



## MINUTES OF YASS RIVER-NANIMA RURAL FIRE BRIGADE EXECUTIVE COMMITTEE MEETING 13 OCTOBER 2021

<b>Convened by:</b>	Kane Fillingham A/President
<b>Attendees:</b>	Kane Fillingham (Chair), Neville McMartin (Captain), 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), Glenn Odlum (Equipment Officer), Sally Kaufmann (Food Controller), Karolyn Odlum (Junior Coordinator), Dave Beattie (A/Secretary).
<b>Invited Attendees</b>	Nil
<b>Location:</b>	On-line via Microsoft Teams
<b>Date and time:</b>	13 October 2021, 7:00 pm
<b>Apologies:</b>	Nil
<b>Absent:</b>	Sonia Slattery (Deputy Captain 7/WHS Officer)
<b>Minutes by:</b>	A/Secretary

No.	Agenda item
1	<b>Opening and Apologies.</b> The Chair opened the meeting at 7.08 pm by welcoming the members to the meeting. He noted that the aim of this meeting was to clear as much of the backlog of actions as possible in order to provide sufficient time at the next meeting to discuss the structure of the Executive and to socialise the possibility of introducing a strategic plan to the next AGM.

No.	Agenda item
2	<p><b>Acceptance of Previous Minutes.</b></p> <p><b>Executive Meeting of 24 Nov 2020</b> – The Chair noted that these minutes may have been approved at the 31 March 21 meeting but a minor clerical error meant that the approval was not evident and therefore proposed that they be accepted again for completeness.</p> <p>Proposed: Chair    Seconded: Mr Ellem    Agreed</p> <p><b>Executive Meeting of 31 Mar 2021</b> – The Chair proposed that the minutes of this meeting be accepted.</p> <p>Proposed: Chair    Seconded: Mr Burrows    Agreed</p> <p><b>Executive Meeting of 4 Jun 2021</b> – Mr Burrows pointed out that at this meeting an issue with the Minutes of the March meeting had been discussed for a considerable period but had been reduced to two short sentences in the June minutes. He felt that this was insufficient commentary given the length of discussion. Ms Kaufmann supported this view. Mr Burrows requested that the matter be raised again at the next Executive Committee meeting where he would make further representation. The members agreed.</p> <p><b>Executive Meeting of 29 Sep 2021</b> – The Chair proposed that the minutes of this meeting be accepted.</p> <p>Proposed: Chair    Seconded: Mr Ellem    Agreed</p>
3	<p><b>Actions Arising from Previous Minutes</b></p> <p><b>Internal Shelf for Cat 9 (Feb 19-5).</b> The option of procuring a shelf to be affixed above the sun visor was discussed. The Equipment Officer suggested that the shelf might cost more than the previously recommended \$450. The Chair proposed that it be procured and fitted for a sum of up to \$750.</p> <p>Proposed: Chair    Seconded: Ms Eggins    Agreed</p> <p><b>RFS Recognition of 10 Years Service (Feb 19-8).</b> Ms Kaufmann stated that recognition of service couldn't be completed until the work on the definitive membership list was finalised. She expected that the list would be brought to the next Executive Committee meeting. Mr Ellem observed that this is one element that had not been managed in a timely manner in the past and concurred with Mr Fekete's comment that an individual within the brigade needed to be identified to coordinate the process. Mr Burrows affirmed his position that the recognition of service had to be for active service. Ms Kaufmann also noted that the Honour Board would need updating. The Chair asked that Ms Kaufmann and Mr Fekete present the finalised membership list to the next meeting of the Executive Committee for review and approval. That would then enable the determination of those members to receive recognition for their service, possibly at the next AGM and any other actions that needed to be addressed.</p> <p>Proposed: Chair    Seconded: Ms Kaufmann    Agreed</p> <p><b>Painting of the Shed Floor (Sep 19-1).</b> Mr McMartin advised that the painting of the shed floor could not be completed until the water inundation problems were finalised and this action should be closed but the floor painting be incorporated into the action item on the water inundation. The members agreed.</p> <p><b>RFS Grant Sub-Committee (Feb 20-3).</b> The Captain stated that the items had been purchased under this grant and that the former Equipment Officer provided item model serial numbers to YASS FCC for</p>

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	<p>entry into the RFS SAP system while the former Captain had reconciled the purchases through to the RFS. The action item could now be closed. The members agreed.</p> <p><b>Mezzanine Works (Oct 20-1).</b> Mr Mumberson stated that the works had essentially been completed but an engineering certification of the work and floor loading was required. Once the certification was completed and an understanding of the loading limits ascertained, the brigade could then determine what could be stored in the area and the best methodology for accessing the space. The Equipment Officer undertook to obtain the certifying engineer's details from Mr Mumberson and contact the engineer accordingly.</p> <p><b>Water Flooding at Rear of Shed (Oct 20-2).</b> While the members agreed that the work to permanently remediate the water inundation at the rear of the shed was essential, the cost could not be accommodated at this time. It was agreed that permanent remediation of the issue be funded through an appropriate grant, which the President affirmed to take carriage of. The Committee accepted that identifying an available grant could take some time.</p> <p>Mr Odium queried whether some of the remediation work could be undertaken to provide a temporary fix. Mr Mumberson advised that, while there would be difficulties given the nature of the ground at the rear of the shed, some temporary relief could be achieved with a day's work. The Chair proposed that Mr Mumberson look into the matter further and that a sum of up to \$1,000 be made available for partial remediation of the problem.</p> <p style="text-align: center;">Proposed: Chair    Seconded: Mr Ellem    Agreed</p> <p><b>Letters of Appreciation (Mar 21-1).</b> Mr McMartin explained that this action item had been introduced as a placeholder to ensure the backlog of these letters was reduced. Ms Kaufmann said that the RFS template was inadequate for the task and that the brigade should establish its own. The Chair advised that he had developed a letter to Yarrh Winery in appreciation of the donation from the Winter Solstice and that it could be adopted as a template. A copy of the letter will be sent to members. He requested that members advise him of worthy recipients and he would send out the letters. The Treasurer mentioned that the Auditor should be considered. The action item was closed.</p> <p><b>Remediate Consequences of Membership Letter (Mar 21-2).</b> The members agreed that this action item had been completed.</p> <p><b>Update MyRFS Details (Mar 21-3).</b> The Captain stated that an email, advising members of the need to update their details in MyRFS in support of RFSActive had been sent out and RFSActive had been implemented. Mr Burrows reminded the members that MyRFS was now One NSW RFS (shortened to One RFS) and that they should ensure that they could access the new system. Action Item closed.</p> <p>Secretarial Note: The A/President has directed that a reminder of the roll out of One NSW RFS be sent to members. Action: A/Secretary</p> <p><b>Remind Members to look at the Training Calendar (Mar 21-4).</b> Action completed.</p> <p><b>Form Membership Sub-Committee (Jun 21-1).</b> The sub-committee has been formed and will present its findings to the next Executive Meeting. Interim report is attached. Action Item closed.</p> <p><b>Membership Status of Junior Members (Jun 21-2).</b> Mr Odium stated that ordinary member status should have been approved for Kaliyah and Zali Odium at the last AGM but was overlooked. Both members had satisfied the necessary requirements. The meeting proposed that their membership be submitted for approval at the forthcoming GM. The A/Secretary undertook to try to ascertain the status</p>

No.	Agenda item
	of paperwork pertaining to Tarlo Odlum's membership application.
4	<p><b>Reports</b></p> <p><b>Captain's Report.</b> The Captain advised that:</p> <ol style="list-style-type: none"> <li>1. The RFS has moved to an on-line membership application process. A paper process will co-exist until November 2021.</li> <li>2. The Cat 9 vehicle will be undergoing rectification work to resolve a cold starting problem and will be out of service for some days.</li> <li>3. The electrician has installed additional power points and lighting in the shed but further work is required before the activity is finalised.</li> <li>4. The RFS wants all members to record their vaccination status on One RFS. The implication of vaccination status is to be discussed at the next Ops Group meeting.</li> </ol> <p>Ms Reid commented that a recent RFS email requested that brigades undertake consultation in relation to vaccination status of members. The Chair said that he would review the email and respond appropriately.</p> <p>Proposed: Chair    Seconded: Mr Ellem    Agreed</p> <p><b>Training Officer Report.</b> Training will restart as soon as Covid restrictions allow. Moving training to the first Tuesday of the month is being considered to better align with training times of nearby brigades and enhance access to resources such as the Yass East truck. The new training night is to be considered at the next Ops Group meeting.</p> <p>Proposed: Mr McMartin    Seconded: Mr Ellem    Agreed</p> <p><b>Equipment Officer Report.</b> The Equipment Officer advised that the trucks have been rotating through their maintenance cycle and pre-season checks and activities are proceeding as necessary. The cold start issues on the Cat 9 are being addressed.</p> <p>Proposed: Chair    Seconded: Mr McMartin    Agreed</p> <p><b>Catering Officer's Report.</b> No activity therefore, nothing to report.</p>
5	<b>Other Business.</b> There was no Other Business.
6	<b>Closure.</b> The meeting was closed at 8:38 pm.

David Beattie  
A/Secretary

13 October 2021

## Attachments

No	Document title	Author
1	<b>Action Items</b>	Secretary
2	<b>Brigade Reports</b>	Ms Kaufmann

## ATTACHMENT 1 – ACTION ITEMS

Date	Action Item	Responsible Member	Status
5 Feb 19	Shelf for Cat 9 Vehicle to be procured and fitted.	Captain	Open
5 Feb 19	10-Year Service Recognition. Definitive membership list be presented to the next meeting of the Executive Committee for review and approval.	Membership Sub-Committee	Open
9 Sep 19	Painting of Shed Floor. Incorporated into action item on flooding at rear of shed.	Captain	Closed
24 Feb 20	RFS Grant Sub-Committee. Actions completed.	Mr McMartin	Closed
6 Oct 20	Mezzanine Works. Engineering certification required	Equipment Officer	Open
6 Oct 20	Flooding at Rear of Shed. Temporary remediation options to be considered and undertaken as necessary.	Mr Mumberson	Open
31 Mar 21	Letters of Appreciation to be Drafted. Template developed by A/President will be utilised to formulate letters.	A/President	Closed
31 Mar 21	Remediate Consequences of Membership Letter. Completed.	A/President	Closed
31 Mar 21	Update Members MyRFS details. Action completed.	Secretary	Closed
31 Mar 21	Members to be Reminded of Training Needs. Action completed	Training Officer	Closed
4 Jun 21	Establish Membership Sub-Committee. Action Completed	Sub-Committee	Closed
4 Jun 21	Correct Membership Status of Junior Members. A/Sec to establish status of Junior member. Proposed membership to be submitted to next GM for approval.	A/Secretary	Open
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
13 Oct 21	Members be reminded of roll out of One RFS	A/Secretary	Open

## ATTACHMENT 2 – REPORTS

### MEMBERSHIP SUB-COMMITTEE REPORT

The Brigade Register Review sub-committee has been busy since we provided the last committee meeting with a reasonably firm estimate of the number of members needed to fill a quorum at the next GM.

Even getting to an up-to-date version of the register involved a number of steps.

We embarked on the review of classified members first, due to the need to be clear about current member classification, particularly ordinary membership, in time for the agenda papers for the general meeting to be distributed (members must be advised of their membership status in the agenda papers).

To that end, we have:

- Compared the RFS version of the brigade register with the PDF of the register provided to the Sep 2019 committee meeting – the last time the committee received a copy of the register – identifying and resolving discrepancies and developing a list of changes that need to be advised to the RFS to bring the two versions of the register into alignment.
- Compared the result of the first exercise with the (presumably more recent) spreadsheet of the register of members and landholders/residents that we were able to obtain from Troy, updating it as required, including adding and filling in a column for membership classification.
- Compiled all the membership resolutions from the AGM Minutes for the years 2013-21 and updated the spreadsheet version of the register where necessary.

This has given us the best version of the YRN Brigade Register of Members and Landholders available until we update the individual entries.

From that version we created a simpler spreadsheet containing only members and their current classifications, annotating this list with the team's suggestions where we are proposing a change to the classification. This list is for consideration by the exec committee tonight, if possible. This spreadsheet is provided separately.

In summary though, we have:

91	Ordinary members
-2	Ordinary members to be removed immediately due to resignation (Dave Fearnside, Tim Scully)
9	Probationary members (including Kaliyah and Kali)
2	Junior Members
1	Membership not defined (Langworthy)
41	Classifications proposed to be reviewed
<b>23</b>	<b>Ordinary Members currently needed for a quorum (25% of 89 = 22.25).</b>

Sally