



MINUTES OF YASS RIVER-NANIMA RURAL FIRE BRIGADE EXECUTIVE COMMITTEE MEETING 29 SEPTEMBER 2021

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| Convened by: | Kane Fillingham (A/President) |
| Attendees: | Neville McMartin (Captain), Kane Fillingham (Chair), Gareth Ellem (A/Senior Deputy Captain), Joanne Reid (Treasurer), Scott Burrows (Deputy Captain 1), Rick Mumberson (Deputy Captain 2), Kylie Eggins (Deputy Captain 3 / Training Officer), Damien Eggins (Deputy Captain 4), Tibor Fekete (Deputy Captain 6), Sonia Slattery (Deputy Captain 7/WHS Officer), Glenn Odlum (Equipment Officer), Sally Kaufmann (Food Controller), Karolyn Odlum (Junior Coordinator), Dave Beattie (A/Secretary). |
| Invited Attendees | Nil |
| Location: | On-line via Microsoft Teams |
| Date and time: | 7:00pm Wednesday 29 September 2021 |
| Apologies: | Nil |
| Absent: | Nil |
| Minutes by: | A/Secretary |

| No. | Agenda item |
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| 1 | <p>Opening and Apologies.</p> <p>The Chair opened the meeting at 7.06 pm by welcoming the members to the first on-line meeting of the Executive. The Chair noted that as this was the Committees first attempt at an on-line meeting a number of traditional agenda items, such as acceptance of previous minutes and some reports, had been set aside.</p> <p>All invitees were in attendance.</p> |

| No. | Agenda item |
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| 2 | <p>General Meeting Options. The Chair introduced the agenda item by noting that there were a number of positions that required election by members but attempts to hold a General Meeting (GM) to this point had been thwarted by restrictions arising from the COVID pandemic. However, he was confident that this meeting could be tentatively scheduled now that the NSW Government had released their Covid Recovery Roadmap and key dates on eased restrictions are better understood.</p> <p>a. Quorum Requirements for the GM. Mr Fekete advised that he had examined the Brigade Contact Lists and, despite some minor discrepancies, determined that there are 93 members entitled to vote. Under Section 6.17 and Brigade Rule 5 of the Constitution, a quorum of 25% of ordinary members is required, this equates to 24 ordinary members.</p> <p>b. Community Engagement Position. The Captain advised that the RFS had been increasing its level of community engagement and that it was probably time that the brigade introduced a specific position. Currently, MS Liz Sage had been undertaking the duties on a temporary basis and had been involved in discussions with other local brigades. The need for the position was strongly supported by a number of attendees. It was proposed that a Community Engagement Representative position be put to the next GM and, subject to approval by the members and then the RFS, an election for the post be held at the AGM. Until then, Ms Sage was willing to perform the duties of the position. Discussion then centred on whether the position should have voting rights on the Executive Committee. The Chair stated that the make up of the Executive Committee needed further review and until that happened, Ms Sage should be invited to the meetings without voting rights.</p> <p>Proposed: Mr Ellem. Seconded: Mr Fekete. Agreed</p> <p>c. Structure of the Executive Committee. Following on from the discussion on the Community Engagement position, Mr Fekete queried the role of the Deputy Captains on the committee. The Chair noted that this was probably a hangover from previous brigade protocols, especially when Deputies carried a number of the administrative posts. Mr Odium noted that the current constitution had no provision for Deputies to be on the committee. Mr Ellem proposed that more work needed to be undertaken on defining the role of the committee within the broader structure of the Brigade before any decisions on the make-up of the committee could be determined. This view was generally supported. The Chair then suggested that the structure of the Executive Committee be considered at a subsequent Executive Committee meeting.</p> <p>Proposed: Mr Fekete. Seconded: Mr Mumberson. Agreed</p> <p>d. Office Bearers to be Elected. The Chair listed the Office Bearers to be elected at the GM as President, Senior Deputy Captain and Secretary and noted that the creation of the Community Engagement position will be put to the GM. The A/Secretary queried whether the vacant Deputy Captain 5 position should be filled. The Senior Deputy Captain advised that there were insufficient qualified members willing to fill the position (this included former deputy captains). The Captain advised that despite carrying one vacant position, he had the utmost confidence that the leadership team would be able to meet the likely scenarios to confront the brigade.</p> <p>Proposed: Captain. Seconded: Deputy Captain 6. Agreed</p> |

| No. | Agenda item |
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| 2 (con) | <p>e. Alternative Meeting Options. The Chair advised that current NSW Government advice is that COVID restrictions are unlikely to be lifted to a sufficient extent to allow a face-to-face GM until 1 December 2021 (per the NSW Government Covid Recovery Roadmap). He then sought confirmation from the members on whether they wanted to pursue alternative processes such as on-line meetings and/or elections utilising tools like Survey Monkey. The members were in agreement that a face-to-face format was superior to the other options. Mr Burrows suggested that, should restrictions be lifted before the 1 December date; preparations should be such that the brigade could respond to the earlier timeframe.</p> <p>Proposed: Mr Ellem. Seconded: Mr Fekete. Agreed</p> <p>f. Date of GM. The members discussed the difficulties of holding the GM in December given the potential clash with the Brigade Christmas party and other functions that may be occurring at the time. Delaying the GM until the New Year was also seen as problematic given the possibility that many people may be exercising their ability to travel. Holding the GM in concert with the Christmas party was also dismissed because the foci of the two events were entirely different and as being impractical with the number of children likely to be present. Instead, the committee considered an evening timeslot during the week would be a better option. Therefore, Wednesday evening on 1 December 2021 was nominated and unanimously agreed.</p> <p>Proposed: Mr Mumberson. Seconded: Mr Ellem. Agreed</p> <p>g. Voting Process. The Chair stated that the current rules stipulate a secret ballot incorporating a first past the post system for determining the successful candidate. However, he noted that at the April meeting of the Executive, a proposal had been passed to possibly introduce a change in process where a candidate who stood unopposed would face a secret ballot where “seek another candidate” was an alternative option. Ms Kaufmann recanted a conversation with STZ Superintendent Peter Alley where he indicated that a sole nomination for a position should result in automatic selection under current RFS guidelines. The members then discussed the pros and cons of the “seek another candidate” proposal including the need to allow members to decide on a candidate’s suitability for a position versus concerns that the process would discourage members from standing for election. The Chair stated that the current nomination, election and voting process will stand and that any alternative model should be adequately described and brought before the Committee for consideration as an agenda item.</p> <p>h. Nominations of Candidates. Since the committee had decided on a face-to-face GM, no discussion on this topic was warranted.</p> <p>i. Next Steps. The Food Controller sought clarification on the catering requirements for the GM. The Chair advised that there will be some need for catering but the to what extent needed further consideration. This would be defined at the next meeting of the Executive if not earlier.</p> |
| 3 | <p>Treasurer’s Report.</p> <p>The Treasurer provided a breakdown of the brigade’s finances including key expenses and main sources of income. The main expenses were associated with the fire shed extension while the Yarrh Solstice bonfire was the major source of income. Donations were only \$350, significantly less than previous years. The Chair suggested that a letter of appreciation should be sent to Yarrh thanking the business principals for their valued support. Mr Fekete queried what could be done to improve the level of donations given that a subdued approach had been taken in requesting donations this year</p> |

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| | <p>owing to financial stresses that may be being experienced within the community owing to the pandemic. He suggested that an incentive should be provided to encourage people to provide their annual donations and possibly a raffle could be organised for the Christmas party. The Treasurer would examine the legitimacy of running/advertising a raffle. The Chair advised that a new request for donations would be sent out. The Treasurer's report is at Attachment 2.</p> <p>Proposed: Mr Ellem. Seconded: Mr Mumberson. Agreed</p> |
| 4 | <p>Other Business. The Captain advised the members that:</p> <ul style="list-style-type: none"> • As the fire season begins in a few days, permit inspections could be undertaken but mask wearing and social distancing would need to be observed during inspections. • New helmets for operational members have arrived and will be handed out at training nights. • A digital scanner would be purchased at a cost of approximately \$630 to ensure all deputy captains had a scanner. The Treasurer advised that sufficient funds were available. • A crew builder exercise was undertaken by the Ops group and seemed to work well. • Owing to the pandemic, Captains' meetings in Yass have been suspended until further notice. • Computer Aided Dispatch appears to be working well but he noted that should any operational decisions regarding an incident need to be confirmed, this was to be done through Yass, not CAD operations in Sydney. • An EOI for communication support in Fire Control at Yass has been issued. |
| 5 | <p>Closure. There being no further business, the Chair closed the meeting at 8:55 pm.</p> |

David Beattie
A/Secretary
Yass River-Nanima Rural Fire Brigade

30 September 2021

Attachments

| No | Document title | Author |
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| 1 | Action Items | Secretary |
| 2 | Brigade Reports | |
| | Treasurer's Report | Treasurer |

ATTACHMENT 1 – ACTION ITEMS

| Date | Action Item | Responsible Member | Status |
|-----------|---|--------------------|--------|
| 29 Sep 21 | Propose creation of Community Engagement Representative at next Brigade GM | A/President | Open |
| 29 Sep 21 | Structure of the Executive Committee to be considered at a future Executive Committee meeting | A/President | Open |
| 29 Sep 21 | A GM be held on 1 December 21 or earlier if conditions allow | A/Secretary | Open |
| 29 Sep 21 | A letter of appreciation be sent to Yarrh Winery | A/President | Open |
| 29 Sep 21 | Request for Donations letter to be sent to Brigade Residents | A/Secretary | Open |

ATTACHMENT 2 – TREASURER’S REPORT

Treasurer’s Report for Committee Meeting 29 September 2021

- Cheque account balance is \$4,905
- Public Fund account balance is \$4,350
- Term deposit is \$10,852, maturing on 22 December 2021
- The main income for the Brigade in the year to date is the donation of \$3,596 from the Yarrh bonfire night
- Donations from members total \$350
- Following are expenses incurred by the Brigade since the beginning of this financial year:

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| 27/04/2021 | NBN, repairs | 66.35 |
| 27/04/2021 | Domain renewal | 61.60 |
| 06/05/2021 | Misc equipment | 453.53 |
| 14/05/2021 | AGM expenses | 176.71 |
| 04/06/2021 | Cat 9 maintenance | 821.21 |
| 04/06/2021 | GoHosting Pty Ltd Web hosting 2021 | 299.00 |
| 04/06/2021 | Southland Projects Pty Ltd Fire shed alterations | 3,868.59 |
| 18/06/2021 | Southland Projects Pty Ltd Shed works final payment | 3,868.59 |
| 07/07/2021 | Thomas W Hall Shed works | 110.76 |
| 07/07/2021 | Truck charger | 174.94 |
| 13/08/2021 | NBN - 3 months | 121.05 |
| 02/09/2021 | NBN and cable repair | 78.35 |

Joanne Reid
28 September 2021