



NSW RURAL FIRE SERVICE

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), Rick Mumberson (Deputy Captain 3), Kylie Eggins (Deputy Captain 4 / Training Officer), Damien Eggins (Deputy Captain 5), Tim Scully (Deputy Captain 6), Sonia Slattery (WHS Officer) (1844h), Joanne Reid (Treasurer) (ZOOM), Sally Kaufmann (Food Controller), Michelle Storey (Information Officer)
Location:	Yass River-Nanima BFB Fireshed
Date and time:	6:30pm Tuesday 24 November 2020
Apologies:	Scott Burrows (Deputy Captain 2), Karolyn Odlum (Junior Coordinator)
Minutes by:	Troy Searles

Minutes

1. Opening and Apologies.

- The meeting started at: 1834h

The following members were present:

- Stuart Burrows (Captain), Peter Clark (President), Troy Searles (Secretary), Gareth Ellem (Senior Deputy Captain), Neville McMartin (Deputy Captain 1 / Equipment Officer), Rick Mumberson (Deputy Captain 3), Kylie Eggins (Deputy Captain 4 / Training Officer), Damien Eggins (Deputy Captain 5), Tim Scully (Deputy Captain 6) (ZOOM), Sonia Slattery (WHS Officer) (1844h), Joanne Reid (Treasurer), (ZOOM), Sally Kaufmann (Food Controller), Michelle Storey (Information Officer)
- Apologies were accepted from: Scott Burrows (Deputy Captain 2), Karolyn Odlum (Junior Coordinator)

2. Acceptance of the minutes.

- Executive Committee Meeting on 2 October 2020 was accepted by the Committee.
 - proposed by: Gareth
 - seconded by: Neville

3. Matters arising from the previous meeting.

- See List of Actions at Attachment 1.

4. Captain's Report.

- No Captain's report as no change from last months Exec meeting.

5. Treasurer's Report.

- The Treasurer's report the 2019/2020 financial audit has been completed and submitted at last Exec meeting. The Brigade needs to purchase the high flow pump to finalise the acquittal for the grant
 - proposed by: Gareth
 - seconded by: Kylie

6. Training Officer's Report.

- Training was conducted last week while adhering to the COVID restrictions. It was established that it is not that difficult and recommend that training to recommence while adhering to the NSW Covid restrictions. There will be no sausage sizzle at the end of training.

7. Equipment Officer's Report.

The Equipment Officer's report was accepted by the Committee.

Outstanding Actions from the minutes

- Tables and chairs delivered; *Completed*
- Still waiting on the transfer pump; *To discuss in General Business*

Routine maintenance and repairs

- Signed up to 'Active8me' ISP for \$39.00 for 45 Gb per month via NBN satellite service
- Purchased and setup router with separate password protection for members and guests
- Donated old Laptop to run BART in the shed over summer
- Replaced rear water level tubes and conducted inventory during training

To do

- Complete the painting of the floor
- Complete internal works
- Complete installation of the pump once it arrives.
- The original quoted transfer pump at \$2400 was to be sent from Melbourne, no time frame when it will be available. Neville obtained an additional quote from the same supplier of the quick fill pump and received a quote for a 3-inch pump, Key start, cage for \$1885 delivered. This is a better-quality setup than the original quote. Additional brigade funds need to be obtained for the purchase of the pump as the grant submission was for \$1200. There may be additional moneys in the grant funding as some items already purchased were less than the funding submission.
 - proposed by: Peter
 - seconded by: Kylie

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

- Covid 19 – Still need to monitor and sign into the brigade with the QR code.
- Only 2 members are recorded as still holding current First Aid qualifications.
- Sonia will chase up if the qualifications have been extended, see if someone can do refresher training, or in-house training.

9. Catering Officer's Report.

- Nothing to report due to no training.

10. Information officer Report

- Members have contacted the brigade to change contact details as they are no longer residents.
- Michelle spoke to Loraine Dwyer and she requested the newsletter to be posted in hard copy. All members of the Brigade need to be notified of official Brigade correspondence which includes AGM's.
- All Brigade members need to check their contact details in the MYRFS.
- Fire plans and facebook advice from other brigades can be added to the Yass River-Nanima BFB website and acknowledge the source of the information.

11. Other Business.

- **Mezzanine works, (Rick) (Quote attached)**
 - Completed in previous business

- **Premier Citations presentation (12, 13, 19 or 20 Dec 2020)**
 - 34 people nominated, citations collected, letter, hat and badge, semi-formal setting for presentations. About 1 to 2 hours and drinks. Ask Ron Hardy, Group captain of the area. Certificates do not come in a frame, \$2 from office works.
 - Date and time and 1430h 12th December 2020. Invite to recipients of the citation and can bring family to attend. RSVP Covid – bring own food and drinks, no BBQ and no shared food if you want to. Stuy to provide secretary with the names of the recipients.
- **RFSA Hampers**
 - No information on the RFSA Hampers. Next training after they arrive.
- **Bunnings sausage sizzle**
 - Some brigades that are doing it are making some decent money; however due to the demographic of our brigade we will not be participating in the sausage sizzle at this time. There is a new coordinator at the Belconnen Bunnings and the Brigade will need to submit the paperwork directly to the coordinator. Gunghalin Bunnings remains the same and requests can be submitted through Trisha (Wallaroo).
- **Snack Packs** – There are about 70 snack packs that have a use by date for end of next year. We will review the snack packs next year.
 - When we replace the expired components of the snack packs, the items are left in the kitchen for Brigade members to utilise for themselves or their pets.
- **New helmets**
 - The new helmets will be phased in to new members and when required to change due to damage or use by date. The new helmets are the BR9.
 - The Annual request for donations of \$50 was proposed by Neville and seconded by Stuy. Unanimous vote in favour of the \$50 donation.
- **Next Exec meeting date TBA**

Closed: 1947h

Troy Searles
Secretary
2 October 2020

Attachment:

- Action Items

Action Items

No.	Action item	Responsible	Time
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 19-8	<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> <p>UPDATE: Resend the nominations to Peter</p>	Troy/ Peter	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 and wait until the water treatment at the rear of the shed is finalised.</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>Seeking suggestions for capital expenditure. Wait until internal and external works are completed.</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>RFS requested random audit of public funds. Documents provided.</p>	Joanne	Closed
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: 1 outstanding item. Will be discussed in general business. (Water pump)</p>	Neville	Open
Oct 20-01	<p>Mezzanine works</p> <p>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.</p> <p>Quote from Mark of Southland project. (See attached). Wall and sheeting, attic ladder.</p> <p>Vote on accepting of quote.</p> <p>Proposed: Neville as submitted by the builder</p> <p>Seconded: Rick</p> <p>Moved.</p>	Rick/Stuy	Open
Oct 20-2	<p>Water flooding at rear of shed.</p> <p>ACTION: Looking at adding a drain at the rear of the shed to divert the water from pooling and flooding through the vehicle bays.</p> <p>Update: We need to lower ground to stop the water entering the rear of the shed. One option is to excavate 300mm add a drain pipe along the back wall and under the driveway. Then concrete 1200mm at back of shed with slight fall. cut wall sheets and insert flashing. Z flash ovetop.</p> <p>It was identified that there was a reasonable amount work to be conducted to ease the water entry into the rear of the shed and it is expected to be at least \$8000.</p> <p>Rick to raise quote on the drainage at the rear of the shed.</p> <p>Proposed Neville</p> <p>Seconded Gareth.</p> <p>Moved</p>	Rick	Open