



## YASS RIVER-NANIMA VOLUNTEER BUSH FIRE BRIGADE

### MINUTES

#### EXECUTIVE COMMITTEE MEETING Held at the Fireshed on 25 May 2022

Convened by	Judy Hancock, President
Attendees	Judy Hancock (Chair), Neville McMartin (Captain), Gareth Ellem (Senior Deputy), Darko Kukic (WHS Officer), Kim Bannan (Training Officer) Sonia Slattery (Deputy Captain 7, by video), Sally Kaufmann (Secretary)
Invited attendees	Liz Sage
Location	Yass River Nanima Fire Shed
Date & time	25 May 2022, 6.30pm
Apologies	Rick Mumberson (Deputy Captain 2), Scott Burrows (Deputy Captain 1), Joanne Reid (Treasurer), Glenn Odlum (Equipment Officer), Karolyn Odlum (Junior Co-ordinator)

#### 1 Opening and apologies

Judy (Chair) opened the meeting at 6.30pm and received the apologies, then welcomed the incoming committee, including Sonia on video and the two new members, Darko (WHS Officer) and Kim (Training Officer). She thanked and welcomed Liz, who will be assisting the new committee with community engagement functions.

#### 2 Acceptance of previous Minutes

- **4 June 2021**

The Minutes were accepted with the inclusion of the revised text at Item 2, *Acceptance of previous Minutes*, as circulated with the Agenda papers:

Moved: Sally    Seconded:    Gareth    Accepted

12/4/23 **Secretary's note:** The revised wording in full was:

##### **Item 2 Acceptance of Previous Minutes**

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:

#### 10 e) *Managing Membership Status and Remediation*

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:

- to declare the membership matter related to the letter null and void and accept no resignations arising from the letter
- 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:
  - first, personally and individually contact members who had responded in writing expressing strong disappointment, with the intention of retaining them in the brigade
  - 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
  - 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.]
- **30 March 2022**  
Moved: Neville          Seconded:      Gareth Accepted

### **3 Actions Arising from Previous Minutes**

See Action Items Log at Attachment 1.

### **4 Correspondence**

The committee noted the requirement for correspondence to be tabled at EC meetings and then stored safely for at least five years for future reference, noting also that there is much older correspondence amongst the brigade's records. Committee members were asked to forward pertinent correspondence to the secretary for tabling and safekeeping.

A proposal was accepted to include a standing sub-heading under Correspondence: Proposed Letters of Appreciation, to ensure that people and organisations are always thanked for their support of the brigade, was accepted.

- Incoming correspondence:  
Peter Mc email dated 16 May 2022: advising that he was moving out of the brigade area and thanking 'everyone past and present for making me feel welcome and making my time there [in the brigade] fun and exciting and for the opportunities that have been presented to me while being a member'.  
The Captain advised that he and the Senior Deputy had presented Peter with a Certificate of Service and Letter of Appreciation from the RFS Commissioner for his (Peter's) efforts in the 2019-20 fire season and a National Emergency Medal for his direct participation in the black summer fires of that season.

- Proposed letters of appreciation:
  - Benny J from JML Plumbing in Canberra, for rectifying plumbing problems in the shed at no charge.
  - Murrumbateman Butchery for the donation of 10kg of sausages to support our training nights.

Moved: Neville

Seconded: Kim

Noted/Accepted

## 5 Reports

### Captain's Report:

Although we have completed or are well advanced with the paperwork required to undertake hazard reduction burns this winter, the wet weather is largely preventing activity because the terrain is often unnavigable for heavy vehicles such as our fire trucks. This affects a resident on Yass River Road, who has been waiting some time, but we may be able to continue with 2 pile burns at Warrumbui where the access trails are still usable. Gareth is monitoring the situation and in contact with affected residents.

I will be away for about a week towards the end of June/early July.

Moved: Gareth

Seconded: Sonia

Accepted

### Treasurer's Report

On the Treasurer's behalf, Neville noted we had received \$162 from the AGM raffles.

Moved: Gareth

Seconded: Neville

Accepted

### Training Officer's Report

Kim reported that his first night as training officer, May 18th, went well with 2 trucks being used, and that the catering was well received. (Committee noted that Joanne B had offered to take over responsibility for training night suppers.)

Kim advised that, after discussion with participants at training, he had decided to amend the training calendar to one night a month over winter – to take place on the 1st Tuesday of the month.

He also advised that he was about to go away and would be away until the end of June.

Moved: Gareth

Seconded: Darko

Accepted

### Junior Co-ordinator's report

In the absence of Karolyn (Junior Co-ordinator), Neville reported that Karolyn is focusing on recruitment of juniors, which triggered discussion of recruiting possibilities, including use of the proposed community noticeboard, a community stall at the monthly Murrumbateman markets, possibly in co-ordination with adjacent brigades such as Murrumbateman and using the catering truck. It was suggested that Liz Sage could work with Karolyn in relation to junior recruitment messaging that she (Liz) would be developing as part of community engagement activities, for example a flyer like the Christmas party invitation, aimed at late teenagers.

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

On behalf of Glenn (Equipment Officer), Neville reported that Glenn had advised he would obtain quotes (see Actions Arising log) next week. In regard to t-shirts for members, Glenn had noted that the only size remaining in stock was S.

### **HR Officer's Report**

Darko advised that he was giving some consideration to his new role and how it intersects with the Training Officer's role and that of other officers, and was expecting to work closely with them in the future. He raised the possibility of sessions on mental health, first aid and basic life support (BLS).

He also:

- noted the HR newsletter distributed by the STZ zone HR officer a few days earlier and was planning to contact him
- noted the Cat 1 door didn't open from the inside
- noted that an OH&S risk on the Cat 2 had been mitigated
- flagged the need to review the first aid kits.

Neville advised that the RFS reviews the brigade's first aid kits annually and suggested that Darko might like to liaise with the Yass office in this respect.

Moved: Neville      Seconded: Kim      Accepted

### **Catering Officer's report**

Sally advised that Jo B had kindly offered to take over the catering for training suppers – an offer she was pleased to accept – and that Jo had some enthusiastic ideas in regard to the offerings.

Sally also thanked Jo for arranging a donation of 10kg of sausages from the Murrumbateman Butchery for training night suppers, and proposed a letter of appreciation be sent to the proprietors, Kim and Louise.

Upcoming catering events: Two events requiring volunteers' assistance are occurring on the weekend of 18-19 June this year, the Yarrh Winery Solstice bonfire, a fundraiser for the brigade, and the RFS driver training course, requiring morning tea, lunch and afternoon tea on both days. The bonfire for the Yarrh solstice event needs to be built on the first weekend in June.

Moved: Gareth      Seconded: Darko      Accepted

### **6 Other Business**

A. **AGM:** Judy thanked Tibor and Darko and those that helped them for their efforts in making the post-AGM gathering a big success – and raising \$162 from raffles.

It was agreed that the action item arising from the AGM be passed to the Constitution Review sub-committee for implementation.

## **B. Fundraising**

Committee noted the following reports and accepted minor proposals within them.

- *Yarrh solstice event*  
Sally advised she was liaising with Neil and Fiona over the assistance they needed from the brigade on or before the night and was hopeful we would get the volunteers needed. Neville, Sonia (and Reuben) and Liz all indicated their willingness to help with the Yarrh event. Neville will send out a request for volunteers via ACTIV.
- *RFS driving course*  
Sally is liaising with Gareth regarding catering requirements for the weekend.
- *Bunnings May sausage sizzle*  
See report at attachment 2. Gareth advised he would be able to help more with the next one and Sonia suggested we use ACTIV to seek volunteers.
- *Annual Request for Donation: production schedule*  
See attachment 3. It was suggested that it might be possible to send the request out before the end of June, to capture organisations that may have a donation amount still in their budget before the end of the year. Some difficulties were identified with such a strategy, including that: the amount is set at the AGM, leaving little time to organise a letter and mailout, especially if there is a change of occupants in the relevant roles; the letter only goes to landholders and residents in the brigade area; and, we don't have a lot of resident businesses.

## **C. Brigade Register Review – report**

A status report was provided. See attachment 4.

## **D. Constitution Review – report**

A status report was provided. See attachment 5.

## **E. Composition of EC pending a GM of brigade members**

The committee moved to solve a predicament that will continue until the next general or annual general meeting of the brigade, where it can be fully rectified. Committee decided to maintain the status quo and include all office bearers elected at the AGM on the EC, noting also that, as volunteers, there was no requirement for any office bearer to attend a committee meeting.

Gareth noted that the AGM decision for the EC to review Rules 9 and 12 was being passed to the Constitution Review sub-committee for action.

Committee also agreed to invite Liz to attend committee meetings in the absence of an elected CER.

Moved: Gareth      Seconded: Kim      Accepted

## **BACKGROUND**

Since the brigade began in 1957, deputies have always been members of the committee. Under the current constitution this is no longer automatically the case, a situation that appears to be an oversight. It has only recently been discovered. The constitution was largely written by the RFS and the brigade could only change some sections within it.

Specifically:

1. As defined by the constitution and accompanying Rule 12, the members of the EC are: President, Secretary, Treasurer, Captain, Junior Co-ordinator, Training Officer, Equipment Officer, WHS Officer, Food Controller.  
This list notably does not include the senior or other deputies.  
For this year, it also means there are only 8 committee members, because Secretary and Food Controller are the one person.
2. As set out in Rule 15, the quorum for an EC meeting is 8 members or 60% of the EC members, whichever is greater.

All of which means that, technically, only the full committee meets the quorum this year. This makes it extremely difficult for the committee to operate and presumably was not the intention when Rule 15 was written and adopted at the 2018 AGM. It would not have been sensible to set a quorum at 8 if the number of the EC was 9. It makes sense in the light of an EC that comprised 13, which, when deputies are included, it did in 2018 (and 60% of which is 7.8) – lending weight to the belief that the omission of the deputies was unintentional.

For every committee meeting held in the four years since the 2018 AGM, deputies have fully participated in committee activities and have been included in the count to determine whether we meet the quorum.

More broadly, omitting the deputies also means that there is a much-reduced variety of opinion available to enlighten the committee's deliberations.

Until a meeting of brigade members, the incoming committee was faced with two options.

- Follow the letter of the constitution – which was likely to disrupt the committee's ability to run the brigade effectively and efficiently in a year when we are hoping to develop a strategic plan and review our management structure
- OR
- Maintain the status quo and include deputies as part of the EC, as we have done for every committee meeting held since the brigade was formed in 1957, including in the four years since the constitution was adopted in 2018.

Committee opted to maintain the status quo and continue to include all office bearers elected at the AGM on the EC until the constitutional situation is rectified, Also that all attendees at an EC meeting will be included in deciding whether the meeting has a quorum.

The committee also noted that:

- All office bearers are volunteers and there is no requirement for any individual office bearer to attend committee meetings.
- Some deputies do not wish to attend EC meetings, particularly since the introduction of regular meetings for the Operations team.
- We can only resolve the situation by proposing a solution to a general or annual general meeting and having the membership decide it.
- We should invite Liz Sage to attend committee meetings in the absence of an elected CER.
- Deputies (and Liz) do not have voting rights.

#### **F. Updating Brigade Register of Residents' addresses**

The Brigade Register Review sub-committee has noted that in the course of updating the membership register it has become obvious that the register of residents is significantly out

of date, too. In the past, the captain made it his responsibility to travel every road in our brigade and visit every property he could find, to introduce himself/the brigade and obtain details of the residents where they were happy to provide them, and encourage participation in the brigade. A wide-ranging discussion followed and it was agreed that one possible way of seeking updates would be to include a generic letter and brochure in the proposed 'farm pack' Liz Sage is proposing to develop for delivery to residents in the area.

### **G. Strategic Plan**

In addition to her update at *Item 3: Actions Arising: 29 Sept 2021 Structure of the EC and Strategic Plan*, Judy advised she is keen to get input from members regarding the Strategic Plan.

### **H. Naming conventions for brigade Minutes and NL**

Sally advised she would adopt conventions for naming people in the formal minutes and the minutes made available publicly, with the aim of consistency and protecting privacy.

### **I. Communications strategy for NL**

A report backgrounding the communications strategy for the NL was presented. Judy advised she was comfortable with this strategy, pending a review of the brigade's communication needs into the future, in conjunction with development of the Strategic Plan. See attachment 6.

### **K Community engagement activities**

Liz said she would undertake to pull the various community engagement ideas presented throughout the meeting into a scoping paper for discussion at the next EC meeting. Liz flagged that the RFS Get Ready weekend is 17/18th September and also that she would be away that weekend, but could perhaps organise something for the weekend beforehand. Liz will elaborate further at the next EC meeting.

### **L. Brigade photos**

Neville advised that Dave B has approached him with an old brigade photo. A discussion of how to keep our photographic record ensued: options for a photo gallery on the wall in the new training area, scanning and presentation on the website, the desirability of captions, etc. A decision was postponed pending a deeper consideration of the matter.

### **M. Return from recyclables**

Sonia advised a further \$100 had been made from recycling the cans from the fire shed and some donated by members.

## **7 Close**

The meeting closed at 8.32pm.

Sally Kaufmann  
Secretary  
31 August 2022

Judy Hancock  
President  
8 September 2022

## **ATTACHMENTS**

Attachment 1: Action items Log – page 9

Attachment 2: Bunnings sizzle report – page 14

Attachment 3: Schedule for production of Annual request for donation – page 16

Attachment 4: Brigade Register review status report – page 16

Attachment 5: Constitution Review – page 16

Attachment 6: Communications strategy for NL – page 17

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## ATTACHMENTS

	<p>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> in Glenn's absence Neville reported that Glenn expected to have quotes in the near future.</p> <p><i>Previous:</i> Waiting on quotes.</p>	<b>Glenn</b>	<b>In progress</b>
<b>23 Feb</b>	<p><b>Issue of name tags, caps, and t-shirts to new members</b></p> <p><i>Update:</i> in Glenn's absence Neville reported that Glenn expected to have quotes in the near future.</p> <p><i>Previous:</i> It was agreed to purchase a stockpile of NSW RFS caps and t-shirts to issue to members. Glenn to obtain quotes. (Gareth and Judy were flagged as part of this action item in Feb.)</p>	<b>Glenn &amp; Gareth &amp; Judy</b>	<b>In progress</b>
<b>23 Feb</b>	<p><b>Provide a quote on security cameras for the station.:</b></p> <p><i>Update:</i> in Glenn's absence Neville reported that Glenn expected to have quotes in the near future.</p> <p><i>Previous:</i> Waiting on quotes.</p>	<b>Glenn</b>	<b>In progress</b>
<b>23 Feb</b>	<p><b>Gain expressions of interest for sub-committee to review the Constitution</b></p> <p><i>Update:</i> Sally advised there had been no response to calls via the newsletter for EOIs and that she will approach a couple of members directly.</p> <p><i>Previous:</i> Sally confirmed that a call for expressions of interest was included in the last newsletter. Another will be included in the next newsletter.</p>	<b>Sally</b>	<b>In progress</b>
<b>23 Feb</b>	<p><b>Gain expressions of interest for a website publisher</b></p> <p><i>Update:</i> Judy advised she would prefer to consider this position in the context of a larger review of the brigade's comms strategy and media channels and that therefore she</p>	<b>Sally</b>	<b>On hold</b>

## ATTACHMENTS

	<p>would prefer not to change the status quo in the interim. Neville confirmed he was happy to continue handling the web publishing for the moment</p> <p><i>Previous:</i> Sally advised that this item had been put on hold for the moment. The President thanked the Captain for his continued work with keeping the website up-to-date.</p>		
<b>23 Feb</b>	<p><b>Update of Honour Board</b></p> <p>Update: In the course of a wide-ranging discussion of the state of the honour board, including inconsistencies in layout and formatting, the flimsiness of some of the board construction and an error in at least one entry, Gareth advised that rectification of this issues could be obtained at no cost. It was agreed that Sally would advise of the changes and additions required and Gareth would arrange implementation.</p> <p><i>Previous:</i> Gareth has held off taking further action as requested by Sally 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>Update: 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.</p> <p><i>Previous:</i> Some Executive Committee members were unsure of how to access the OneDrive Teams files. Donna will confirm Executive Committee access with Kane F and distribute an overview of how to access.</p>	<b>Sally</b>	<b>In progress</b>
<b>30 Mar</b>	<p><b>Approval to purchase licences for Fire Mapper Enterprise</b></p> <p>Update: Neville advised that the RFS was also interested in providing brigades with this app and that the brigade would definitely have it by spring, either provided by the RFS or donated by Gareth.</p> <p><i>Previous:</i> Neville asked for approval to purchase 10 licences. After a short discussion it was decided approval wasn't needed, as an Executive Committee member will donate the licences.</p>	<b>Neville</b>	<b>In progress</b>
<b>30 Mar</b>	<p><b>Security of master key for shed</b></p> <p>Update: in Glenn's absence Neville reported that Glenn expected to have quotes in the near future.</p> <p><i>Previous:</i> Glenn will obtain a quote for a lockbox to be installed for the master key.</p>	<b>Glenn</b>	<b>In progress</b>

## ATTACHMENTS

<b>30 Mar</b>	<p><b>Wall finish for training/meeting area</b></p> <p><i>Update:</i> Sally advised a request for volunteers for a working bee had been included in the last newsletter. In Genn's absence, no update on working bee aspect</p> <p><i>Previous:</i> Glenn 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. Sally 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; Sally</b>	<b>In progress</b>
<b>30 Mar</b>	<p><b>Creation of a Community Noticeboard</b></p> <p><i>Update:</i> A wide-ranging discussion of this proposal ensured, 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. 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. It was agreed that Liz would develop a scoping document for committee to consider.</p> <p><i>Previous:</i> 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>	<b>Liz</b>	<b>In progress</b>
<b>30 Mar</b>	<p><b>Using the Cat 1</b></p> <p>No update.</p> <p><i>Previous:</i> 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>Glenn</b>	<b>In progress</b>

## ATTACHMENTS

<b>30 Mar</b>	<b>Water pump in shed</b> No update. <i>Previous:</i> The water pump in the shed needs replacing. Mr Odlum will obtain quotes.	<b>Glenn</b>	<b>In progress</b>
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## ATTACHMENTS

### Attachment 2: BUNNINGS SAUSAGE SIZZLE REPORT

With the important exception of last year's Yarrh bonfire, this was the first fundraiser we have held in more than two years and we discovered we were a little rusty.

#### Financials

Takings - \$2,488.60

Expenses - \$1,370.45

**Profit = \$1,118.15**

We fielded the equivalent of 11.5 x 4-hr shifts, fewer than I was looking for, and the lack of full numbers was particularly noticeable on the more severely understaffed morning shift.

The return on a 4-hr shift was just under \$100. Average return on an MFD 4-hr shift is \$100.

This means Bunnings sizzles and MFD give about the same return per volunteer. That would probably remain the same even with a full complement of volunteers for Bunnings because I believe we can get our costs down with a little oiling of the process.

#### Purchasing

70kg sausages

45 Loaves bread

4L Tom sauce x 500ml

1.5L BBQ sauce x 500ml

0.5L Smoky BBQ sauce x 500ml

1.65kg Mustard x 550g

60 x Coca Cola x 375ml

60 x Coca Cola no sugar x 375ml

60 x Schweppes Lemonade x 375 ml

50 x Orange (Fanta) x 375ml

10 x Orange x 375 ml

60 x Lemon (Solo) x 375 ml

3 x Balnea hand sanitiser

Misc: chux, cooking oil condiments

25 kg sliced onions x 5kg bags

Ice

We ended up with about 6-7kg of sausages left over (placed in shed freezer), 1 x 5kg bag of onions (going to Tricia Voight for Gundaroo's May sausage sizzle) and about 150 cans of drink, returned to the shed. Other leftovers (condiments, cleaning gear) also returned to the shed.

#### Electronic Payment

We offered electronic payment for the first time, using a 'square' provided by Bunnings. About 25% of purchases were done this way. During the quieter morning session it was not a particular problem but it caused long delays (10 mins+ for people who didn't have ApplePay on their phones) – for a \$2.50 sausage – disrupting the busy lunch session. It would have been much faster with a tap&go system.

## ATTACHMENTS

Dave B estimated that up to 50% of the people wanted to pay by card.

Fees? None for the square. May be a consideration with a tap&go unit.

We couldn't find the donation bucket so ran the day without it. In the past, bucket donations have represented about 20% of the day's takings.

### Volunteers

Lining up volunteers is not always the easiest task but I have never had more difficulty than for this one, and have never ended up short of the number we need, before this one. I approached every person in the brigade I thought could help us and still ran up short. It is difficult to identify reasons but it is concerning, both in terms of how successful we might be seeking volunteers in the future and because it places pressure on those who do volunteer, making it a harder and possibly longer day and perhaps discouraging them from volunteering in the future.

Judy: handled the Bunnings paperwork, picked up some supplies in Canberra on Saturday, then on the day took the trailer Dave B had packed earlier, got the ice, set the stall up and managed the morning shift.

Joanne: arranged the float.

Dave B: did his usual champion effort: collecting the necessities from the field days container and shed and packing the trailer in the days before the event, managing the lunch and afternoon shift and pack down on the day, and the wash up in the following days.

I handled all the ordering, mostly through Woolworths Yass.

Liz Sage: picked up the extensive WW order (including 70kg of sausages and several trays of bread) and delivered it to Judy on Saturday afternoon.

Most of the volunteers on the day were new to the role and we were fortunate to have the experienced hands of Dave B in the afternoon and Dave M in the morning to help anchor each shift.

The volunteers on the day were: Joanne Byrnes, Garry Curran, Dave Morton, Saan Ecker, Robyn Ive, Gareth James, Anne Johnson, Tim Watt. Paul Hancock helped Judy set up in the morning.

### Notes:

In a change from past practice, Bunnings did not allow the use of tablecloths etc on the trestles, but did provide all the cooking utensils and a handwashing station for the volunteers on the stall. This means that our preparation for a sizzle requires a lot less work, especially for Dave B.

We were unable to find our food thermometer ahead of the day, and Bunnings didn't ask for it on the day although their requirements say we must have one, but we should consider buying one and leaving it in Dave B's safekeeping in the shed or MFD container. Price approx. \$20-30.

Sally Kaufmann

20 May 2022

## ATTACHMENTS

### **Attachment 3: SCHEDULE FOR PRODUCTION OF ANNUAL REQUEST FOR DONATION**

- Draft presented to August committee meeting, for feedback
- First distribution: early September, to coincide with the announcement of the fire danger season, and advertising the prize to be drawn at the Christmas party (if there is a prize)
- Followup distribution in early February of a briefer letter, timed to gain any benefit that a busy fire season would impart (and no draw prize for donors).

Additionally, the NL should carry a reminder in every issue from September to February.

Typically, the president, captain, treasurer and secretary develop the text of the letter. Suggestions on what should go into this year's letter welcome.

### **Attachment 4: BRIGADE REGISTER REVIEW STATUS REPORT**

Following the Nov 2021 EC meeting the review team provided EC members with a list of 43 members the brigade may have lost contact with. EC members agreed, out-of-session, that the members be contacted to establish those members' intentions in relation to remaining involved with the brigade and the nature of that involvement, that is, as either Ordinary Members or Associate Members.

This work is largely complete, with only a few members left to make contact with (or decide we can't make contact).

Once complete, the review team will provide the EC with a summary of the changes we believe should be made, for their consideration. This summary should be available for the August EC meeting.

We will also provide draft text for a proposal to go to the next GM or AGM for agreement to:

- move relevant current Ordinary Member/s to Associate Member classification, and/or
- remove the member/s from the register.

The review of membership classification is then on hold until a GM/AGM.

If the proposed changes are agreed at the GM/AGM, we advise the RFS of them, they confirm (or not) and update their version of the brigade register, and we update ours.

Sally Kaufmann

20 May 2022

### **Attachment 5: CONSTITUTION REVIEW STATUS REPORT**

At the 23 Feb 2022 EC meeting a Constitution Review committee was established, with Sally to convene.

The team now comprises Sally, Mac and Claire Milton.



## ATTACHMENTS

The review work has been prioritised to look at the two most contentious topics to have arisen since the constitution was adopted:

- EC membership and the processes for determining it, and
- Voting processes

This work will also fulfil the action item proposed at the AGM.

The intention is to complete this aspect of the review, keeping the EC and broader membership fully informed of the process as required by the constitution, in time to present proposals for change to a general meeting to be called for later this year. Any changes the GM accepts would come into effect for the 2023 AGM.

After that, the team will work through the constitution, section by section, to identify

- inconsistencies within the constitution
- inconsistencies between the constitution and the handbook
- situations where these foundation documents are silent on the process to be adopted, and
- requirements that do not suit our brigade.

Again, the intention is to develop proposals for change to be presented to a GM/AGM. If accepted, such changes would come into effect at the following GM/AGM.

The entire review may take more than the next 12 months.

Not all parts of the constitution can be changed by the brigade. For such sections, the brigade is limited to making suggestions for change to the RFS.

Sally Kaufmann, 20 May 2022

### **Attachment 6: COMMUNICATIONS STRATEGY FOR NL**

For the sake of the newer members of the committee, it is probably worthwhile reiterating the marketing strategy that has underpinned the NL since its inception, at least during my times as editor.

As has been raised in committee a couple of times recently, there are aspects of the NL primarily addressed to the brigade community and others addressed to the full community.

Conventional marketing wisdom is that you require different products for different audiences and, like all truisms, that is the better approach most of the time.

However, there has long been a trick in what we do with the NL that has dictated this one-product strategy.

With the NL we achieve several important brigade aims with the one comms product, meaning we get a rich return for comparatively small investment.

At a high level, the twin aims of the NL are to:

1. Raise community awareness of and increase community engagement with the brigade

## ATTACHMENTS

2. Provide members – and other residents – with timely information about brigade activities.

The 'trick' has always been that in doing 2, we increase the effectiveness of 1.

By allowing the community at large apparently to observe what is going on within the brigade, we lifted (and now keep raised) community perceptions of the brigade. Where once it was viewed as a small group of commendable locals who turned out to occasional fires in the district with a water truck and a few hoses, people now have an ever-growing appreciation of:

- the brigade's professionalism
  - the effort members dedicate to achieving this professionalism
  - the time members commit to firefighting and related activities in our area, in our zone, in our state and even nationally
  - the effort required to run the brigade, and
3. the effort required to raise the funds to support it.

The outcomes are:

- increased community awareness of the fire risk in this area
- increased community regard and respect for the brigade and its members
- increased community cooperation with fire messages such as preparing their properties, obtaining fire permits, reporting smoke/fire
- increased community willingness to cooperate with brigade members / comply with requests in times of emergency
- increased community engagement with the brigade in terms of
  - recruitment
  - annual donations
  - other donations, eg, sponsoring purchases
  - support for fundraising events and other brigade activities.

People who were living in the brigade area in 1991 and 1997 when two of the biggest fires the district has ever experienced occurred – on Mt Ramsay and along Yass River Rd/Elms Rd – have always had a greater appreciation of the brigade. But those fires were already history when the NL began and many of the newer residents (and newer members of the brigade) had no such awareness.

I expect we will review/expand our overall communications strategy as part of developing a strategic plan, and the strategy for the NL may change as a result.

Meanwhile, the NL is well read/received by both residents and members, especially our experienced members who aren't necessarily turning out for training on a regular basis but whose engagement is as strong as it ever was.

I regularly receive several thanks and other positive comments per newsletter; the longer the NL the more often it's described a 'very informative/good read/great update' or similar. From a resident's comment received on the current one, it is clear that it was read through at least to the list of incoming office bearers.

Sally Kaufmann, 20 May 2022

# ATTACHMENTS

## AGENDA

Committee meeting Wednesday 25 May 2022, 6.30pm,  
at the fireshed

### **1 Opening and apologies – President**

### **2 Acceptance of previous Minutes**

- 4 June 2021
- 30 March 2022

### **3 Actions Arising from Previous Minutes**

### **4 Correspondence**

### **5 Reports**

- Captain
- Treasurer
- Training Officer
- Junior Coordinator
- Equipment Officer
- WHS Officer
- Catering Officer

### **6 Other Business**

AGM Action item – see c) below

#### **a) Fundraising**

- Yarrh solstice event update – Sally
- Bunnings May sausage sizzle report
- Annual Request for Donation – production schedule

#### **b) Brigade Register Review status report**

#### **c) Constitution Review status report**

#### **d) EC composition pending a GM of brigade members**

#### **e) Updating Brigade Register of Residents' addresses**

#### **f) Strategic Plan – Judy**

#### **g) Naming conventions for brigade Minutes and NL**

#### **h) Communications strategy for NL**

#### **i) Calendar of events**

#### **j) Any other business?**

### **7 Close**

**Sally Kaufmann**

Secretary

21 May 2022

## ATTACHMENTS