



## YASS RIVER-NANIMA VOLUNTEER BUSH FIRE BRIGADE

### MINUTES

EXECUTIVE COMMITTEE MEETING  
Held at the Fireshed on Thursday 23 February 2023

Present	Judy (Chair), Neville (Captain), Joanne (Treasurer), Gareth (Senior Deputy), Rick (DC 2), Sonia (DC 5), Tibor (DC 6), Kim (Training Officer), Glenn (Equipment Officer), Sally (Secretary)
Invited	Liz (CER)
Apologies	Scott (DC 1), Karolyn (Junior Co-ordinator), Darko (WHS Officer), Liz (CER)

#### 1 Opening and apologies

The President assumed the chair and opened the meeting at 6.35pm, thanked those present for coming and received the apologies.

#### 2 Acceptance of previous Minutes

*EC Meeting 27 October 2022*

Comments on the draft minutes of the meeting had been received out of session. Tibor moved that the minutes as circulated as part of the Agenda papers be accepted as a true and accurate record of the meeting. Seconded by Joanne. Carried.

#### 3 Actions Arising from Previous Minutes

See Action Items Log – Attachment 1

In discussion at item: *Using the Cat 1, 30 Mar*, Gareth noted the trucks had needed a lot of cleaning after the Wee Jasper grass fire, where grass had been as tall as the truck windows and debris had collected all over the trucks.

Gareth also mentioned some faulty triple director nozzles that needed replacement. Neville suggested that Glenn provide Gareth with an equipment item list signed by him (Neville) to support a request to FCC for replacements.

Neville reminded users to report vehicle problems to himself or Glenn for followup.

#### 4 Correspondence

- Outgoing: Draft of followup request for donations letter – Judy.
- Incoming:

- An email from local resident offering the brigade 40 grey plastic chairs in excellent condition.
- Proposed Letters of Appreciation
 

In discussion following the tabling of correspondence, suggestions were made regarding the draft request letter and Committee declared itself very appreciative of the offer of plastic chairs. Judy to arrange pickup and delivery to shed.

## 5 Reports

### ***Captain's Report – See Attachment 2***

Glenn moved that the Captain's Report as circulated with the Agenda papers be accepted. Seconded Rick. Carried.

### ***Treasurer's Report – See Attachment 3.***

Glenn moved that the Treasurer's Report as circulated prior to the meeting be accepted. Seconded Tibor. Carried.

### ***Training Officer's report – See Attachment 4.***

Rick moved that the Training Officer's Report as circulated with the Agenda papers be accepted. Seconded Neville. Carried.

### ***Junior Co-ordinator's Report – No report.***

### ***Equipment Officer's Report***

Glenn noted comments already made against particular items in the Action Items Log (item 3) and added that in general, although there were some items of equipment that needed to be repaired or replaced, most of the brigade's equipment was fully serviceable. He mentioned the need for pre- and post checks of vehicles and that he was planning a meeting with drivers to emphasise this.

Neville moved that the Equipment Officer's verbal report be accepted. Seconded Gareth. Carried.

### ***WHS Officers Report***

In Darko's absence, Gareth provided the WHS report.

- *Masks*

Gareth advised the committee that he is working with Darko to test masks in addition to the two types currently provided by the RFS. The limitations of the truck-based masks were noted – difficult to communicate while wearing them and they fit better if fitted to a specific individual rather than being multi-user. It was also noted that people are happy with the P2 masks that are also distributed by the RFS.
- *Cat 2 centre seat*

The possible WHS issues and limitations of this seat, and the means of overcoming them, were discussed. This problem to be taken up by the Ops group for resolution.

Sonia moved that the WHS Report as verbally conveyed by Gareth be accepted. Seconded Neville. Carried.

### ***Catering Officer's Report***

Sally reported that Jenny and Rick had made up 32 crew snack packs which are now in the cupboard. Very little else to report: provision of appetisers for the GM on 10 December last

year, monitoring the plates for the Christmas Party the same day, liaising with Jo Byrnes to obtain and deliver a leg of ham for the Christmas party, which the Murrumbateman Butchery provided at cost. Sally noted that Jo's training suppers are extremely well received and that Peter C has served us well on the bbq during this time, also that numbers are much lower than in the past.

In subsequent discussion, Gareth advised that he 'had a plan' for a bbq chief for training nights in the absence of Peter C, but provided no further detail.

Sonia moved that the Catering Officer's verbal report be accepted. Seconded Neville. Carried.

## **6 Captain's items**

- *Purchase a 16L soft knapsack for a trial*

Neville asked whether there was still a desire to buy and test a folding knapsack. it was agreed there was.

- *Replace the failing handheld radios*

Neville advised that our CB radios (used between crews on the ground and in trucks) were coming to the end of their life. He provided a sample of a \$110 unit that was suitable for our needs: sensitive enough for our purposes, with a 30-hour battery life and a spare battery, and RFS-approved for use although it didn't have a separate microphone (which some considered an advantage and no-one considered a disadvantage). This unit is available from AusCB.com.au for anyone to buy personally if desired.

In discussion, it was agreed that we should seek to obtain 11 of these units: 4 x Cat 1, 2 x Cat 2, 3 x Cat 7 and 2 x Cat 9, and that we would pursue donations or grant funding to purchase them. In the first instance Judy will approach Slabs for Heroes to see if they are able to assist with this purchase. It was also noted that if Slabs can't help, Glenn may have a contact that could.

## **8 Other Business**

### **a) Drive-arounds and Community engagement: update**

The Captain reported on the joint brigades' district drive-around some weeks ago, with 12 trucks led by the Murrumbateman captain, noting that it was a very successful day overall, although cognisant of the significant damage done to one section of Elms Rd, which, fortunately, has been repaired in the past few days.

Neville also noted that our drive-around in our own area is on hold during the fire season, to be completed in autumn, but so far has been favourably received by residents and we have recruited one new member.

### **b) Fundraising**

*ACT Veterans Rugby Union match, 1 April 2023*

We have been offered the opportunity to provide a sausage sizzle (with a broader menu than a Bunnings sizzle) at this match, returns expected to be equal to or better than a Bunnings sizzle. Additionally, all catering equipment is provided and we would only need to provide the volunteers and food and, at the end of the day, clean up the catering trailer and equipment.

Committee was in favour of pursuing this fundraising opportunity, which was originally raised by brigade member Rod.

Gareth will confirm the details with Rod and the president of the ACT Veterans RU association next week.

Rick noted that Kane can purchase the food needed from our field day suppliers, which will be cheaper than Woolworths.

Sonia indicated she would be willing to help on the day.

#### *Fishing competition*

Neville advised that one of our residents who has a huge dam well-stocked with fish has offered to hold a fishing competition as a fundraiser for the brigade. He proposes charging an entry fee and advertising the event widely in Canberra.

Committee discussed the proposal, noting in particular the issue of public liability insurance, determining that it would not be appropriate for us to engage with the competition as a brigade, given the event is on private property (unlike the Yarrh Solstice night and the field days) but that brigade members could and probably would assist in their private capacity. It was also noted that we would be very grateful to receive any donation that arose from the event.

#### *Paddock Car Boot sale*

Glenn provided an update on his proposed annual fundraiser for the brigade. In terms of a venue, early discussions with the Warrambui team regarding use of the basketball courts are under way, to be continued in tandem with the development of an MOU with the Centre (see item 8d). The intention is to charge sellers a fee to participate and the public a fee to enter.

Discussion points:

- Committee agreed with Glenn's proposal to hold the event in conjunction with Get Ready activities in early Spring, this year: Saturday 23 September, which is about a month before the field days.
- The issue of whether there would be sufficient parking for visitors, at least as the event grew over the years, was raised.
- Glenn pointed out the possibility of sales on the day, such as 'I support the Yass River-Nanima brigade' T-shirts (which could also be used more widely as a 'thank you' to donors or for grants) and a sausage sizzle, perhaps using the zone catering truck.
- The advantage of having the resources of the shed nearby was also noted.

Committee noted Glenn's update and agreed he should continue to progress the project, working with the president and possibly joined by the community engagement representative (to be taken up with Liz).

#### *Bunnings sausage sizzle*

In the light of the potential RU Veterans Match fundraiser and noting that no dates had been canvassed with Bunnings, Sally moved that we do not pursue a Bunnings sizzle at the moment. Seconded Judy. Carried.

### **c) AGM, Saturday 29 April**

#### *Timing and buffet*

After discussion, Judy proposed that the AGM be held at 7pm, preceded by a hot buffet at 6pm. Seconded Gareth. Carried.

*Proposals to be presented to the AGM*

The secretary will revisit the items presented to the GM last December with a view to circulating, out-of-session, specific proposals to be finalised at the next EC for presentation to the AGM regarding:

- Name of the Brigade
- Composition of the EC
- Amendment or creation of any Rules necessary to accommodate the proposed changes.

Regarding composition of the EC, the Senior Deputy (Gareth) spoke to the committee regarding the number of deputies to be proposed for election at the AGM.

He took time to explain the significant distinction between a deputy and a crew leader (CL), ie that deputies have broad-ranging statutory powers in an emergency, powers that CLs don't have. However, he also explained that in practice it is rare that deputies have to exercise these extensive powers. The captain endorsed this statement, saying he had never had to do so in his career as a voluntary fire-fighter.

Gareth also said that although deputies are visible leaders, given their rank insignia, and can be easily deputised by the captain, both a CL and deputy are there to provide leadership to a crew, invoking the crew's trust so they will follow directions safe in the knowledge the leader has the crew's safety as their highest priority.

He noted that experience from the recent days-long Wee Jasper fire confirmed our experiences at previous large fires, which is that our brigade has a high standard of crew leaders.

In the light of this, and our lower number of active members at the moment, Gareth was of the opinion we should propose to the AGM that four deputies be elected for the upcoming year. He also mentioned that a new 12-month Pathway to Deputy program would start at the end of the fire season.

Glenn proposed that we accept Gareth's advice to propose the election of four deputies at the next AGM, seconded Rick. Carried.

**d) Warrambui MOU**

Judy advised the committee that our new surveillance system has the capacity to capture images of people beyond our boundaries. Inadvertent capture of images of children is an issue for the Warrambui team, given they must undertake a working with children assessment every year. Consequently, Judy is to meet with Warrambui management to develop an MOU regarding the way the brigade will manage the storage, access and disposal of imaging that identifies children beyond our boundaries. Neville and Glenn will sign the MOU.

**e) Calendar of brigade events**

Updated and distributed with draft Minutes.

**f) Brigade Strategy**

Judy spoke briefly to a draft Brigade Strategy she had circulated prior to the meeting, explaining that it would form the basis for developing a strategic plan and inviting out-of-session comments from committee members. Rick remarked that he was pleased to see a specific emphasis on recruitment, noting that at several times during the meeting we had touched on our reduced membership numbers. Tibor commented that 'community' needed to be at the core of our activities.

**g) Next Meeting – Thursday 23 March, 6.30pm at the fireshed.**

## **9 Close**

With no further business, the meeting closed at 8.27pm.

Sally Kaufmann  
Secretary  
24 April 2023

Judy Hancock  
President  
24 April 2023

## ATTACHMENTS

Attachment 1: Action Items Log, page 7

Attachment 2: Captain's Report, page 14

Attachment 3: Treasurer's Report, page 15

Attachment 4: Training Officer's Report, page 16

Agenda, page 17

## Attachment 1: ACTION ITEMS LOG

DATE	ITEM	PERSON	STATUS
<b>2019</b>			
<b>5 Feb</b>	<p><b>10-Year Service Recognition list</b></p> <p><i>Update:</i> In progress</p> <p><i>Previous:</i> Gareth meeting with Peter C re list of recipients. Gareth checking functionality of spreadsheet and will do the paperwork for the next batch of recipients. He has had trouble identifying those who last received long service medals. Noted. / Gareth waiting to consult with Peter C to finalise some details. Committee agreed to Gareth's proposal to provide clasps (which attach s to the ribbon of a medal already received) for each 10 years of service, not just for the most recent past decade. We would rely on Fire Con records to identify members and 10-year service periods. / List of recipients has been sent to Fire Control to approve. Gareth to create a spreadsheet that with one click of a button will allow the Secretary to highlight/flag the members on the list who are due for Service Recognition. This would need to occur 3 months prior to the presentation event (eg AGM or Christmas Party) to ensure the Awards are read.</p>	<b>Gareth</b>	<b>In progress</b>
<b>2020</b>			
<b>6 Oct</b>	<p><b>Flooding at Rear of Shed</b></p> <p><i>Update:</i> In progress</p> <p><i>Previous:</i> Judy advised that Jason was very busy but had undertaken to complete the work before the end of the financial year / Jason has advised that he didn't think the price would changes. Neville noted that is it too wet to do the work at the moment and that work would progress when the ground dries out. Committee noted the need to forward the Jasique quote to Joanne and that attempts to get other quotes had not come to fruition / The treasurer asked that the quote be forwarded to her. Committee agreed that given the time delay, we</p>	<b>Judy &amp; Neville</b>	<b>In progress</b>

	<p>would ask for a new estimate of the costs but expect the work to go ahead / Neville reported that he had been advised by Peter Alley that the RFS funding of up to \$10,000 was still available and could be held over to the new financial year if necessary. Judy advised that she had been unable to get written quotes from Yass Valley Earthworks, or clarify whether the verbal quotes she had been given included flashing and consideration of the placement of the septic pipe. Neville proposed that we seek to accept the quote from Jasique (of \$9,350), noting that Jason Mumberson was currently ill and may have difficulty meeting the 30 June deadline. Noting that the Jasique quote was now two years old, committee agreed that the brigade will make up the shortfall if costs blow out, / Notification of the availability of grant money to the brigade from YFC was verbal. Neville will get confirmation in writing and check if it still available given the financial year ended 31 March. Judy had obtained a second, verbal, quote from Yass Valley Earthworks. The quote provided two options for remediation of the area that floods. The first option was to install an open concrete drain. The second was to dig out silt and soil build up and install a pipe and aggregate. The third option (as quoted by Jasique), was to install a drainage pipe and concrete run-off gutter. All options will require some maintenance with the scale being highest to lowest from option 1 to 3.</p> <p>It was agreed that we obtain a written quote from Yass Valley Earthworks to determine if the quote includes flashing and to ensure they have factored in the presence of the septic pipe.</p>		
<b>2022</b>			
<b>23 Feb</b>	<p><b>ACTIV screen quotes for grant application</b></p> <p><i>Update:</i> Remains in progress</p> <p><i>Previous:</i> Glenn advised he has a quote and we now need to prepare a grant application to seek funds to cover the cost. It was agreed that Judy and Glenn would collaborate on the grant application. /Remains in progress / Waiting on quotes.</p>	<b>Glenn &amp; Judy</b>	<b>In progress</b>
<b>23 Feb</b>	<p><b>Issue of name tags, caps, and t-shirts to new members</b></p>	<b>Glenn &amp; Gareth</b>	<b>In progress</b>



	<p><i>Update:</i> Gareth advised that after considerable research he was advised that the RFSA is the only supplier for name tags. It was agreed that we get a full set of operation members' names and a batch of Yass River – Nanima tags as well as T-shirts and caps. Glenn to confirm earlier pricing received from the RFSA is still current, or get updated pricing.</p> <p><i>Previous:</i> Committee agreed that with members entitled to 2 sets of PPE we need another full set of name tags. Glenn advised that the RFSA charge for name tags may not be the best price available and he will talk to Gareth about alternative suppliers./ Remains in progress. / It was agreed to purchase a stockpile of NSW RFS caps and t-shirts to issue to members. Glenn to obtain quotes. The possibility of obtaining a grant or approaching Slabs or similar to donate the caps and T-shirts was raised. (Gareth and Judy were flagged as part of this action item in Feb re donation option)</p>	<b>&amp; Judy</b>	
<b>23 Feb</b>	<p><b>Update of Honour Board</b></p> <p><i>Update:</i> Sally expects to have the necessary information to Gareth by the end of next week (6 March).</p> <p><i>Previous:</i> Gareth waiting on Sally to provide the necessary information / Gareth advised that a number of issues with the current board could be rectified at no cost. It was agreed that Sally would advise of the changes and additions required and Gareth would arrange implementation. / Mr Ellem has held off taking further action as requested by Ms Kaufmann for names to be finalised.</p>	<b>Gareth &amp; Sally</b>	<b>In progress</b>
<b>30 Mar</b>	<p><b>Overview of OneDrive applications used for file sharing and storage</b></p> <p><i>Update:</i> Remains in progress.</p> <p><i>Previous:</i> Sally repeated that before considering an overview, the brigade's records need to be migrated from DropBox to OneDrive, and that this is a significant body of work. She needs to clear some paperwork before setting down with Glenn to develop a menu directory ahead of the transfer of documents from DropBox. The name of this item to be changed to Transfer of DropBox documents to One Drive / Neville has given Sally the DropBox</p>	<b>Sally &amp; Glenn</b>	<b>In progress</b>

	password / With the changeover in Secretary this item had not progressed. Neville mentioned the need to migrate documents from the Drop Box app to One Drive in Teams, and would provide Sally with the password. / Some Executive Committee members were unsure of how to access the OneDrive Teams files. Donna will confirm Executive Committee access with Kane Fillingham and distribute an overview of how to access.		
<b>30 Mar</b>	<p><b>Wall finish for training/meeting area</b></p> <p><i>Update:</i> Remains in progress.</p> <p><i>Previous:</i> Glenn advised that the block colour was on the wall and an artist’s concept is being developed for presentation to the committee. Also that the inside walls of the bathroom are still be painted, including undercoat / Sally: advised she was unaware of any responses to the newsletter request for working bee volunteers / Glenn (by email): we are starting to look at the shed painting now it is looking like we will be getting warmer weather over the next month or so. Judy noted that Glenn had a lot on his plate and that it might possible to take some aspects of this project off his shoulders for the moment, proposing that we go out to the membership for suggestions for finishing off the training area walls, noting Sonia’s suggestion for a fire scene that may be possible to use in some training exercises. Committee agreed that we had several creative people in our ranks who may be prepared to help us make this a memorable training area. Committee noted that we had agreed we would consider how to make a photo gallery in the training area. / Sally advised a request for volunteers for a working bee had been included in the last newsletter. / Mr Odlum suggested the completion of the upgraded training area in regard to finishing the walls. Artwork and/or donations of paint could be requested by volunteers via the newsletter. Ms Kaufmann to include a request in the next newsletter. A working bee was suggested as this could include improvement to be made to the driveway into the fire shed as it has sustained damage over the wet period.</p>	<b>Glenn &amp; Judy</b>	<b>In progress</b>
<b>30 Mar</b>	<p><b>Creation of a Community Noticeboard</b></p> <p><i>Update:</i> Remains in progress.</p>	<b>Liz</b>	<b>In progress</b>

	<p><i>Previous:</i> Liz advised she had approached the RMS for any regulations they had in relation to sizes, types and set-back required for a community noticeboard. A discussion followed concerning both where we might site 2 noticeboards and possibilities for donation of the costs involved. It was agreed one board should be on the western border of our brigade area, along Greenwood Rd, and one on the eastern border somewhere past Booths Crossing, Some names of real estate agents who might be willing to sponsor one or more boards were suggested. Liz to continue her investigations / A wide-ranging discussion of this proposal ensued, to further identify our requirements and to brief Liz Sage, who has agreed to help the committee with community engagement activities ahead of formal establishment of a community engagement representative role.</p> <p>Aspects covered included the rationale for such a board (an effective means of distributing some important messages to the community), composition (perspex, digital, etc), placement in the brigade area, council requirements, management of messaging, cost, and possibility of funding.</p> <p>It was agreed that Liz would develop a scoping document for committee to consider. / Glenn proposed that a Community/Brigade Noticeboard be considered for installation in the Yass River-Nanima area to promote and provide important fire related information. The Executive Committee agreed to consider the proposal in more detail at the May Executive Committee meeting, after the election of a Community Engagement Representative.</p> <p>Sally drew attention to a Community Pack from a neighbouring brigade that she had received tied to her gate at the beginning of the last fire season. Committee viewed the concept favourably and deferred further consideration until after the appointment of the Community Engagement Representative. For the incoming CER.</p>		
<p><b>30 Mar</b></p>	<p><b>Using the Cat 1</b></p> <p><i>Update:</i> Close item</p> <p><i>Previous:</i> Glenn advised this item is closed. In subsequent discussion, Neville reminded users to report vehicle problems to himself of Glenn for</p>	<p><b>Glenn &amp; Neville &amp; Gareth</b></p>	<p><b>CLOSED (but see new item – faulty Equipment Replacement)</b></p>

	<p>followup / (<i>Glenn's email and Neville</i>): Cat 1 is in for maintenance. The CV joints are leaking and the RFS has agreed to replace them, so it will be in for a while. When it returns, the Cat 2 and Cat 7 will follow. / Following investigation of reports that the Cat 1 is emitting a lot of smoke when started, an email will be sent to all drivers to remind them to do a pre-start check and ensure all is ok when truck is returned to shed.</p>		
<b>30 Mar</b>	<p><b>Water pump in shed</b></p> <p><i>Update:</i> On hold, pending completion of drainage works at back of shed.</p> <p><i>Previous:</i> Gareth advised he has a refurbished pump that he will donate to the brigade. This obviates the need for Glenn to obtain quotes. Judy thanked Gareth for this offer. In discussion, it was agreed that we would connect Gareth's pump after the earthworks at the back of the shed were completed, positioning it beside the water tank to do away with the noise the current pump makes in the shed / The water pump in the shed needs replacing. Mr Odium will obtain quotes.</p>	<b>Glenn &amp; Gareth</b>	<b>CLOSED</b>
<b>8 Sept</b>	<p><b>Fire history booklet reprint</b></p> <p><i>Update:</i> In progress.</p> <p><i>Previous:</i> Sally to seek costing.</p>	<b>Sally</b>	<b>In progress</b>
<b>27 Oct</b>	<p><b>Bunnings Sausage Sizzle fundraiser</b></p> <p><i>Update::</i> Sally advised she had been in touch with Tricia but had not heard back.</p> <p><i>Previous:</i> It was agreed that we should seek to have another sizzle fundraiser in late Jan/February. Sally to contact Tricia – Tricia will take our preferred dates to the Bunnings coordinator and see whether there is a slot available.</p>	<b>Sally</b>	<b>In progress</b>
<b>2023</b>			
<b>23 Feb</b>	<p><b>Resident's donation of 40 plastic chairs</b></p> <p>Judy to arrange transport to fireshed.</p>	<b>Judy</b>	<b>New</b>
<b>23 Feb</b>	<p><b>Folding knapsack test</b></p> <p>Neville to go ahead with this test.</p>	<b>Neville</b>	<b>New</b>

<b>23 Feb</b>	<b>New CB radios (11 units)</b> Judy to approach Slabs for Heroes to see if they can supply these CBs for us to replace our aging units. Failing that, Glenn to approach a contact he has.	<b>Judy &amp; Glenn</b>	<b>New</b>
<b>23 Feb</b>	<b>Fundraiser: RU Veterans Match catering (! April)</b> Gareth to confirm the details with Rod and the president of the ACT Veterans RU association next week	<b>Gareth</b>	<b>New</b>
<b>23 Feb</b>	<b>Warrambui MOU</b> To cover the manner in which the brigade will manage the storage, access and disposal of imaging captured by our security cameras that identifies individuals beyond our boundaries. Neville and Glenn will sign the MOU.	<b>Judy &amp; Neville &amp; Glenn</b>	<b>New</b>
<b>23 Feb</b>	<b>Faulty equipment replacement</b> In earlier discussions, Gareth mentioned some faulty equipment that needed replacement. Neville suggested that Glenn complete an equipment item list, have Neville sign it and Gareth take it to Fire Con.	<b>Glenn &amp; Gareth</b>	<b>New</b>

## Attachment 2: CAPTAIN'S REPORT

### Operations

Since the last EC meeting we responded crews over the weekend of 11-12 February to a running grass fire at Narrangullen on Wee Jasper Rd which burned approximately 2,000 hectares. Reports indicate that the crews and equipment worked well although some minor issues especially with equipment did arise. The issues have since been resolved.

Murrumbateman brigade organised a group drive in December to familiarise drivers with the road and vegetation conditions and check the catering truck. This was deemed a success although the roads were not in good shape and the dozen trucks aggravated a couple of problem areas. This was reported through the Yass RFS HQ to council for remediation.

Yass River members visited new residents on a number of local roads in the brigade area during November. The visits were deemed a success in that fire plans were discussed, contact details recorded and a new member recruited. The remaining roads will be visited in Autumn.

### Equipment

The RFS will supply all RFS stations with Telstra 5G/4G modems. The ongoing monthly fees will be paid by the RFS. The plan comes with a 30Gb monthly allowance which should be sufficient for the brigade. If successful the brigade can cancel the NBN subscription with a saving of \$45 per month.

Neville McMartin

Captain, Yass River-Nanima

23 February 2023

### Attachment 3: TREASURER'S REPORT

- Cheque account balance is \$5,510.88
- Public Fund account balance is \$8,732.16
- Term deposit is \$10,875.36, maturing on 22 April 2023
- Donations from members this financial year (since 1 April 2022) total \$1,400
- Following are expenses incurred by the Brigade since the beginning of this financial year, excluding expenses that were reimbursed such as the Bunnings sausage sizzle and catering for RFS driver training:

Date	Narrative	Amount
12/01/2023	Shed signs	31.34
19/12/2022	Security camera and paint	1,476.80
16/12/2022	Catering - general meeting	177.90
14/12/2022	NBN and toner	207.40
14/11/2022	Rodent baits	117.60
14/11/2022	NBN	45.40
07/10/2022	NBN	45.40
07/10/2022	NBN	90.80
14/07/2022	NBN	45.40
02/06/2022	NBN and IT equipment	136.16
02/06/2022	Web hosting	299.00
29/04/2022	PO Box and miscellaneous	247.39
26/04/2022	NBN	40.35

Joanne Reid  
21 February 2023

## Attachment 4: TRAINING OFFICER'S REPORT

### **3 JANUARY 2023**

Training took place on the first Tuesday of January (3rd) commencing at the usual time of 6:30pm, with 6 Brigade members attending.

Training on this occasion focused on the safe use of hydrant standpipes in conjunction with fire-fighting equipment on the trucks. To this end, the Cat 1 departed the fire-shed for the Murrumbateman Rec Grounds where the fire hydrant adjacent to the toilet block was utilized to demonstrate the correct procedure to install, open, close and remove the standpipe safely. The Cat 1 crew then returned to the fire-shed once all crew members had had an opportunity to hone their skills.

The usual debrief and BBQ was held afterwards.

### **7 FEBRUARY 2023**

As per previous months, training was to take place on the first Tuesday of February (7th) commencing at 6:30pm with 11 Brigade members attending. Training on this occasion focused on Relay Pumping and was to take place at Peakgrove on Petty's Lane off Elms Road, Yass River.

Earlier in the day the Quick-fill trailer was relocated to site from the fire-shed and positioned adjacent to one of the dams on that property. After an initial briefing, four (4) trucks departed the fire-shed (Cat 1, Cat2, Cat7 & Cat 9). Once they arrived on-site and positioned themselves appropriately, all crews commenced setting up for a CLOSED CCT Relay Pumping exercise to attack a simulated grass fire incident.

Despite the best efforts of the Senior Deputy to sabotage proceedings, all crews performed well and the exercise was deemed to be successful. Once completed, crews packed up hoses and equipment and returned in convoy to the fire-shed.

A debrief was undertaken on return to the fire-shed.

Thanks go to Joanne Byrnes and Saan Ecker for the use of Peakgrove for training.

Next training is planned for the first Tuesday in March (7<sup>th</sup>).

**END OF REPORT**

Kim Bannan  
9 February 2023



# AGENDA

Executive Committee meeting 23 February 2023

At the fireshed and by video, 6.30pm

video link:

## 1 Opening and apologies

## 2 Acceptance of previous Minutes

## 3 Actions Arising from Previous Minutes

See Action Items Log

## 4 Correspondence

- Outgoing – Followup request for donations letter – Judy
- Incoming
- Proposed Letters of Appreciation

## 5 Reports

- Captain
- Treasurer
- Training Officer
- Junior Co-ordinator
- Equipment Officer
- WHS Officer
- Catering Officer

## 6 Captain's items (new standing agenda item)

- Purchase a 16L soft knapsack for a trial
- Replace the failing handheld radios (with Glenn)

## 8 Other Business

- h) Drive-around and Community engagement: update
- i) Fundraising:
  - ACT Veterans Rugby Union – BBQ opportunity (from Rod Eade, date 1 April, similar to Bunnings sizzles but broader menu) – Neville
  - Fishing comp – Neville
- j) AGM, Saturday 29 April – Timing? Activities? Proposals: Name, Composition of EC
- k) Warrambui MOU – Judy
- l) Calendar of brigade events
- m) Anything else?
- n) Next Meeting – Thursday 23 March

## 8 Close

Sally Kaufmann  
Secretary  
21 February 2023