-9	AGM and Function	Determine ASAP if the Warrambui facility is available on the first Wednesday in May for the AGM and function.	Ben Dachs	Open