

YASS RIVER-NANIMA VOLUNTEER BUSH FIRE BRIGADE

MINUTES OF EXECUTIVE COMMITTEE MEETING HELD ON 26 JUNE 2014

1. WELCOME AND APOLOGIES

The Brigade President, Kane Fillingham, opened the meeting at 7.15 pm.

Present. Members present included Peter Clark, Kane Fillingham, Broni Jekyll, Gareth Ellem, Neville McMartin, Scott Burrows, Dave Morton, Rick Mumberson, Sally Kaufmann and Tim Scully. Ben Dachs attended the final stage of the meeting having finished representing the Committee at another RFS meeting.

Apologies. Apologies were received from Joanne Reid, Stuart Burrows and Ben Dachs (see above).

New and Departing Committee Members. Kane welcomed new members Rick Mumberson, Broni Jekyll and Ben Dachs to the Committee and thanked departing members, Dennis and Laeli Hogan, for their much appreciated efforts as Equipment Officer and Vice President, respectively.

2. ACCEPTANCE OF THE MINUTES OF THE 22 JANUARY 2014 EXECUTIVE COMMITTEE MEETING

Kane proposed that the minutes of the previous meeting be accepted as a true and accurate record of the meeting. Seconded: Neville. Agreed

3. MATTERS ARISING FROM THE PREVIOUS MEETING

No.	Subject	Action/Comments	Action by:	Status
1.	Brigade History Record	Ask Tim Briggs to develop the record. UPDATE: Nothing to report.	Gareth Ellem (Coord)	Open
2.	Selection of Member to Monitor of Base Radio	Two members were considered suitable to monitor the base radio: David Fearnside and/or Denis Hussey. Dennis Hussey would also like to maintain the catering truck. UPDATE: Denis Hussey will be available for this task.	Peter Clark	Closed
3.	Communications Office	Develop a proposal for a communications office/space in the fire shed by 30 June 2013 for presentation to the Committee. UPDATE: No report due to Stu's absence.	Stu Burrows	Open
Jan 14-01	Term Deposit	Re-establish five month term deposit at 3.5% with Westpac Bank	Joanne Reid	Open

		Update: Consideration of re-establishing the term deposit will be subject to consideration of capital expenditure by sub-committee mentioned below.		
Jan 14-02	Cat 1 Aircon Repair	Aircon requires repair. Installer to be contacted. Update: Neville will finalise outstanding actions.	Peter Clark	Closed
Jan 14-03	Members to Inform CLs of Allergies/ Illness on Call Out	a. Invite Broni Jekyll to brief members on this requirement at the next training session. b. Mention the requirement in the next newsletter. Update: Broni will issue this notice at the start of the fire season – Broni.		Closed
Jan14-04	Improve Comms in AOR	Coordinate purchase of a high gain antenna.	Neville McMartin	Closed
Jan14-05	Purchase “Fair Air, Fire Masks	Purchase five masks to be trialled by members who are able to assess their functionality. Update: Masks purchased. Feedback on functionality to be sought during coming fire season.	Kane Fillingham	Closed
Jan14-06	Crew Availability & Roster System	Coordinate research and development of a roster/availability system for Brigade callouts to be considered by the Committee. Update: After much discussion about options, it was agreed an email system run by the Secretary will be created using primary and secondary call-out lists. Primary would include those who can be on-call at the shed or respond within 30 mins and secondary will include those who can respond in slower time or be available the next day for follow-on tasking. The lists will be compiled via email from the Secretary to the Captain each week during the fire season. Training for the new system would be done before the fire season. ACTION: Action changed to Tim Scully	Neville McMartin & Gareth Ellem Tim Scully	Open
Jan14-07	Proposed AGM Agenda Item:- Change Brigade Name	Write a paper and ascertain RFS policy on a name change to be included in AGM Agenda Notice. Update: AGM decided not to change name.	Tim Scully	Closed
Jan14-08	Purchase LED Driving Lights for Cat 9	Get a quote for LED driving lights and email it to Committee members. Update: Lights installed.	Peter Clark	Closed
Jan14-09	CLs to Provide Names of Crew on Callout	a. Invite Broni Jekyll to brief members on this requirement at the next training session. b. Mention the requirement in the next newsletter. Update: Now incorporated into training	Gareth Ellem Sally Kaufman	Closed

		regime.		
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4. CAPTAIN'S REPORT

Peter welcomed Rick, Broni and Ben as new members to the Committee. He noted that things had been pretty quiet since the end of the fire season. One call-out was recorded with Neville responding to a house fire alarm on John Jobbins Road. Neville proposed that the report be accepted. Seconded: Gareth. Agreed.

5. TREASURER'S REPORT

There is just over \$20,000 in the brigade accounts. The term deposit not been re-established pending outcomes of capital expenditure planning for the coming year. Tim presented this statement on Joanne's behalf. Kane proposed that the report be accepted. Seconded: Peter. Agreed.

6. TRAINING OFFICER'S REPORT

Gareth noted the normal winter hiatus in training. Regular training will reconvene in September. However, a navigation exercise (NAVEX) will be held on 19 July, which may require the use of the Group truck and will require catering for a BBQ lunch. Sally will issue an email for this event.

Hazard burns can be conducted for training depending on weather. September is the most likely time that this will be done.

Gareth proposed running a *Fire Fighters Information Day* where experienced people would gather in the shed to provide information and training sessions on a range of skills and requirements included but not limited to training on using new jumper leads, filling extinguishers, truck equipment etc.

Seconded: Rick. Agreed.

7. EQUIPMENT OFFICER'S REPORT

Neville told the committee a range of equipment related jobs had been completed including:

- New CB radio in Cat 1.
- Cat 9 flashing beacons replaced, fuse box repaired.
- Seals on Cat 7 pump repaired.
- New security lights working outside shed.
- New v-belt put on Cat 1 live reel. Members should tell Neville if they notice any slippage on the reel.
- Hoses on Cat 1 and Cat 7 were shortened.
- Dennis will retain his scanner given he is an experienced driver/fire fighter.

- Primer valves on Cat 1 fixed.
- On/off switch on Cat 1 fixed. Switch in Cat 2 has been disabled.
- Cat1 primer leaks oil on floor (WHS Concern). Drained oil, replaced with 30W. Neville noted that should only use 30W oil be used, not multi-grade. Neville also asked members to tell him if they noticed more leaks in the coming weeks.
- Driving lights on Cat 1 fixed.

Neville noted the following remaining equipment tasks:

- Obtain Jumper leads (see Item 13 below).
- Compile an equipment inventory.
- Put a “Departure/Return Check List” sticker on each truck.
- Get blind for shed window to reduce heat and improve security.
- Repair Cat 2 aircon
- Replace bulbs with LEDS overtime to reduce electrical load on trucks.

Gareth proposed that the report be accepted. Seconded: Rick. Agreed.

Neville also proposed that an account be opened at Ashdown & Ingram in Fyshwick to facilitate equipment purchases. Seconded: Tim. Agreed.

ACTION: Tim to send form to company to establish account.

8. OCCUPATIONAL HEALTH AND SAFETY OFFICER'S REPORT

There was no OHS report due to Stu's absence.

9. Plan to Attract More People to AGM

Kane led discussion on why the recent AGM attracted low numbers. It may be an indicator that members are happy with how things are going and therefore are happy to let the Committee get on with Brigade business. Conversely, it might indicate members are unaware that the AGM is “their” meeting.

Much discussion centred on making the AGM a social event. More communication of the AGM as a social event will be required to attract more people, but timing of the event would be important given the wine growers' commitments at the usual time the AGM is held (early May).

Kane and Peter would invite members to the AGM as a social event that included ideas such as AGM & Dinner, Cook Off or Bake Off, canapés” etc. in the “Round House” at Warrumbui.

Dave proposed that the next AGM be arranged as a social event paid for by brigade with Warrumbui's permission to use the “Round House”. The event would be advertised and promoted through our regular communication channels. Seconded: Rick. Agreed.

ACTION: Rick and Dave to formulate a plan to communicate and coordinate the next AGM

as a social function.

10. Brief on RFSA Grant Application

Tim briefed the Committee on the RFSA grant submitted earlier this year. He said a conservative approach was taken to the request given the Brigade's solid financial position, low number of RFSA members in the Brigade and lack of RFSA delegates, all of which are included in RFSA Grant criteria. The outcome of the request will be known around November this year. Tim proposed that, should the RFSA Grant bid fail, the items requested should be considered for purchase in the CAPEX Plan. Seconded. Rick. Agreed.

ACTION: Rick to consider including RFSA Grant items in CAPEX Plan if the grant is not approved.

Tim took this opportunity to brief the Committee on deliberations around establishing a Yass Valley RFSA Branch. This initiative did not get support due to a lack of understanding of the RFSA's role. The matter will now be considered by the Captains' Meeting, but we should encourage members to join the RFSA. Tim would continue in the role as the Brigade's RFSA representative.

11. Capital Expenditure Plan

Rick proposed that a formal capital expenditure (CAPEX) sub-committee and plan be established.

Rick described the initiatives and factors, including OHS, that need to be considered in developing the plan. In particular, he said a long term focus is required for infrastructure developments for the shed because *ad hoc* actions may adversely affect its future use.

The Committee supported this view and agreed a CAPEX sub-committee should be formed to develop the capital expenditure plan. The committee would include Rick, Dave, Neville and Kane. Stuart would also be engaged as the OHS officer.

Seconded: Tim. Agreed.

ACTION: Rick would lead the establishment of the CAPEX sub-committee to develop the CAPEX Plan.

12. Truck Naming Request

Kane referred the Committee to a letter from Marnie Rawling requesting that her father's name, Bob Rawlings, be inscribed on the Cat 1 as it had been inscribed on the original Cat 1. On receipt of the letter and in discussion with Kane, Peter liaised with Yass Fire Control, whom informed Peter that it was RFS policy not to name RFS trucks. Kane proposed that he write to Marnie to explain this. Seconded: Gareth. Agreed.

ACTION: Kane to write to Marnie.

13. Battery Chargers/Jumper Leads for Trucks

Neville proposed that we buy jumper leads for each truck and one jump starter pack for the

shed. Should they be purchased, training on their use would be required. Seconded: Rick. Agreed.

ACTION: Neville to obtain leads and pack. Gareth to ensure appropriate training is conducted.

14. **Simultaneous Callout System**

See above discussion in Item 3 (Jan 14-06).

15. **Hewatt Clearance Sale Catering**

Ben attended the meeting on catering arrangements for the Hewatt Clearance Sale to be held on 10 July. He informed the Committee of the support needed from the Brigade. The support was agreed with the addition that we would ask the Catering Organiser to include chips in the food offerings. Rick and Tim could provide support to coordinate equipment and cook the chips on the day.

ACTION: Sally will provide names to the Catering Organiser and offer the Brigade's support to do chips. (Secretary's Note: Completed).

16. **OTHER BUSINESS**

a. **Internet Service Provider.**

Neville and Tim told the Committee about problems with the RFSA Internet service for the Brigade web site. Neville proposed that we change to a commercial provider, which would be a low cost option. Seconded: Tim. Agreed

ACTION: Neville to subscribe the Brigade to a suitable ISP and transfer the current web page to that IP. Neville to send web name proposal to Committee members.

b. **First Aid Training.**

Broni proposed that the Brigade conduct first aid training session prior to the fire season. Based on her experience with instructors on the Advanced First Aid Course, the training would be invaluable for new and experienced members. Seconded: Tim. Agreed

ACTION: I coordination with Gareth, Broni to arrange a Brigade first aid training session prior to fire season.

c. **Community Email Address Group.**

After several requests to use the Brigade email lists for community purposes, Sally proposed that she place a once-only message in the Brigade newsletter to establish a community email address group that does not use Brigade lists. Seconded: Tim. Agreed.

d. **Canowindra Brigade Fire.**

Dave said there were lessons to be learned from the recent fire at the Canowindra Brigade Shed that destroyed vehicles and other high-value equipment. He proposed

the installation of CCTVs to provide security for the shed. He mentioned the privacy requirements. Seconded: Sally. Agreed

ACTION: Dave to examine options for CCTVs and provide details to CAPEX Sub-Committee.

17. **CLOSURE**

As there was no other business, Kane declared the meeting closed at 9.28pm.

Tim Scully
Secretary

14 July 2014

Attachment:

1. List of Actions

LIST OF ACTIONS

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1.	Brigade History Record	Ask Tim Briggs to develop the record. UPDATE: Nothing to report.	Gareth Ellem (Coord)	Open
3.	Communications Office	Develop a proposal for a communications office/space in the fire shed by 30 June 2013 for presentation to the Committee. UPDATE: No report due to Stu's absence.	Stu Burrows	Open
Jan 14-01	Term Deposit	Re-establish five month term deposit at 3.5% with Westpac Bank Note: Re-establishing the term deposit will be subject to consideration of CAPEX Plan (see Item 13).	Joanne Reid	Open
Jun 14-01	Members to Inform CLs of Allergies/ Illness on Call Out	Issue notice at the start of fire season informing members of the need to tell Crew leader about allergies or illness.	Broni Jekyll	Open
Jun14-02	Assess "Fair Air, Fire Masks	Gather feedback on fire masks functionality from members trialling the masks during next fire season.	Neville McMartin	Open
Jun14-03	Crew Availability & Roster System	Develop email notification using primary and secondary call-out lists. Conduct training for the new system before the fire season.	Tim Scully	Open
Jun 14-04	Open account at Ashdown & Ingram	Complete and send form to open Brigade account with nominated Brigade signatories.	Tim Scully	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".	Rick Mumberson & Dave Morton	Open
Jun 14-06	CAPEX Plan	Establish the CAPEX sub-committee to develop the Brigade CAPEX Plan. Members – Rick, Dave, Neville, Kane & Stu (OHS). Include RFSA Grant items in CAPEX if the 2014 grant is not approved.	Rick Mumberson	Open
Jun 14-07	Naming Brigade Cat 1	Brigade letter to Marnie Rawlings explaining RFS policy not to naming trucks.	Kane Fillingham	Open
Jun 14-08	Truck Jumper Leads & Starter Pack	Purchase leads and pack. Conduct training in use of leads and pack.	Neville McMartin Gareth Ellem	Open
Jun 14-09	Change Internet Service Provider	Subscribe to commercial ISP and transfer current web page. Seek Committee agreement on Brigade URL.	Neville McMartin	Open
Jun 14-10	Pre-season First Aid Training	Arrange Brigade first aid training session prior to fire season.	Broni Jekyll	Open

LIST OF ACTIONS

Jun 14-11	CCTV Security Cameras	Examine options for CCTV security cameras for shed and provide details to CAPEX Sub-Committee.	Dave Morton	Open
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