

YASS RIVER-NANIMA VOLUNTEER BUSH FIRE BRIGADE

MINUTES OF EXECUTIVE COMMITTEE MEETING HELD ON 26 NOVEMBER 2014

1. **Opening and Apologies.**
 - a. Present: Kane Fillingham, Peter Clark, Stu Burrows, Joanne Reid, Broni Jekyll, Gareth Ellem, Neville McMartin, Scott Burrows, Rick Mumberson, Sally Kaufmann, Tim Scully and Ben Dachs.
 - b. Apologies: Dave Morton
2. **Acceptance of the minutes of the 26 June 2014 Executive Committee meeting.**
 - a. Proposed by Neville McMartin, seconded by Gareth Ellem. Accepted.
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
3.	Communications Office	Develop a proposal for a communications office/space in the fire shed by 30 June 2013 for presentation to the Committee. NEW ACTION: Rick to refit office/kitchen space to include a comms room at a maximum cost of \$2,500.	Stu Burrows	Closed
Jan 14-01	Term Deposit	Re-establish five month term deposit at 3.5% with Westpac Bank	Joanne Reid	Closed
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. UPDATE: members informed.	Broni Jekyll	Closed
Jun14-02	Assess "Fair Air, Fire Masks	Gather feedback on fire masks functionality from members trialling the masks during next fire season. UPDATE: trial continues (facial hair presents a problem).	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. UPDATE: Completed. See other business below.	Tim Scully	Closed
Jun 14-04	Open account at Ashdown & Ingram	Complete and send form to open Brigade account with nominated Brigade signatories. UPDATE: terms and conditions of account inappropriate.	Tim Scully	Closed

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". Update: discuss prior to next AGM (May 2015)	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). UPDATE: Committee established. see other business below.	Rick Mumberson	Closed
Jun 14-07	Naming Brigade Cat 1	Brigade letter to Marnie Rawlings explaining RFS policy not to naming trucks. UPDATE: President spoke with member concerned.	Kane Fillingham	Closed
Jun 14-08	Truck Jumper Leads & Starter Pack	Purchase leads and pack. Conduct training in use of leads and pack. UPDATE: Leads purchased; starter packs not good value for money. No further action on starter packs. NEW ACTION: Neville to buy three trickle chargers. (Completed by time of writing).	Neville McMartin Gareth Ellem	Closed
Jun 14-09	Change Internet Service Provider	Subscribe to commercial ISP and transfer current web page. Seek Committee agreement on Brigade URL. UPDATE: Completed.	Neville McMartin	Closed
Jun 14-10	Pre-season First Aid Training	Arrange Brigade first aid training session prior to fire season. UPDATE: Training conducted successfully. NEW ACTION: Gareth to encourage members to do first aid training.	Broni Jekyll	Closed
Jun 14-11	CCTV Security Cameras	Examine options for CCTV security cameras for shed and provide details to CAPEX Sub-Committee. UPDATE: Dave not in attendance. NEW ACTION: Reassigned to Equipment officer, Neville, to follow up.	Dave Morton	Closed

See Attachment 1 for updated List of Actions.

4. Captain's Report.

The Captain reported that we could have a busy season based on number of extreme days so far, but luckily there has been no fires in our area to date. Call out was expected after

storm near Gunning on Sunday, but did not eventuate.

Peter referred to the new Call Out System (see below).

Pre-season maintenance of the trucks and equipment was completed. Peter thanked Neville for the time and effort to organise and carry out this work. He also thanked Rick for building the shelving in the shed.

Peter also congratulated Rick, Kane and Sally for their efforts to make the Murrumbateman Field Days contribution a success. The Brigade got a lot out of it.

Peter presented the following certificates to:

- a. Stu - Off Road Driving & Specialist Instructor.
- b. Gareth & Rick – Off Road Driver & Rural Fire Driver.

Gareth proposed that the Captain's report be accepted, seconded by Neville. Accepted.

5. **Treasurer's Report.**

See the Treasurer's report at Attachment 2.

Joanne noted that annual donations had not been as strong as the previous year. It was agreed the Secretary would send an email to all residents and landholders to remind them about the donation. He would also send a letter to "non-digital" members seeking donations.

ACTION: Tim to send email and letter regarding the annual donation.

Gareth proposed that the Treasurer's report be accepted, seconded by Neville. Accepted.

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

Gareth reported that members are consistently attending training and have said they're getting a lot out of it.

The last training session provided a break from general fire training by holding a first aid session, which received positive feedback. He noted that there was some quite vocal expression of views by a person, which emphasised the need to positively reinforce good behaviour at all times.

Gareth thanked Ben for putting together an excellent meal at very short notice for those attending the training.

Peter added to Gareth's comments by thanking Broni and Margie for running the training session. It was fortunate to get someone from another brigade to support us. Margie did a great job (and "she loved the flowers").

ACTION: Secretary to draft a thank you letter to Margie for Peter and Kane's signature.

Rick suggested a "surprise" training session for the new year (no additional details provided), which was accepted.

Gareth said the December training would be a presentation and demonstration of drones, followed by more routine training in January and February.

Broni proposed that the Training Officer's report be accepted, seconded by Rick.

Accepted.

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

See Attachment 3.

Gareth proposed that the Equipment Officer's report be accepted, seconded by Kane.

Accepted.

8. **Occupational Health and Safety (OH&S).**

Stu thanked "all his mates" on the Executive Committee for nominating him in his absence to the position of OH&S Officer at the last AGM.

Stu said there is nothing significant to report. Appropriate actions on OHS matters have been taken in the lead up to the fire season.

Gareth proposed that the OH&S Officer's report be accepted, seconded by Joanne.

Accepted.

9. **Catering Officer Report.**

Sally said that we have a bigger team to put together snack packs for the trucks. She also said that she is establishing better coordinating with neighbouring brigades, so that we do not repeat the problems experienced during Cobbler's Road fire.

Sally will seek advice from Ben Dachs on improving catering operating methods this year, including creating a more fit for purpose menu for the snack packs, with a focus on providing maximum energy with minimum time to eat on fire ground.

Ben has arranged for donation of meats from the Warrambui meat supplier every month for training.

Ben also cleaned the kitchen up and restocked kitchen supplies and equipment.

Neville and Sally received offers of wine for the Christmas party, which would be raffled with the proceeds being donated by cheque to Santa for his nominated charity.

ACTION: Sally to seek Ben's advice on snack pack nutrition.

ACTION: Peter to talk to Greg Boucher to nominate a charity prior to the Christmas party.

Rick proposed that the Catering Officer's report be accepted, seconded by Scott.

Accepted.

10. **Other Business.**

a. **Capital Expenditure Plan Items**

- 1) Neville proposed that the GPS devices be replaced with a moving map model. Four devices (less reversing cameras) would be included in the CAPEX plan. Seconded by Gareth. Accepted.

ACTION: Neville to buy the devices.

- 2) Neville proposed that plastic tank level indicators on all trucks be replaced. Seconded by Sally. Accepted.

- 3) Neville said that no action had been taken on purchasing shipping container.
- 4) Neville led a discussion about purchasing additional PMR Radios. It was agreed that the purchase was not necessary.
- 5) Neville reported that the storage shelving had been completed.
- 6) Tim said that equipment received via an RFSA grant had been received, but additional security would be needed in the shed before storing the items there. It was agreed that the office area should be fully secured to protect all items in it.

ACTION: Rick to include security of office in refitting of office for comms room.

- 7) Rick proposed that repairs be carried out on the shed entry road, seconded by Tim. Accepted.

ACTION: Rick to organise the repairs.

b. Brigade Callout System

Tim presented the concept for the Brigade call out system and Kane proposed that it be accepted as a standard procedure, seconded by Neville. Accepted.

ACTION: Tim to implement the system asap.

c. Fire call communications and availability

It was decided that pagers would be the primary means for call-out, SMS (texting) would be the secondary means.

d. Refurbishment of the Quick-fill trailer

Peter proposed that the quick fill trailer, currently at his house, be bought back to a serviceable condition. Proposal: resurrect quick-fill trailer to make it serviceable and roadworthy. Proposed by Peter and seconded by Tim. **ACTION:** Peter to speak with Fire Control, maximum budget \$500. Peter and Neville to coordinate repairs.

e. Timing of monthly training emails

Neville proposed that the training notification emails be sent earlier than they have been to date.

It was agreed that the training email is to be sent on the Wednesday before training.

ACTION: Sally to ensure training email is sent on the Wednesday prior to training. Executive Committee members to ensure feedback on the draft email is provided promptly to Sally.

f. 25mm Fog Nozzles

- g. Neville proposed that 25mm fog nozzles be purchased to replace the dial-a-jet nozzles, seconded by Stu.

ACTION: Neville to purchase nozzles.

h. Murrumbateman Field Days (MFD) 2014

Kane briefed the Committee on the MFD stating it was a very successful event with record takings. All other community stalls also increased their revenue. Kane reported that the eleven participating Brigades will each receive a distribution of \$4225.00, being the equal apportionment of the profit made over the Field Days weekend. See Attachment 4 for financial details.

11. Meeting Closure.

The President closed the meeting at an unusually late time.

A handwritten signature in black ink, appearing to read 'Tim Scully', enclosed within a circular scribble.

Tim Scully
Secretary

12 December 2014

Attachments:

1. List of Actions
2. Treasurer's Report
3. Equipment Officer's Report
4. Murrumbateman Field Days 2014 – Financial Report

LIST OF ACTIONS

No.	Subject	Action/Comments	Action by:	Status
1.	Brigade History Record	Ask Tim Briggs to develop the record.	Gareth Ellem (Coord)	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
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)	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.	Rick Mumberson	Open
Nov 14-2	First Aid Training	Members to be encouraged to do first aid training.	Gareth Ellem	Open
Nov 14-3	CCTV Security Cameras	Examine options for CCTV security cameras for shed and provide details to CAPEX Sub-Committee.	Neville McMartin	Open
Nov 14-4	Annual Donation reminder	Send email and letter regarding the annual donation	Tim Scully	Open
Nov 14-5	"Thank You" Letter	Draft a thank you letter to Margie for Peter and Kane's signature	Tim Scully	Open
Nov 14-6	Snack Pack Contents	Seek advice from Ben on nutritional content of snack packs.	Sally Kaufmann	Open
Nov 14-7	Christmas Party Charity	Seek nomination from Greg for charity to receive 2014 Christmas Party donation.	Peter Clark	Open
Nov 14-8	GPS "moving Map"	Purchase four "moving map" GPS Devices (less reversing camera).	Neville McMartin	Open
Nov 14-9	Shed Entry Road Repair	Organise repairs to the shed entry road.	Rick Mumberson	Open
Nov 14-10	Brigade Call Out System	Implement the call out system ASAP	Tim Scully	Open
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	Open
Nov 14-12	25mm Fog Nozzles	Purchase 25mm fog nozzles to replace all dial-a-jet nozzles.	Neville McMartin	Open

TREASURER'S REPORT

- Tax deductible donations received to date in 2014-15 total \$1,375. This is significantly less than the donations received from the general public at this time last year (\$3,755). Total donations from the general public during 2013-14 were \$4,905, indicating that the bulk of donations is ordinarily received in the first six to eight months of the financial year. The Brigade also received proceeds of \$428.60 from the Hewatt auction.
- The Brigade has incurred expenditure of around \$5,200 in the year to date. The main expenditure items are air conditioner repairs for Cat 1 (\$905), LED lights for Cat 2 and Cat 7 (\$880), general maintenance (\$1,326) and shelving for the shed (\$396).
- The total funds available at 24 November 2014, including the cheque account and the Public Fund account, is around \$23,700.
- As per the action item from the previous meeting, the term deposit will be re-established once the CAPEX Plan is approved.

Joanne Reid
Treasurer

24 November 2014

EQUIPMENT OFFICER'S REPORT

Equipment repair/procurement completed

- Stairs, shelving and shipping container (Rick is managing)
- Install emergency pump-jump start on Cat 1 and Cat 2 [DONE]
- Jumper leads [DONE]
- Cat 1 and Cat 7 driving/head lights not flashing with the beacons [DONE]
- Install recirc circuit on the Cat 7, to stop pump overheating [DONE]
- Update truck inventory [DONE]
- Foam and bottled water from FCC [DONE]
- Departure/return checklist label on each windscreen [DONE]
- Blind for the kitchen [DONE]
- Repair/shorten crew-area hoses on Cat 1 and Cat 2 [DONE]
- Replace blown globes with LED (ongoing) [DONE]
- Repaired Cat 1 AC, broken pipe [DONE]
- Re-gassed Cat 7 AC, no cost [DONE]
- Repaired Cat 1 windshield washer [DONE]
- Replaced and repaired the Cat 2 GPS [DONE]

To do

- Battery Chargers/jump starters (Jump starts not to be purchased, poor value for money; three trickle chargers to be purchased.)
- Equipment register
- Cat 1 oil-filter leak
- Place a compass, box of matches with the Kestrel in a Tupperware box in each truck
- CAPEX items to be discussed separately
- FCC will arrange to fit a new Cat 7 pump-motor air filter housing kit

MURRUMBATEMAN FIELD DAYS 2014 - FINANCIAL REPORT

Created: 13/11/2014 4:29 PM

Murumbateman Field Days

Profit & Loss Statement

1/07/2014 To 13/11/2014

Income		
Field Day Takings	\$54,724.15	
Field Days - pmt for services	\$10,500.00	
Total Income		\$65,224.15
Cost of Sales		
Food	\$14,396.50	
Equipment/dry goods purchases	\$4,136.01	
Equipment hire	\$200.00	
Total Cost of Sales		\$18,732.51
Gross Profit		\$46,491.64
Expenses		
Bank Fees	\$7.70	
Total Expenses		\$7.70
Operating Profit		\$46,483.94
Total Other Income		\$0.00
Net Profit/(Loss)		\$46,483.94