



MEETING MINUTES

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

Minutes

1. Opening and Apologies.

- The meeting started at: 1833h

The following members were present:

- Apologies were accepted from: Karolyn Odlum (Junior Coordinator), Sonia Slattery (WHS Officer), Joanne Reid (Treasurer)

2. Acceptance of the minutes.

- Executive Committee Meeting on 24 February 2020 was accepted by the Committee.
 - proposed by: Neville
 - seconded by: Stuart

3. Matters arising from the previous meeting.

- See List of Actions at Attachment 1.

4. Captain's Report.

- The Captain's report was accepted by the Committee.

- proposed by: Gareth
- seconded by: Kylie

Captain's report is as follows: "This report will capture many events which have occurred since my last report in February 2020. As we are all aware besides the fire season, flooding in the local area we were then impacted by the COVID pandemic and all the requirements that come with a highly infectious and potentially deadly virus. The pandemic still affects us as I write this report.

The fire season officially ended on 30th March 2020. The new fire season commenced on 1st October 2020. There has been some significant rainfall which has filled some dams and the river systems and we saw some local flooding the highest since the 1950s in the Yass area. As we move from autumn to winter to spring since the last report we will see significant growth in the local pastures which could lead to an interesting fire season for our area.

Fundraising was put on hold due to the pandemic so we were unable to attend Bunnings sausage sizzles, the Yarrh winter solstice and the Murrumbateman fields days. We were successful with the RFS grants application being awarded almost \$10,000 which has been spent on the shed and associated items.

Bunnings have offered a donation to brigades. The Secretary is writing to Bunnings with some suggestions as to items that could be donated. Hopefully we will hear back from Bunnings regarding their offer.

Our Information Officer has been busy distributing newsletters, emails etc to the community to keep all involved and up to date with events due to the pandemic. Michelle has been busy getting a new website up and running to start in conjunction with the fire season.

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

5 August 2020 – House fire 683 Yass River Rd (Manton area). Along with Yass 511, Manton tankers and Yass River were deployed. Myself and Sandra attended in the Cat 9 and the following Peter Clark, John Storey, Glen Odlum, David Beattie and Joanne Byrnes attended the station and were about to deploy but were stood down by Fire Control.

Shed update

As a result of the RFS grants we have been able to purchase new tables and chairs, new microwave, new 75" LED TV, phone booster for the Cat 9, a tablet for the Captain and we are waiting to get quotes back regarding a new quick fill pump for the station tank.

I have also consulted with a builder regarding some basic shed works inside which I believe will assist with training and storage solutions for the shed. This will be discussed further in the meeting.

NBN

As some members may have noticed we have fitted to the shed an NBN satellite dish. This came as a result of the brigade assisting the Communications Minister Paul Fletcher with his announcement regarding the fitting of satellite dishes to RFS stations throughout NSW. Unfortunately, due to

circumstances beyond our control some members of the brigade believed that I had been electioneering and thought it inappropriate. I have addressed their concerns explaining the reasons behind footage displayed.

The good news however the satellite dish has been gifted by NBN Co. This is a generous gift around the value of \$3000 and all we have to provide is the ISN. Again this will be discussed further in the meeting.

Training

Unfortunately, RFS and local training have been affected by the pandemic. There were a number of members who had nominated for RFS courses which have been suspended at this time. Our local training was also suspended but I'm hoping that we might be able to start again in November abiding by government and RFS rules regarding training. Further discussion will be had during this meeting to determine our course of action.

Conclusion

Even though we haven't been able to conduct fundraising we have been successful from the RFS grants gifting us similar amounts of money that would have been made via our normal fundraising. We have purchased necessary equipment making brigade training and operations more up to date.

While COVID continues to cause concerns, we are looking at ways to conduct training and brigade business in general. We will need to develop some practices and procedures for training and upon return from operational duties. Members will be strongly advised to be considerate of others especially if they have minor symptoms or been to locations due to their own work commitments.”

5. Treasurer's Report.

- The Treasurer's report was read out by the secretary and was accepted by the Committee.
 - proposed by: Kylie
 - seconded by: Neville

Treasurer's report is as follows: “

- Cheque account balance is around \$10,045
- Public Fund account balance is just over \$12,000
- Term deposit is \$10,819.63, maturing on 20 December 2020
- There is around \$5,000 remaining from the recent grant received from the NSW RFS with remaining purchases of meeting table and chairs, high flow transfer pump and balance of website development to pay for
- The accounts for the year ended 31 March 2020 are with the new auditor for sign-off. The Brigade recorded a deficit of around \$21,400 for the financial year due to the expenditure on the shed extension, the grant income for which was received in the 2018-19 financial year. At the end of the financial year the Brigade had around \$31,500 in total funds.
- I received an email a few months ago from the NSW RFS saying they were doing a random audit of the Public Fund and had selected our Brigade in the sample. As yet however I have not had any further contact about the audit.”

6. Training Officer's Report.

- Nothing to report due to no training.

7. Equipment Officer's Report.

- The Equipment Officer's report was accepted by the Committee.
 - proposed by: Gareth
 - seconded by: Scott

Equipment Officer's report is as follows: "The last six months have been quiet due to Covid, hence there has been very little maintenance.

Outstanding Actions from the minutes

- Hose drying rack; *Completed (Rick, Peter and Neville, Peter donated a winch)*
- RFS Grant; *Completed (Grant allocated for: Cat 9 Repeater, TV, Microwave, Tables and chairs, Android tablet, Rain water transfer pump)*
- Replace Printer; *Completed, (Colour laser)*

Routine maintenance and repairs

- Obtained 2 x 12v chargers for the truck pumps because of limited running due to Covid
- Temporarily plumbed the old Honda transfer pump near the rain water tank
- All trucks serviced in July, no major problems
- New truck batteries in the Cat 1 and the Cat 7
- Cat 7 door straightened out by Rick M and Diamonds (unknown whether it will be replaced)
- Fitted the Telstra repeater and replaced the LED perimeter lights on the Cat 9
- Trucks driven and pumps run every 4-6 weeks by equipment officer.

To do

- Waiting for a quote from Victoria (via Murrumbateman Rural) for a transfer pump, delayed due to Covid
- Waiting for table delivery from Victoria, delayed due to Covid
- Repair Cat 9 reversing camera
- Complete the painting of the floor
- Complete internal works

Complete installation of the pump once it arrives. The old transfer pump will be sold when the new pump arrives and is installed. Rick offered to buy the pump and the remaining committee members agreed that due to the condition of the motor, the pump will be sold for \$50. It was a unanimous decision to offer the pump to Rick for \$50 and Rick accepted the offer.

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

- Nothing to report due to no training.

9. Catering Officer's Report.

- Nothing to report due to no training.

10. Membership Report (See attachment to Agenda email).

The Secretary stated that the Brigade Register was up-to-date but invited any comments or corrections to be passed to him.

11. Other Business.

- AGM Date
 - **ACTION:** Message from Ron Hardy - George Sheppard said Brigade can hold AGM or Exec can delete having AM and have one next year. Carry on as per current but requires the Treasures report and ABC form completed.
 - Do we have an AGM now or next year? Gareth asked on how many members could attend if an AGM was held soon. In accordance with the NSW Covid 19 policy, only 20 members can participate in a meeting.
 - Tim proposed to have the AGM next year. Neville Seconded – Votes Passed unanimous
 - **New AGM in 2021 (Date TBA).**
- Mezzanine works, (Rick)
 - **ACTION:** A Builder has attended with new ideas for the design for the training area in the first vehicle bay. Proposal to build a wall for TV and training area. Clad the wall between the kitchen and vehicle bay to the roof with MDF as it is stronger than Gybrock. Add attic stairs in main kitchen area. Possible line the kitchen area. The builder is generating quote to provide to the brigade.
- Water flooding at rear of shed.
 - **ACTION:** Looking at adding a drain at the rear of the shed to divert the water from pooling and flooding through the vehicle bays.
- Training during Covid 19.
 - **ACTION:** Only 20 people are allowed to be in the fire shed at one time. It was discussed on how to only have 20 people at training. It was decided that the first 20 to respond to the BART message will be selected to attend.
 - Training will consist of debrief from last summer fires and truck inventory. Protocol to be raised by Kylie and sent to Comm.
- Add Information officer report in next Meeting.
 - **ACTION:** Michelle to provide feedback on website. It is not clear on how to request fire permit. You need to contact the duty officer and they will assist with that enquiry and have deputy to write permit. Michelle to write fire permit directions and send to Gareth for review. Website then to be updated. Removal of the local weather station that is not an authorised station.

- SIM card for Captain's tablet.
 - **ACTION:** Captain now has a tablet and requires a SIM card. A SIM Card with 30g of data can be obtained from Aldi for \$95 and the unused data can be rolled over – Is a Telstra service.
 - Proposed by Neville and Seconded by Tim. Approved by committee

12. Closure.

- The President declared the meeting closed at 19:29h.

Troy Searles

Secretary
6 October 2020

Attachment: 1.

Table 1: Action items

No.	Action item	Responsible	Time
Oct 16-4	<p>Hose Stocktake & Drying Solution</p> <p>Conduct a stock take on all hoses as part of the annual inventory check. Design a hose drying solution. New hoses obtained from Yass Fire Control. Drying solution to be devised and constructed by Neville and Rick when the shed extension is done. No action. Waiting on shed extension. Commence design of hose drying rack – look at Wallaroo design</p> <p>UPDATE: Stock take completed. Temporary one installed along the back of the shed. Current system working OK.</p>	<p>Neville McMartin</p> <p>Rick Mumberson</p>	<p>Closed</p>
Jun 17-1	<p>Seek RFSA Grant for Kitchen Equipment</p> <p>An RFSA Grant is to be sought for a stove and microwave for the kitchen.</p> <p>Sally will provide Tim 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 RFSA 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"> ○ proposed by: Neville ○ seconded by: Gareth <p>ACTION: 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>UPDATE: Nothing to report.</p>	<p>Troy Searles</p> <p>Rick</p>	<p>Closed</p>

Feb 19-3	<p>First aid kits - snake bandages</p> <p>ACTION: 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>Action to remain open (Sonia apology)</p> <p>UPDATE: bandaged supplied</p>	Sonia	Closed
Feb19-5	<p>Internal shelf for cat 9</p> <p>ACTION: 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>UPDATE: Action to remain open.</p>	Stuy	Open
Feb 19-7	<p>Phone booster shed and vehicles</p> <p>ACTION: 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>UPDATE: Action to remain open.</p>	Neville	Closed
Feb 19-8	<p>NSW RFS recognition for 10 years' service applications.</p> <p>The secretary to identify members with 10 years or more service and to the current process to organise the recognition.</p> <p>UPDATE: 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>UPDATE: President provided with a copy of the members who have achieved 10 years +</p>	Troy	Open

	UPDATE: Action to remain open.		
Sep 19-1	<p>Shed floor painting</p> <p>ACTION: 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>UPDATE: Action to remain open.</p>	Stuart	Open
Sep 19-4	<p>Mount Honda pump for truck filling</p> <p>To completed with the fencing. Cage to be completed</p> <p>UPDATE: Action to remain open.</p>	Neville	Open
Feb 20-1	<p>Capital Expenditure</p> <p>Committee members to propose for capital expenditure. Troy to follow up for Joanne.</p> <p>UPDATE: Action to remain open.</p>	Searles	Open
Feb 20-2	<p>Financial Probity</p> <p>Joanne is to ensure financial aspects are in accordance with RFS policy.</p> <p>UPDATE: Action to remain open.</p>	Joanne	Open
Feb 20-3	<p>RFS Grant Sub-committee</p> <p>Form a sub-committee, led by Neville, to coordinate grant suggestions from members. Stu and Tim to assist.</p> <p>UPDATE: Action to remain open.</p>	Neville	Open
Feb 20-4	Replace inkjet printer with a colour laser scanner/printer.	Neville	Closed

Table 2: Documents referred to in the meeting

Document title	Author	Version	Date
Captain's Report	Stuart Burrows	1	2/09/2020
Treasurer's Report	Joanne Reid	1	2/09/2020
Training Officer's Report	Kylie Eggins	NIL	
Equipment Officer's Report	Neville McMartin	1	2/09/2020
WHS Officer's Report	Sonia Slattery	NIL	
Catering Officer's Report	Sally Kaufmann	NIL	
Membership Report	Yass River FCC	1	2/09/2020

Table 3: Next meeting

Date	Start time	Finish time	Location
TBA	6:30pm	TBA	Yass River-Nanima BFB Fireshed