



MINUTES OF YASS RIVER-NANIMA RURAL FIRE BRIGADE EXECUTIVE COMMITTEE MEETING 30 MARCH 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), Sonia Slattery (Deputy Captain 7/WHS Officer), Scott Burrows (Deputy Captain 1).
Invited Attendees	Nil
Location:	Yass River-Nanima Fire Shed
Date and time:	30 March 2022, 7:00 pm
Apologies:	Damien Eggins (Deputy Captain 4), Rick Mumberson (Deputy Captain 2)
Absent:	
Minutes by:	Secretary

No.	Agenda item
1	Opening and Apologies. The Chair opened the meeting at 7.07pm by welcoming the members. She noted that Rick Mumberson and Damien Eggins were unable to attend. Kylie Eggins, Sonia Slattery and Joanne Reid would attend online via Microsoft Teams.

No.	Agenda item
2	<p data-bbox="272 241 710 271">Acceptance of Previous Minutes.</p> <ul data-bbox="320 331 815 360" style="list-style-type: none"><li data-bbox="320 331 815 360">• Executive Meeting of 4 June 2021 <p data-bbox="272 383 1481 450">Not accepted: additional wording to be included to provide clarification around section 10e. To be presented at the May Executive Committee meeting for acceptance.</p> <ul data-bbox="320 544 890 573" style="list-style-type: none"><li data-bbox="320 544 890 573">• Executive Meeting of 23 February 2022 <p data-bbox="272 667 948 696">Moved: Mr Ellem Seconded: Mr Fekete Accepted</p>

No.	Agenda item
3	<p>Actions Arising from Previous Minutes</p> <p>5 Feb 19 - 10-Year Service Recognition list. The list of recipients has been sent to Fire control to approve. Moving forward, Mr Ellem will create a Microsoft Excel spreadsheet to store the list of members. The spreadsheet will allow the Secretary to click on a button, which will highlight/flag the members on the list who are due for Service Recognition. This would need to occur 3 months prior to the nomination event (AGM or Christmas Party) to ensure the Awards are ready for presentation. In progress.</p> <p>6 Oct 20 - Flooding at Rear of Shed. Notification of the availability of grant money to the brigade from Yass Fire Control was verbal. Captain will get confirmation in writing and check if it still available given the financial year ended 31 March. Second quote was obtained verbally 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 option 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. It was agreed to obtain a written quote from Yass Valley Earthworks to determine if the quote includes flashing and ensure they have factored in the presence of the septic pipe. In progress.</p> <p>29 Sep 21 - Community Engagement Representative. Secretary to follow up confirmation of position from the RFS. In Progress.</p> <p>29 Sep 21 - Structure of the Executive Committee considered at 1 Nov 21 Executive Committee meeting. Strategic Plan to be developed. It was agreed that the Structure of the Executive Committee and the Strategic Plan were to be reviewed and developed separately, with the Strategic Plan needing to be created first. In relation to the Structure of the Executive Committee, Rule 12 states that the positions required are the Training Office, Junior Co-ordinator (if needed), Equipment Officer, Catering Officer and WHS Officer. The Constitution states that the positions required are President, Secretary, Captain, and Treasurer. Mr Ellem pointed out that the Rule 12 requirements can be changed to be relevant the Brigade needs. Changes could be proposed at the AGM but will not take effect until accepted by the RFS, effectively the next General or Annual General Meeting. It was once again noted that the Operations leadership team did not necessarily need to attend the Executive Committee meetings, but a representative should be present. Mr Fekete expressed the importance of having the Constitution and the Rules present at the meetings to reference.</p>

No.	Agenda item
4	<p>Reports</p> <p>Captain's Report (see attached). The Captain confirmed that:</p> <ol style="list-style-type: none"> 1. Callouts – one call to an un-notified pile burn off Greenwood Rd. Landholder briefed on responsibilities regarding lighting fires, especially during the declared fire danger period. 2. Deployments – two brigade members were deployed to northern NSW to assist with flood clean up. 3. AGMs – The Captain and members from the Brigade attended the Gundaroo AGM and have been invited to Sutton's AGM scheduled for late April. 4. Covid – 39 members have received double vaccination. The RFS have recently announced that they are making it a requirement for volunteer members to be vaccinated. The RFS is committed to making it easier for volunteer members to prove their vaccination status, such as showing evidence the Brigade Captain or delegate who can verify and upload the details on their behalf. <p>Training Officer's Report. The last training was cancelled due to a low response. There will be one training in April due to the AGM.</p> <p>Treasurer's Report. The Treasurer tabled proposed financial delegations. See Agenda item 2.</p> <p>Equipment Officer Report. The Cat 1 truck was reported as emitting a lot of smoke when started. Mr Odlum checked it and it seemed ok. If it occurs again, truck will be booked in. An email will be sent to all drivers just to remind them to do a pre-start check and ensure all is ok when truck is returned to shed. The water pump on the floor in the shed needs replacing. Mr Odlum will obtain quotes.</p> <p>WHS Officer Report. Nothing to report.</p> <p>Catering Officer's Report. Nothing to report.</p> <p>The Chair proposed that the reports be accepted.</p> <p style="text-align: center;">Proposed: Mr Ellem Seconded: Captain</p>
5	<p>Other Business</p> <p>Creation of a centralised list of locals who may be willing to assist in large incidents, for example with catering, quick-fill deployment.</p> <p>The captain suggested we keep a list of contacts for community members who would like to assist during large incidents. Ms Kaufmann explained that contacts had been kept in the</p>

No.	Agenda item
	<p>past but were not able to be reached when needed. It was agreed to put a call-out in the pre-season newsletter each year.</p> <p>Overview of OneDrive applications used for file sharing and storage. 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.</p> <p>Approval to purchase licences for Fire Mapper Enterprise. The Captain asked for approval to purchase 10 Licences (\$385.00 per year for 10 volunteer devices) of Fire Mapper Enterprise. <i>FireMapper is designed to be used on the fireground and in the air by first responders and incident management staff. This mapping app is used by the other Group 4 brigades and provides real time mapping updates, such as fire fronts, water points etc which can be shared between the group 4 brigade IMTs.</i> After a short discussion it was decided approval wasn't needed, as an Executive Committee member will donate the licences.</p> <p>Co-ordinator for the AGM. The President has requested interest from the Executive Committee members to co-ordinate the AGM. Mr Fekete agreed to co-ordinate, with assistance offered by the President and Ms Kaufmann. Another request for volunteers would be put in the upcoming newsletter. The President will send invites to surrounding brigade Captains.</p> <p>PIN Codes for access to the fire shed. Mr Odlum proposed a review of PIN allocations for access to the fire shed. A short discussion was held around who needed a PIN and it was agreed that Ms Kaufmann would receive an additional PIN for members of the catering team that would be changed periodically. Temporary PINs can be set to allow access to non-pinholders if needed.</p> <p>Letter of appreciation The Captain advised that we had not yet thanked some brigade members for their donation of some valuable items of equipment. A letter has been drafted and the Secretary will print off. Mr Ellem to buy frames for presentation of the letter at the AGM. The Executive Committee will think of other person/s who should receive a letter of appreciation.</p> <p>Security of master key for shed. Mr Odlum will obtain a quote for a lockbox to be installed for the master key.</p> <p>Newsletter content. Mr Odlum expressed concern over publishing current security status of the fire shed when relating to brigade expenditure or improvements in the newsletter. It was agreed that sensitive information which could make the brigade assets vulnerable would not be included in future newsletters. Any concerns to this effect will be provided when a draft is circulated.</p>

No.	Agenda item
	<p>Wall finish for training/meeting area.</p> <p>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> <p>Creation of a Community Noticeboard.</p> <p>Mr Odlum 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>Ms Kaufmann 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.</p> <p>Ensure Treasurer's report is added to the Agenda.</p> <p>The Treasurer requested that the Treasurer's report be added to the list of reports in the Agenda for Executive Committee meetings as it has been omitted. The Secretary will action.</p>
6	Closure. The meeting was closed at 9:50 pm.

Donna Georgievski
Secretary
12 April 2022

Judy Hancock
President
25 May 2022

Attachments

No	Document title	Author
1	Action Items	Secretary

ATTACHMENT 1 – ACTION ITEMS

Date	Ref	Action Item	Responsible Member	Status
5 Feb 19	1	10-Year Service Recognition. Mr Ellem will report on approval of list and provide Excel spreadsheet to Secretary.	Mr Ellem	Open
6 Oct 20	2	Flooding at Rear of Shed. President to obtain written quote from Yass Valley Earthworks. Captain to confirm grant in writing.	President Captain	Open
29 Sep 21	3	Community Engagement Office. Follow up confirmation of position from the RFS.	Secretary	Open
29 Sep 21	4	Structure of the Executive Committee considered at 1 Nov 21 Executive Committee meeting. Strategic Plan to be developed. See Agenda Item 8.	President	Open
1 Nov 21	5	Develop A Strategic Plan for the 2022 AGM. Draft to be created.	President	Open
23 Feb 22	6	ACTIV screen quotes for grant application.	Mr Odlum	Open
23 Feb 22	7	Issue of name tags, caps and t-shirts to new members. Quotes to be obtained.	Mr Odlum, Mr Ellem and President	Open
23 Feb 22	8	Provide quote on security cameras for station.	Mr Odlum	Open
23 Feb 22	9	Gain expressions of interest for sub-committee to review the Constitution.	Ms Kaufmann	Open
23 Feb 22	10	Gain expressions of interest for a website publisher.	Ms Kaufmann	Open
23 Feb 22	11	Update the Honour Board.	Mr Ellem	Open
30 Mar 22	12	Captain and Senior Deputy Captain will discuss non-compulsory attendance at Executive Committee meetings.	Captain and Mr Ellem	Open
30 Mar 22	13	Provide quotes for new water pump for the fire shed.	Mr Odlum	Open
30 Mar 22	14	Change Ms Kaufmann's PIN for access to fire shed.	Captain	Open
30 Mar 22	15	Secretary to print thankyou letter for Broni and Mac for presentation at AGM	Secretary	Open
30 Mar 22	16	Quote for lockbox for fire shed.	Mr Odlum	Open