



MINUTES OF YASS RIVER-NANIMA RURAL FIRE BRIGADE EXECUTIVE COMMITTEE MEETING 23 FEBRUARY 2022

Convened by:	Judy Hancock - President
Attendees:	Judy Hancock (Chair), Neville McMartin (Captain), Gareth Ellem (A/Senior Deputy Captain), Joanne Reid (Treasurer), Rick Mumberson (Deputy Captain 2), Kylie Eggins (Deputy Captain 3 / Training Officer), Tibor Fekete (Deputy Captain 6), Glenn Odlum (Equipment Officer), Sally Kaufmann (Food Controller), Karolyn Odlum (Junior Coordinator), Donna Georgievski (Secretary).
Invited Attendees	Nil
Location:	Yass River-Nanima Fire Shed
Date and time:	23 February 2022, 7:00 pm
Apologies:	Sonia Slattery (Deputy Captain 7 / WHS Officer), Damien Eggins
Absent:	Scott Burrows (apology received during meeting)
Minutes by:	Secretary

No.	Agenda item
1	Opening and Apologies. The Chair opened the meeting at 7.15 pm by welcoming the members. She noted that Sonia Slattery and Damien Eggins were unable to attend, and Scott Burrows was absent.

No.	Agenda item
	<p>Acceptance of Previous Minutes.</p> <p>Executive Meeting of 1 Nov 2021</p> <p>Proposed: Mr Ellem Seconded: Mrs Eggins Accepted</p> <p>Actions Arising from Previous Minutes</p> <p>Internal Shelf for Cat 9 (Feb 19-5). Shelf installed. Item closed.</p> <p>RFS Recognition of 10 Years Service (Feb 19-8). The list is to be used to identify those members who qualify for recognition of their service. Mr Ellem will organise the trophy for Mr Peter Clark and table the membership list for review at the next Executive Committee meeting (see Item 5).</p> <p>Mezzanine Works (Oct 20-1). Certification received. Item closed.</p> <p>Water Flooding at Rear of Shed (Oct 20-2). Mr Jason Mumberson had agreed to undertake the initial work to alleviate the flooding occurring at the rear of the fire shed. However, the Captain advised that a new source of grant funding might be available. Given that it is more difficult to secure grants for works already commenced, he requested that no work be initiated until this new source of funding could be investigated.</p>
2	<p>Membership Status of Junior Members (Jun 21-2). Membership status updated. Item closed.</p> <p>Propose Creation of Community Engagement Representative at next Brigade GM (Sep 21 -1). Proposal to elect position in principle pending April AGM. Secretary to follow up notification from the RFS.</p> <p>Proposed: Mr Ellem Seconded: Mrs Odlum Agreed</p> <p>Structure of the Executive Committee (Sep 21 -2). See agenda item 4.</p> <p>A letter of appreciation to Yarrh Winery (Sep 21 -4). Mr Ellem to confirm with Dave Beattie. Item closed.</p> <p>Request for Donations letter to be sent to Brigade Residents (Sep 21 -5). Item closed.</p> <p>Members be Reminded of the Roll Out of One RFS (Sep 21 -6). Item closed.</p> <p>Develop a Strategic Plan for the 2022 AGM (Nov 1 –1). To be discussed at March Executive Committee meeting.</p> <p>Circulate list of 43 names to Exec members (Nov 1 -2). Item closed.</p>

No.	Agenda item
	<p>The Chair proposed that the Minutes of the previous meeting and the update on the actions arising be accepted.</p> <p style="text-align: center;">Proposed: Chair Seconded: Mr Ellem Agreed</p>
3	<p>Reports</p> <p>Captain's Report. The Captain confirmed that:</p> <ol style="list-style-type: none"> 1. Two callouts and assistance provided for storm clean up around Keirs and Greenhill Rds. 2. RFS announced that volunteer members must be vaccinated to attend callouts. The Captain or delegate can upload members status on their behalf. 3. Approval has been obtained to conduct two pile burns at Warrambui. 4. Privately maintained access points in the Mt Ramsay area have been identified as need maintenance to enable heavy tankers to access. Senior Deputy is co-ordinating. <p>Training Officer's Report. Training sessions with approximately 10 attendees were going well. Feedback received from group indicated small numbers allow more time to understand training content. Future 'second' training sessions each month will be conducted on a Wednesday.</p> <p>Treasurer's Report. See report attached.</p> <p>Equipment Officer Report. Nothing to report.</p> <p>WHS Officer Report. Nothing to report.</p> <p>Catering Officer's Report. Freezer contents have been replaced due to loss from the blackout. Gold coin donation reminder to go in the newsletter.</p> <p>The Chair proposed that the reports be accepted.</p> <p style="text-align: center;">Proposed: Mr Ellem Seconded: Captain Agreed</p>
4	<p>Financial delegations/guidance and a CAPEX plan. The Captain suggested the formation of a sub-committee to determine the process for brigade expenditure and a CAPEX plan. The Treasurer pointed out that to determine the process for spending brigade funds would be straight forward and the process could be finalised and tabled at the AGM. Mr Fekete disagreed that sub-committee was necessary.</p> <p>It was agreed that a financial delegation/process would be proposed at the next Executive Committee with the intention of it being tabled at the AGM. Treasurer to initiate a proposed delegation. In regard to the CAPEX, it was agreed that this will be an agenda item for discussion at the next Executive Meeting.</p>
5	<p>Fundraising. Grants may be available from the RFSA for equipment such as a replacement ACTIV screen in the kitchen. Mr Odlum will provide quotes to Kane for the grant application.</p>
6	<p>Issue of name tags, caps and t-shirts to new members. Mr Odlum has reached out to the RFSA. They have asked to be provided with quantities. President to approach her contact in 'Slabs for Heroes' to once quotes are received to see if they will cover full or partial cost. Mr Odlum and Mr Ellen will approach Mr Rod Eade to get quantities. In addition, a bulk order will be placed for the Yass River uniform patch/badge. The captain suggested that the word Nanima is not required on the badge, as the PPE is used in operational duties.</p>

No.	Agenda item
7	<p>Community Engagement Officer. The Captain proposed the appointment of Ms Liz Sage to the position until the AGM.</p> <p>Motion: Captain Seconded: Mr Ellem</p> <p>Action: Secretary to follow up confirmation of position with the RFS.</p>
8	<p>Structure of the Brigade Executive. The Captain opened the discussion with proposing the possibility of the formation of a sub-committee to look into the structure of the Executive Committee.</p> <p>Mrs Eggins pointed out that those who had nominated for an operational position such as Senior Deputy had not necessarily been interested in the administration of the brigade. Mr Ellem suggested the involvement of this position in the administration should be optional. Mr Ellem also pointed out that the positions held in both the Executive Committee and the Operational Committee should be trusted to perform their role.</p> <p>There was a consensus that the Executive Committee should consist of core positions only. It was decided to distribute a structure for discussion (Action item: Secretary) to be tabled at the AGM.</p> <p>The Brigade Governance Discussion Paper attached these minutes.</p>
9	<p>Station Security Cameras. The existing internal camera was damaged by leaking batteries. It was installed 3-4 years ago due to a spate of break-ins in the area. Mr Odlum provided information in relation to new, cost-effective cameras which could use the wi-fi, are powered by solar panels, include sound, and give phone notifications when movement is sensed. Mr Odlum provides quotes.</p>
10	<p>Completion of AV System in the station. Glenn has discussed with Mr Rod Eade. Cable to be installed to enable an easy plug-in setup for the PC. RFS Activ can run on it. Grant for TV in kitchen, in progress.</p>
11	<p>Formation of a Constitution review sub-committee. Ms Kaufmann to lead the sub-committee and approach the brigade member for expression of interest in the next newsletter. (Action item)</p>
12	<p>Website publisher. Expression of interest for this job to be put in the newsletter.</p>
13	<p>Other Business.</p> <p>Honour Board. Mr Ellem will organise with Mrs Kaufmann to provide names.</p> <p>RFS Courses. The Captain mentioned that there will be an RFS Code of Conduct and Ethics course held in Goulburn on 12 March 2022. He will be attending. Captain to send Mr Rick Mumberson course details. The Community Engagement Officer training has been postponed until June.</p> <p>Opportunity for hazard reduction burns. Mrs Eggins mentioned that there are many trees down on Alison Butt's property and John Ives. Alison's property has steep hills.</p>

No.	Agenda item
14	Closure. The meeting was closed at 9:27 pm.

Donna Georgievski
Secretary
2 March 2022

Attachments

No	Document title	Author
1	Action Items	Secretary
2	Brigade Governance Structure – Discussion Paper	Kane Fillingham
3	Captains Report	Captain

ATTACHMENT 1 – ACTION ITEMS

Date	Action Item	Responsible Member	Status
5 Feb 19	10-Year Service Recognition. Definitive membership list to be reviewed by the Executive Committee.	Mr Ellem	Open
6 Oct 20	Flooding at Rear of Shed. On hold pending possible grant submission.	Mr Mumberson	Open
29 Sep 21	Community Engagement Office. Follow up confirmation of position from the RFS.	Secretary	Open
29 Sep 21	Structure of the Executive Committee considered at 1 Nov 21 Executive Committee meeting. Strategic Plan to be developed. See Agenda Item 8.	Secretary	Open
29 Sep 21	A letter of appreciation be sent to Yarrh Winery.	Mr Ellem	Pending
1 Nov 21	Develop A Strategic Plan for the 2022 AGM. To be discussed at the March Executive Committee.	President	Open
23 Feb 22	Financial delegations.	Treasurer	Open
23 Feb 22	ACTIV screen quotes for grant application.	Mr Odlum	Open
23 Feb 22	Issue of name tags, caps and t-shirts to new members	Mr Odlum, Mr Ellem and President	Open
23 Feb 22	Provide quote on security cameras for station.	Mr Odlum	Open
23 Feb 22	Gain expressions of interest for sub-committee to review the Constitution.	Ms Kaufmann	Open
23 Feb 22	Gain expressions of interest for a website publisher.	Ms Kaufmann	Open
23 Feb 22	Update the Honour Board.	Mr Ellem	Open

ATTACHMENT 2 – BRIGADE GOVERNANCE STRUCTURE - DISCUSSION PAPER

Yass River / Nanima Bush Fire Brigade Governance Structure – Discussion Paper

Outline

AGM approves an annually maintained Strategic Plan consisting of

1. **Operational Capability** – Field Officer pathways, training, hazard mitigation, catering and community engagement
2. **Infrastructure and Equipment** – to support and enhance Operational Capability
3. **Membership** – ensuring we continue to attract and retain membership and includes WHS
4. **Finance** – forecast income and expenditure that directly supports our Operational Capability

The Strategic Plan has a 3-5 year horizon with a 1-year focus.

Exec consists of President, Captain, Senior Deputy, Treasurer and Secretary

Exec chairs four standing sub-committees:

1. Operational Capability – Captain
2. Infrastructure and Equipment – Senior Deputy
3. Membership – President
4. Finance – Treasurer

Exec manages all day-to-day activities and reports to AGM on achievement against the plan. It also manages any crossover between sub-committees

Specialist sub-committees that report to the Exec can be formed as required, but then disband.

Only AGM and Exec minutes are published.

Background

At the September 2021 meeting of the Executive Committee, members queried the role of Deputy Captains on the Committee. From the discussions it became clear that there was no overarching guidance on the role of the Committee and the exact nature of the functions it was to perform. This lack of clear guidance was exacerbated when the constitution was examined and the role of the Executive Committee was articulated as:

8.3 The executive committee manages the Brigade other than in relation to operational activities.

8.4 The executive committee must manage the Brigade in accordance with any directions or conditions adopted by majority resolution at the AGM or a general meeting

So general meetings of the brigade are supposed to give direction to the executive committee. This is possibly something we haven't done in a consistent manner in the past. Clearly, all members have to understand the proposed direction for the brigade in order to discuss and propose modification as necessary. So we need to set the longer-term objectives and outcomes and devise an obvious pathway to those objectives. To achieve this, a forward-looking plan is required which the members can examine, nuance and support. The executive committee would then implement that plan.

But first we need to decide what our primary objectives are, something like:

We protect life, assets and the environment by providing emergency response to extinguish bushfire, and assist other emergency services agencies as required, during the response phase of emergencies. We train to respond to emergency situations, and plan and undertake bushfire risk mitigation activities as part of the preparedness and prevention phases of emergency management. We promote community resilience by engaging with community and supporting community activities.

The key elements that support our primary objectives are membership and equipment capabilities now and into the future. What we need is people, money, equipment and skills. Therefore, we need to present to each AGM an annual Strategic Plan that seeks to deliver these four key elements:

1. **Operational Capability** – Field Officer pathways, training, hazard mitigation, catering and community engagement
2. **Infrastructure and Equipment** – to support and enhance Operational Capability
3. **Membership** – ensuring we continue to attract and retain membership and includes WHS
4. **Finance** – forecast income and expenditure that directly supports our Operational Capability

To realise the plan and in the interest of efficiency, the Exec should be reduced in size and provided with the direct support of four sub-committees. The Exec should consist of President, Captain, Senior Deputy, Treasurer and Secretary.

The Exec should chair four sub-committees which each carries functions such as:

1. **Operational Capability**
 - a. Training
 - b. Field Officer pathways
 - c. Hazard mitigation
 - d. Catering
 - e. Media/ Community Engagement
2. **Infrastructure and Equipment**
 - a. Any infrastructure planning

- b. Major Equipment Decisions
 - c. Management of trucks and equipment
 - d. Major capital improvement projects
3. **Membership**
- a. Membership (incl maintaining the master list of members and quals)
 - b. Attracting and retaining members
 - c. Awards and honours
 - d. Promotion of the Brigade profile within the local and wider community
 - e. WHS
4. **Finance**
- a. Budget
 - b. Donations
 - c. Grants

Exec manages all day-to-day activities and reports to AGM. It also manages any crossover between sub-committees. These sub-committees will be staffed with people best suited from the brigade. There are members who don't have an active fire-fighting role who could fulfil these positions.

Sub-committees could be formed using any member within the membership base.

By way of example, the President could oversee the Membership sub-committee. This committee would manage the one definitive membership list. The sub-committee would ensure that new members were appropriately inducted into the brigade and ensure any awards or honours are attributed in a timely manner. But as importantly, it would be proactive by possibly monitoring and reporting on the age profile of the brigade, WHS issues, looking to identify members who could fill various roles other than frontline fire fighting and ensure that junior members receive the necessary support. It would also ensure that the Brigades public profile be sufficient that we are attracting new members and has an appropriate level of awareness within our community.

The Exec would be responsible for submitting/updating the elements of the Strategic plan, which would be presented and adopted at each AGM. This provides our Members with a vision for what we aim to achieve and empowers them to support the plan, ultimately enabling the Exec to do its job.