



**NSW RURAL FIRE SERVICE**

**DRAFT MINUTES**

**OF**

**YASS RIVER-NANIMA RURAL FIRE BRIGADE**

**EXECUTIVE COMMITTEE MEETING**

**31 MARCH 2021**

<b>Convened by:</b>	Peter Clark (President)
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<b>Attendees:</b>	Peter Clark Stu Burrows (Captain) Gareth Ellem (Senior Deputy Captain) Tim Scully (A/Secretary & Deputy Captain 6) Joanne Reid (Treasurer) Neville McMartin (Deputy Captain 1 & Equipment Officer) Scott Burrows (Deputy Captain 2) Rick Mumberson (Deputy Captain 3) Kylie Eggins (Deputy Captain 4 & Training Officer) Sonia Slattery (Workplace Health & Safety Officer) Sally Kaufmann (Catering Officer)
<b>Invited Attendees</b>	Ron Hardy (Group 4 Captain) Michelle Storey (Information Officer)
<b>Location:</b>	Yass River-Nanima RFB Fire Shed, "Warrumbui," Yass River, NSW
<b>Date and time:</b>	31 March 2021, 1900 hrs
<b>Apologies:</b>	Damien Eggins (Deputy Captain 5)
<b>Absent:</b>	N/A
<b>Minutes by:</b>	A/Secretary

No.	Agenda item
1	<b>Opening</b> Peter opened the meeting by reiterating the Brigade's commitment to the community we serve. He also noted that we all have a responsibility to be respectful of each other in managing the brigade's business.
2	<b>Acceptance of Previous Minutes</b> Proposed: Neville. Seconded: Gareth. Accepted
3	<b>Matters Arising from Previous Minutes (including Action Items)</b> There were no matters arising from the previous minutes. The previous minutes are at this <a href="#">link</a> .
4	<b>Captain's Report</b> - See Attachment 2 - Proposed: Tim. Seconded: Sonia. Accepted

No.	Agenda item
	<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>- See Attachment 2</li> <li>- Joanne noted that two years of audited accounts must be presented at the next AGM due to Covid.</li> <li>- Proposed: Stu Seconded: Kylie. Accepted</li> </ul>
6	<p><b>Equipment Officer's Report</b></p> <ul style="list-style-type: none"> <li>- See Attachment 2</li> <li>- Proposed: Sonia. Seconded: Gareth. Accepted.</li> </ul>
7	<p><b>Training Officer's Report</b></p> <ul style="list-style-type: none"> <li>- A written report was not provided.</li> <li>- Proposed: Joanne. Seconded: Tim. Accepted.</li> </ul>
8	<p><b>Workplace Health and Safety Officer's Report</b></p> <ul style="list-style-type: none"> <li>- No WHS issues have been reported</li> <li>- See Attachment 2</li> <li>- Proposed: Gareth. Seconded: Stu. Accepted.</li> </ul>
	<p><b>Catering Officer's Report</b></p> <ul style="list-style-type: none"> <li>- See Attachment 2</li> <li>- Proposed: Gareth. Seconded: Sonia. Accepted.</li> </ul>
9	<p><b>Membership Report</b></p> <ul style="list-style-type: none"> <li>- A report was not presented due to the resignation of the Secretary.</li> </ul>
10	<p><b>Other Business</b></p> <p><i>a. Letters of Appreciation and Certificates:</i></p> <ul style="list-style-type: none"> <li>- The brigade needs to be more formal in expressing its appreciation for people who assist the brigade.</li> <li>- Tim will draft letters of appreciation (using RFS template if appropriate).</li> </ul> <p><i>b. Equipment purchase:</i></p>

No.	Agenda item
	<ul style="list-style-type: none"> <li>- Neville proposed that Brigade buy battery chargers at \$250-350 each and a generator socket and change over switch. Seconded: Scott. Agreed.</li> </ul> <p><i>c. Sutton Brigade AGM:</i></p> <ul style="list-style-type: none"> <li>- Sutton Brigade has invited us to attend its AGM. Tim will arrange for an attendee.</li> </ul> <p><i>d. \$500 Coles gift voucher:</i></p> <ul style="list-style-type: none"> <li>- It was agreed that Sally use a Coles voucher for Xmas party or other food related expenditure, such as the AGM.</li> <li>- Sally has the voucher.</li> </ul> <p><i>e. Managing Membership Status and Remediation:</i></p> <ul style="list-style-type: none"> <li>- Ron Hardy Ron addressed the Committee regarding the concerns that have arisen over the letter that was sent out to members about the status of their membership.</li> <li>- It was agreed: <ul style="list-style-type: none"> <li>• to declare the membership matter related to the letter null and void and accept no resignations arising from the letter;</li> <li>• that the Acting Secretary be tasked with contacting: <ul style="list-style-type: none"> <li>▪ members who received the letter and expressed their disappointment;</li> <li>▪ members who were asked to nominate a new membership type or to resign;</li> <li>▪ all others who received the letter; and</li> </ul> </li> <li>• [to draft a message from the President, to be reviewed by the Committee, to all members explaining the Brigade's actions on the matter.] <i>not agreed. See Minutes of EC meeting 4/6/2021.</i></li> </ul> </li> </ul> <p><i>f. Use and Management of Sub-committees and Communication:</i></p> <ul style="list-style-type: none"> <li>- It was agreed that: <ul style="list-style-type: none"> <li>○ There is a need to clarify responsibilities of committee members.</li> <li>○ The President, Captain and Senior Deputy Captain would not be appointed to sub-committees.</li> <li>○ Brigade members so should be encouraged to approach any member of the Committee with any question, idea or concern. They may also raise matters for discussion by the Executive Committee through the Secretary.</li> </ul> </li> <li>- These matters will be taken up by the new Committee after the AGM.</li> </ul> <p><i>g. AGM 2021:</i></p> <ul style="list-style-type: none"> <li>- The AGM will be held on Wed 28 April at 8pm preceded by dinner at 7pm.</li> <li>- Michelle will send a notice for the AGM.</li> </ul> <p><i>h. First Aid Requalification:</i></p> <ul style="list-style-type: none"> <li>- Michelle will be asked to remind members in the next training notice to look at the Training Calendar and apply for courses as required. In particular, members will be encouraged to apply for first aid requalification training.</li> </ul>

No.	Agenda item
	<b>Next Meeting</b> <ul style="list-style-type: none"> <li>- The next meeting will be scheduled for early June 2021</li> </ul>
11	<b>Closure</b> <ul style="list-style-type: none"> <li>- Peter declared the meeting closed at 2019 hrs.</li> </ul>

**Tim Scully**  
A/Secretary

14 May 2021

## Attachments

No	Document title	Author
1	<b>Action Items</b>	Secretary
2	<b>Brigade Reports</b>	
	Captain's Report Treasurer's Report Training Officer's Report (not available) Equipment Officer's Report WHS Officer's Report Catering Officer's Report	Stuart Burrows Joanne Reid Kylie Eggins Neville McMartin Sonia Slattery Sally Kaufmann

**Tim Scully**  
A/Secretary

14 May 2021

## ATTACHMENT 1 – ACTION ITEMS

No.	Action Item	Responsible Member	
Feb 19-5	<p><b>Internal shelf for Cat 9</b></p> <p><b>ACTION:</b> 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><b>UPDATE:</b> Action to remain open.</p>	Stu	Open
Feb 19-8	<p><b>NSW RFS recognition for 10 years' service applications.</b></p> <p>The secretary to identify members with 10 years or more service and to the current process to organise the recognition.</p> <p><b>UPDATE:</b> 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><b>UPDATE:</b> President provided with a copy of the members who have achieved 10 years +</p> <p><b>UPDATE:</b> Resend the nominations to Peter</p>	Troy/ Peter	Open
Sep 19-1	<p><b>Shed floor painting</b></p> <p><b>ACTION:</b> 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><b>Update:</b> Action to remain open and wait until the water treatment at the rear of the shed is finalised.</p>	Stu	Open
Sep 19-4	<p><b>Mount Honda pump for truck filling</b></p> <p>To completed with the fencing. Cage to be completed</p> <p><b>UPDATE:</b> Action to remain open.</p>	Neville	Closed
Feb 20-1	<p><b>Capital Expenditure</b></p> <p>Committee members to propose items 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>	Troy	Closed
Feb 20-3	<p><b>RFS Grant Sub-committee</b></p> <p>Form a sub-committee, led by Neville, to coordinate grant suggestions from members. Stu and Tim to assist.</p> <p><b>Update: 1 outstanding item. Will be discussed in general business. (Water pump)</b></p>	Neville	Open

Oct 20-1	<p>Mezzanine works</p> <p><b>ACTION:</b> 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 Gyprock. 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>	Rick, Stu	Open
Oct 20-2	<p>Water flooding at rear of shed.</p> <p><b>ACTION:</b> 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><b>Update:</b> 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 overtop.</p> <p>There is a reasonable amount work to be conducted to ease the water entry into the rear of the shed and it is expected to cost at least \$8000.</p>	Rick	Open
Mar 21-1	Draft letters of appreciation for contributions to the Brigade.	Tim	Open
Mar 21-2	Carry out agreed plan to remediate consequences of the membership letter.	Tim	Open
Mar 21-3	Send email to all operational members to update their MyRFS details so they can access and use RFS Activ.	Tim	Open
Mar 21-4	Remind members in the next training notice to look at the Training Calendar and apply for courses as required. In particular, members will be encouraged to apply for first aid requalification training.	Tim (Michelle)	open

## ATTACHMENT 2 - REPORTS

### CAPTAINS REPORT

#### 1. General

This has been the quietest bush fire seasons for around a decade however once again we have had local flooding and the COVID pandemic remains and we are moving towards the new normal especially once the vaccines are rolled out to those who want it.

The fire season officially ended today on 31st March 2021. There has been some significant rainfall which has topped up dams and the river systems and we once again saw some local flooding. Unfortunately, other parts of the state have been inundated with vast amounts of water and the RFS will once again offer support and personnel to assist with the clean-up.

Fundraising has been on hold due to the pandemic. The Bunnings sausage sizzles have returned and at this stage we have a couple of dates pencilled in. Further discussion will be required to re-establish some of our fundraising activities.

The new website continues to develop, and my thanks goes to the Information Officer for keeping our community up to date with brigade activities and events. I hope that Michelle will continue in the role of the Information Officer.

#### 2. Fires/Incidents attended

4 December 2020 – Passenger vehicle fire 706 Yass River Road (Manton area). I attended in the Cat 9 along with our Cat 1 being crewed by Rick Mumberson, Peter McCaskill, Dave Beattie and Tibor Fekete. The vehicle was deliberately set on fire as a result of the vehicle being stolen. There was a small amount of grassland and trees also on fire and were extinguished quickly by the brigade.

#### 3. National Emergency Medal

This medal has been enacted by the Governor General for the 2019-2020 bushfires and to be nominated for the medal a member must complete at least 5 days. We have compiled the list of suitable members and the paperwork has been sent to Fire Control by the Acting Secretary. We had nine people nominated for the medal.

#### 4. Out of Area Flood Assistance

We have been requested on two occasions for out of area flood assistance; however, at this time no members of the brigade have been deployed. There will possibly be future deployments.

#### 5. Shed update

The builder has stated that he will look to commence work after the fire season ends and will keep the job as a wet weather fill in job. There are also some moves by the RFS to determine whether some of the mezzanines are worth keeping and we will need to have those discussions in the future. We will just need to move all the items alongside the walls to make the work easier for the builder.

#### 6. NBN

We currently have internet services in the shed with Neville securing an ISP.



## 7. Training

Training generally is starting to return to the whole RFS. We have been able to conduct training locally and my thanks to Kylie for getting us back up and running. I'm sure Kylie will have further updates regarding training in her report.

## 8. Members

Troy has stood down from the position of Secretary for health, work and family reasons. I would just like to personally thank Troy for all the work he has done in the role of Secretary. It is a very demanding job for a volunteer. At this stage Tim has agreed to be the acting Secretary until further notice.

## 9. Conclusion

While we have not been busy fighting fires so much this season there may be a requirement to assist with flood clean up duties for a while to come. As there will be some changes to our administrative officer positions and potentially Field officers' positions, I'm positive the brigade has the personnel to fill whatever roles are required.

Stuart Burrows  
Captain

29 March 2021

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## TREASURER'S REPORT

Total funds available of around \$26,141:

Cheque account balance is around \$9,400  
Public Fund account balance is just over \$5,900  
Term deposit is \$10,841.33, maturing on 22 April 2021

The grant received from the NSW RFS has been fully expended

Key expenditure item of late was the high flow pump and associated fittings and parts

Donations are well down in 2020-21 with only \$1,350 received to date. This, combined with the Murrumbateman Field Days being cancelled in 2020, will result in a likely overall deficit for the Brigade in 2020-21.

The NSW RFS conducted a random audit of the Public Fund in late 2020 however we are yet to hear the outcome of the audit.

Due to there being no AGM in 2020 there was no decision taken on the Brigade auditor for the 2020-21 year; however, I have approached Justin Steven, who conducted the 2019-20 audit, and he has agreed to undertake the audit for 2020-21.

Joanne Reid  
March 2021

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## EQUIPMENT OFFICER'S REPORT

### Outstanding Actions from the minutes

- Rainwater tank Honda transfer pump installed
- All grant items purchased and acquitted

### Routine maintenance and repairs

- Replaced the CB in the Cat 2 due to a faulty screen
- Repaired blue beacon on the Cat 2
- Swapped laptop for a micro board PC (Raspberry Pi) to run RFSActiv in the shed
- Cat 2 alternator electrical problems

### To do

- Complete the painting of the floor
- Complete internal works
- Complete earthworks at the rear of the building
- Annual truck maintenance scheduled for July - August
- Cat 9 and quick fill trailer scheduled for April
- Failing 24 volt truck battery chargers.
- Install generator socket in the shed switchboard

Neville McMartin  
March 2021

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## HEALTH AND SAFETY OFFICER'S REPORT

As I am aware, no issues of Health and Safety have been reported over the past fire season. I would like to express that this doesn't mean we can relax as members' safety and wellbeing is at our forefront and some issues may not have been reported.

I have begun adding into the newsletter some information about the RFS core values in response to the Commissioners communications regarding misconduct and as a reminder to all. It is also as a reminder that we are all volunteers and here to have fun and enjoy some time with our neighbours and other likeminded community members. I would like the executive to ensure they speak out if you hear of or witness any inappropriate behaviour and that you speak with those involved or if you feel unsure, to

speak with either myself or another member of the executive on how the matter should be addressed. As our Commissioner has mentioned, all our members deserve to be treated respectfully and inclusively with each other.

I note we have many members either not trained in first aid or qualifications about to run out. If possible I would like to remind all members to undertake this valuable training course that may help in saving someone's life or at the least, help members to recognise when help is needed. Whether that be physical or mental wellbeing.

Members are reminded to keep their qualifications and training up to date and continue to keep a look out for any health and safety issues.

Safety is a shared responsibility, so let's all work together to keep our mates safe.

Sonia Slattery  
Health and Safety Officer  
31 March 2021

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## **CATERING OFFICER'S REPORT**

This is a 'nothing to report' report: no wildfire catering for the fire season just ending, no snack pack production during the season, no suppers for training nights due to corona virus restrictions, and no catering support for fundraising events, due to there being no fundraising events.

As a consequence, there has been no expenditure on catering.

Over the next few weeks the snack pack contents will be checked for date currency, removing items approaching expiry and donating them to local charities, as agreed at an earlier committee meeting.

Sally Kaufmann  
Food controller  
25 March 2021