



## YASS RIVER–NANIMA BRIGADE

Executive Committee meeting

Held at the fireshed on 4 June 2021

### MINUTES

<b>Convened by:</b>	Neville McMartin (Captain)
<b>Attendees:</b>	Neville McMartin (Captain) Scott Burrows (Deputy Captain 1) Rick Mumberson (Deputy Captain 2) Sonia Slattery (Deputy Captain 6, Workplace Health & Safety Officer) Tibor Fekete (Deputy Captain 7) Sally Kaufman (Catering Officer) Glenn Odlum (Equipment Officer) Karolyn Odlum (Junior Coordinator) Michelle Storey (Secretary)
<b>Invited Attendees</b>	Ron Hardy (Group 4 Captain)
<b>Location:</b>	Yass River-Nanima RFB Fire Shed, "Warrumbui," Yass River, NSW
<b>Date and time:</b>	4 June 2021, 1900 hrs
<b>Apologies:</b>	Damien Eggins, Kylie Eggins, Joanne Reid
<b>Absent:</b>	NA
<b>Minutes by:</b>	Secretary

No.	Agenda item
1	<b>Opening</b> Neville addressed the importance of moving forward after recent issues, and always behaving appropriately and politely, and that we needed to set a date for the General Meeting.

No.	Agenda item
2	<p><b>Acceptance of Previous Minutes</b></p> <p>It was discussed that, from now on, Minutes should be prepared in a timely manner, reviewed by the EC with distribution via email, and comments received in a timely fashion. Once agreed Minutes are determined, then action items can be undertaken if required. The formal sign off of Minutes happens at the next EC meeting.</p> <p>Minutes of the meeting on 31/3/2021 were accepted with changes. There was extensive discussion regarding the final dot point in Agenda Item 10, point e). The committee was not able to reach an agreed position on what the text of this dot point should be and it was decided to indicate that it was not agreed, and refer readers to these Minutes for an explanation. Those who disagreed with the text as drafted argued it should read:</p> <p>10 e) <i>Managing Membership Status and Remediation</i></p> <p>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. It was agreed:</p> <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 all letter recipients to explain the committee's position as set out in the previous dot point and that, given the size of the task, it be carried out in three steps, as follows: <ul style="list-style-type: none"> <li>- first, personally and individually contact members who had responded in writing expressing strong disappointment, with the intention of retaining them in the brigade</li> <li>- second, personally and individually contact any other members who had responded in writing (e.g. by simply proffering their resignation), with the intention of retaining them in the brigade</li> <li>- third, identify all other recipients of the letter and draft a letter to them, to be endorsed by committee before distribution, advising the brigade's position regarding the initial letter.</li> </ul> </li> </ul> <p>Moved: Sally Kaufmann      Seconded: Gareth Ellem      Accepted</p>
3	<p><b>Matters Arising from Previous Minutes (including Action Items)</b></p> <p>No further matters arising.</p>
4	<p><b>Captain's Report</b></p> <ul style="list-style-type: none"> <li>- See Attachment 2</li> <li>- Proposed: Neville. Seconded: Sonia. Accepted</li> </ul>

No.	Agenda item
5	<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>- No report received at the meeting. Written report received after the meeting and included below in Attachment 2.</li> </ul>
6	<p><b>Equipment Officer's Report</b></p> <ul style="list-style-type: none"> <li>- Verbal report. Written report provided after the meeting and included below in Attachment 2.</li> <li>- Proposed: Glenn. Seconded: Rick. Accepted.</li> </ul>
7	<p><b>Training Officer's Report</b></p> <ul style="list-style-type: none"> <li>- Training Officer not present.</li> </ul>
8	<p><b>Workplace Health and Safety Officer's Report</b></p> <ul style="list-style-type: none"> <li>- Verbal report given. Written report provided after the meeting and included below in Attachment 2.</li> <li>- Ron Hardy mentioned that bullying and harassment should be raised at every meeting as the RFS was working hard to improve its culture. Ron discussed examples of stress after attending critical incidents and the assistance that was available to all members.</li> <li>- Proposed: Sonia. Seconded: Neville. Accepted.</li> </ul>
9	<p><b>Catering Officer's Report</b></p> <ul style="list-style-type: none"> <li>- Verbal report given. Written report provided after the meeting and included below in Attachment 2</li> <li>- Proposed: Sally. Seconded: Scott. Accepted.</li> </ul>

No.	Agenda item
10	<p><b>Other Business.</b></p> <ul style="list-style-type: none"> <li>- Recommendations from Tim’s report <ul style="list-style-type: none"> <li>• the President and Secretary develop a more nuanced and sensitive approach to changing membership types in accordance with the RFS policy.</li> <li>• The President and Captain ensure open, respectful and professional communication within the EC and with brigade members and the community.</li> </ul> </li> <li>- Date for the General Meeting</li> <li>- EC meetings; proposal to hold monthly meetings UFN and decision on who should attend EC meetings.</li> </ul> <p>In relation to the first point above, Neville moved to form a membership subcommittee to review the membership register. the subcommittee are to scope the task and report back at a future committee meeting. Members proposed are Sally, Tibor, and Neville will ask Pete. Seconded: Rick. Agreed via consensus.</p> <p>It was resolved to hold a community get-together before the General Meeting that needs to be held to elect new office bearers. Community meeting to be held 1pm - 3pm, General Meeting 3pm. July 11 was suggested at the meeting, subject to confirmation.</p> <p>For the General Meeting it was agreed that, as specified in the constitution, secret ballots would be used; and in particular, where there was only one candidate the selection “Seek Other Candidate” would be available. There will be a call for nominations, but information on candidates who have nominated won’t be made available before the day, eg nominees will not be named in agenda papers. The brigade will accept nominations on the day. Consistent with the constitution, it was agreed that the meeting needs to be clearly informed that we have a quorum at the start of the meeting.</p> <p>Neville will contact Peter Alley about which nominations for deputy we need.</p> <p>It was decided to hold Executive Committee meetings monthly until further notice. The last Wednesday of the month at 6.30pm was selected. Next meeting 30 June, then 28 July.</p> <p>It was noted that the Minutes of the 2021 AGM did not specifically mention that Pete Clarke’s Life Membership nomination was supported by the attendees of the meeting. The draft Minutes will be changed to indicate that the attendees supported Pete’s nomination with enthusiastic acclamation.</p> <p>In further Other Business Glenn Odlum raised that Kaliyah, Zali and Tarlo Odlum should have been converted to Ordinary Members of the brigade at the AGM. Neville and Ron Hardy agreed to look into how to best correct their membership status and let Glenn know.</p>
	<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>- June 30, 6.30pm</li> </ul>

No.	Agenda item
11	<b>Closure</b> - 10.30pm

Michelle Storey  
Secretary  
6 June 2021  
(Draft)

Sally Kaufmann  
Secretary  
25 May 2023  
(Final)

Judy Hancock  
President  
25 May 2023

## 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	Neville McMartin Joanne Reid  Glenn Odium Sonia Slattery Sally Kaufmann

## 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>UPDATE: 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>UPDATE: 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>Update: 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

### Captain's report

This report will be brief as only about five weeks has elapsed since the Annual General Meeting. During that time the brigade has attended nil operational incidents.

During May I attended the Captain's meeting in Yass. Items covered included the following points;

Changing of fire station locks to accommodate a RFS master key held in Yass and new individual station keys. Our touch panel will continue to function unchanged.

New members will be required to complete some online segments before undertaking BF training.

BART has been turned off. Members should monitor ACTIV for all operational messages.

Out of season burn notifications can be done by phone or online. If the notification covers multiple days the RFS, or Captain if it's a weekend, needs a call on the day of the burn. This is to help stop the re-sponding of trucks to notified burns.

Computer Aided Dispatch (CAD) will be rolled out during August in the Southern Tablelands. This means all radio comms will be done from Sydney apart from FDR days of Very High or greater, or an incident grows beyond a level one incident (more complex). Under CAD brigade boundaries will for all intents and purposes become almost meaningless and the nearest brigade will be responded to the incident, however the brigade where the incident is located will be notified. RFS HQ will check with the local RFS duty officer in Yass if the proposed brigade is the most suitable for the reported incident. RFS ACTIV is tied into CAD so the operator will be able to see which members have replied with a green tick so will know if there are sufficient initial responses from a brigade.

Modifications have commenced on the interior of the shed. This allow for safer access to the mezzanine level and provide a training area. I would like to thank Stuy Burrows and Rick Mumberson for consulting, planning and arranging the work.

Prior to and since the AGM there has been a level of turmoil within the brigade. I don't propose to discuss the issues in this report but rather the issues will be discussed and a path forward mapped at the June executive committee meeting.

Neville McMartin  
June 2021



## Treasurer's Report

At the date of the Executive meeting the Brigade had the following funds:

- Cheque account - \$8,677 (although last week we made a substantial payment relating to shed works so current balance is \$3,688)
- Public Fund - \$6,013
- Term deposit - \$10,848 (maturing 22 August 2021).

We have received two donations of \$50 since 1 April.

Joanne Reid

June 2021

## WHS Officer's Report

- Since the AGM there has been an informal complaint received from a member of the brigade. This grievance between members is being worked on and the issues raised are being discussed and addressed. I am hopeful it will be completed shortly.
- It has been a difficult time over the past few weeks, made a little harder as I have not have any previous experience in dealing with some of the issues raised. It has been a steep learning curve. I have learnt a lot of valuable lessons and hope we can all move forward, having discussed the issues and get back to being a great volunteer brigade we are known for.
- I will look at providing more information about member wellbeing each month and also reminding members about adhering to the RFS core values.

Sonia Slattery

June 2021

## Equipment Officer's Report

Currently in handover mode with the transition of Equipment officers. The leaking tank on the Cat9 has been repaired by Rod Kilby. The water outlet and central baffle had cracked, and the tank was leaking. The repair has been successful completed with Yass providing an Invoice to cover the costs of the repair. This repair was coordinated by Neville.

The three larger appliances are due for their annual services and will be processed through Black Diamond (Tom White) during June, one truck at a time. Only reportable concerns is a steering balance concern on the Cat7, and possibly the batteries on the Cat2 although they are in good use, they are older and worth checking. Nothing else significant with the trucks to report.

As a result of re-centralising the trucks back to the shed, we will need to get a new charger for the additional appliance back at the shed. This had previously been agreed and will be coordinated over the next month.

Glenn Odlum  
June 2021

## Catering Officer's Report

After more than 12 months of no catering activity on any front, in the past six weeks catering activities resumed on several fronts:

- On April 28 we provided a hot meal for about 40 people before the AGM.
  - On May 11 we provided a supper for the last Tuesday night training session before the winter break.
  - On May 15 I catered for a day-long first aid course at Yass Fire Control with just 36 hours' notice when the original caterer was called away at the last minute.
  - Some of our catering team who have helped out with the food at the Yarrh Solstice bonfire in the past are helping with the upcoming 2021 bonfire.
- Our team was asked to cater for the RFS 3-day driver training course in June. All plans were in place (but no food purchased) when the first weekend of the course, on 5-6 June, was cancelled two days out due to a rain-affected driving track.

As a result of arranging with Murrumbateman for the catering truck for the RFS driver training course, I am now providing some mentoring for the new catering officer for that brigade.

We are on a heads-up for catering services if our brigade organises HR and/or pile burns during the winter break. Also over the winter break, 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, or using them in our own catering activities over the winter break.

We are holding a \$100 voucher from Coles, donated by Bunnings as some compensation for not being able to hold sausage sizzles in the past 15 months or so.

Sally Kaufmann  
June 2021