



## YASS RIVER-NANIMA VOLUNTEER BUSH FIRE BRIGADE

### MINUTES

#### EXECUTIVE COMMITTEE MEETING

Held at the Fireshed and by video on Thursday 27 October, 2022

Present	Judy (Chair/President), Neville (Captain), Tibor (DC 6), Odlum (Equipment Officer), Odlum (Junior Co-ordinator) By video: Joanne (Treasurer) Darko (WHS Officer), Sally (Secretary).
Invited	Liz
Apologies	Rick (DC 2), Sonia (DC 5), Kim (Training Officer), Gareth (Senior Deputy), Scott (DC 1)

#### 1 Opening and apologies

Judy opened the meeting at 6.35 pm, welcoming those attending in person and by video, and received the apologies.

#### 2 Acceptance of previous Minutes

*EC Meeting 8 September 2022*

The minutes of the previous meeting were circulated prior to the meeting. Changes proposed were: the addition of Tibor to the attendees list and amending the seconder to the corrections to be made to the minutes of 25 May 2022 meeting from Sonia to Tibor. Neville moved that the minutes amended with the above changes be accepted as a true and accurate record of the meeting, seconded Tibor. Carried.

#### 3 Actions Arising from Previous Minutes

See Action Items Log – Attachment 1

#### 4 Correspondence

Outgoing – Judy advised that the Annual donation request letter was almost finalised.

- Incoming - nil
- Proposed Letters of Appreciation  
To the owners of the quarry on Greenwood Rd, for the donation of materials to repair the driveway culvert damaged in flooding rain.

#### 5 Reports

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

In discussion following the captain's report, it was noted that Neville, Gareth and Mac crewed the Cat 7 called to the Murrumbateman Rd grassfire near the Back Creek fireshed. Regarding our vehicles, Neville noted that 25 years is the retirement age for trucks and that our Cat 1 is 25, also noting that demand is greater than supply so we may receive a refurbished Cat 1. New Cat 1s use adblue and new Cat 7s have bigger water tanks.

Glenn moved that the Captain's Report be accepted, seconded Tibor. Carried.

### ***Treasurer's Report***

Joanne advised that our annual NBN fees had been paid, we had received no income since the previous EC meeting and that it appeared the Murrumbateman Field Days were going to make a good return, although we were still waiting on final figures.

In discussion, it was noted that Neville had applied for the brigade to be connected to YLESS4U, but had been unsuccessful. Darko mentioned that he was using Starlink and was finding it excellent.

Neville moved that the Treasurer's Report be accepted, seconded Karolyn. Carried.

### ***Training Officer's Report – no report***

### ***Junior Co-ordinator's report – no report***

Neville advised that Ruben is a new junior.

### ***Equipment Officer's Report – See Attachment 3.***

Tibor moved that the Equipment Officer's report be accepted, seconded Neville. Carried.

### ***WHS Officer's Report***

Darko reported that he was waiting on the trucks to return from their statutory annual maintenance checks to check the first aid kits. He also mentioned that he had noticed some WHS issues at the Field Days kitchen. It was agreed that the captains' field days washup meeting was the appropriate forum to raise these concerns and Darko would brief Neville ahead of that meeting.

Tibor moved that the WHS Officer's Report be accepted, seconded Neville. Carried.

### ***Catering Officer's Report – See Attachment 4.***

In discussion, Glenn offered that cleaning out the kitchen cupboards, fridge and freezer could be done the same weekend as the RFS ACTIV training for drivers and putting the undercoat on the training area walls.

Neville noted the RFS requirement that brigade crews need to be self-sufficient for the first 12 hours of any fire-fighting activity.

Tibor moved that the Catering Officer's Report be accepted, seconded Glenn. Carried.

## **6 Strategic Plan**

See the Last entry of the Action Items Log.

Judy advised she would organise a meeting of the group next week.

## **7 Other Business**

### **a) Community engagement report: Area drive-around / comm engagement pack**

The committee agreed with Liz's proposal that the postponed brigade drive-around be rescheduled for 12 November.

### **b) Fundraising**

i) *Murrumbateman Field Days*: Early figures suggest this year's event may be as successful as some of the best years of the past.

ii) *Bunnings sizzle*: 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.

iii) *Paddock Boot Sale*: Glenn proposed that the brigade develop another annual one-day fundraising event – a paddock boot sale, with a gate fee and car fee, arguing that over time it would grow and help secure reliable funding for our annual budget. The proposal was well received.

The discussion ranged across timing – suggestions were mid-winter or September in conjunction with Get Ready activities; making it a half-day event across the middle of the day; using the catering truck to provide a fundraising sausage sizzle; and suggestions for a possible location. Glenn to develop a proposal in more detail for Judy.

#### **c) Christmas Party update – Tibor**

Tibor advised that he and Darko were well advanced on the planning, although they needed volunteers for the day's set-up. A call to be put out using ACTIV. Michael G was providing a pig, Tibor a lamb, Michael to cook them in his pizza oven and deliver them to the shed. Tibor was considering mulled wine or cocktails to start the event. Attendees would be asked to bring a plate (as usual). A planning meeting comprising Tibor, Darko, Judy and Liz to be held next week, Wednesday, 2 November, 6.30 at the Murrumbateman Inn. Tibor has been liaising with Santa, too.

#### **d) General Meeting agenda**

Sally reminded committee of the upcoming GM, advising that the agenda would contain the usual items plus any recommendations accepted from the Constitution Review committee and the Register Review committee. Recommendations from the Constitution Review committee will be presented at the next (November) EC.

#### **e) Constitution Review & Brigade Register Review: status report**

Sally reported that work on both reviews has slowed over winter due variously to injury, ill-health, workload and other competing brigade activities. Both committees will have information for the next EC meeting with the intention of framing proposals to go to the General Meeting (before the Christmas Party) to:

- remove some members from the register
- elect a CER, and
- resolve the EC composition/quorum problem.

#### **f) Prioritising expenditure on equipment**

In his Equipment officer's report Glenn suggested that, in addition to items already identified, the committee consider the acquisition of a pole chainsaw for track clearing and a battery blower for shed cleaning. In all, with pricing estimates, items under consideration are:

1. 30-40inch Smart TV for kitchen area. Prices vary – up to about \$1000
2. Security system – 4 x cameras and base – EUFY approx. \$1000
3. Smart Security Key box for outdoor key – approx \$50
4. Pole Chainsaw for track clearing – quote Received - \$1500
5. Battery Blower for shed cleaning – quote Received - \$365

After discussion, Neville moved that we go ahead immediately to purchase the security system and smart TV for the kitchen, keeping the cost for each below \$1K, and pursue grants for the pole chainsaw and battery blower. Seconded Darko. Carried.

**g) RFSA grants**

Neville advised we had 2 aged laptops of limited value and were considering the desirability of pursuing an RFSa grant to obtain something more up to date for brigade purposes.

**h) Strike teams**

Neville thanked brigade members who volunteered for multi-day, out-of-area strike teams:

- Darko and Michael G – Lismore flood cleanup
- Darko – 2 deployments to Newcastle on bee mite work
- John S – Deniliquin
- Kim and Joanne B – Wollongong SES flood control centre

**i) Dicks Creek Rd major event development application**

Neville advised he had been approached to comment on the development application for a major event proposed to be held on a Dick's Creek Rd property on 12th November.

**k) Calendar of brigade events**

Not provided.

**l) Next meeting**

Thursday, 24 November.

**The meeting closed at 8.53pm.**

Sally Kaufmann  
Secretary  
23 February 2023

Judy Hancock  
President  
23 February 2023

**ATTACHMENTS**

- Attachment 1: Action Items Log, page 5
- Attachment 2: Captain's Report, page 11
- Attachment 3: Equipment Officer's Report, page 12
- Attachment 4: Catering Officer's Report, page 13
- Agenda, page 14

## 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> 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.</p> <p><i>Previous:</i> The treasurer asked that the quote be forwarded to her. Committee agreed that given the time delay, we 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 exceed</p>	<b>Judy &amp; Neville</b>	<b>In progress</b>

	<p>the grant / 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>  <i>Update:</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.  <i>Previous:</i> 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>  <i>Update:</i> Committee agreed that with members entitled to 2 sets of PPE we need another full set of name tags. Glenn advised that the RFS charge for name tags may not be the best price available and he will talk to Gareth about alternative suppliers.  <i>Previous:</i> 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>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>  <i>Update:</i> Installed.  <i>Previous:</i> Waiting on quotes.</p>	<b>Glenn</b>	<b>CLOSED</b>
<b>23 Feb</b>	<p><b>Gain expressions of interest for a website publisher</b>  <i>Update:</i> Neville to continue publishing. As an aside, he requested photos from the Wee Jasper fire for publication.  <i>Previous:</i> Judy advised she would prefer to consider this position in the context of a larger review of the brigade's</p>	<b>Sally</b>	<b>CLOSED</b>

	<p>comms strategy and media channels and that therefore she 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 / Ms Kaufmann 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>  <i>Update:</i> In progress.  <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. / 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>  <i>Update:</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 consider developing 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.  <i>Previous:</i> Neville has given Sally the DropBox 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.</p>	<b>Sally &amp; Glenn</b>	<b>In progress</b>
<b>30 Mar</b>	<p><b>Security of master key for shed</b>  <i>Update:</i> Done.  <i>Previous:</i> Glenn will obtain a quote for a lockbox to be installed for the master key.</p>	<b>Glenn</b>	<b>CLOSED</b>
<b>30 Mar</b>	<p><b>Wall finish for training/meeting area</b>  <i>Update:</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.  <i>Previous:</i> 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 for the Reno now it is looking like we will be</p>	<b>Glenn &amp; Judy</b>	<b>In progress</b>

	<p>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. / 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>		
<p><b>30 Mar</b></p>	<p><b>Creation of a Community Noticeboard</b>  <i>Update:</i> Committee noted this project is still in progress.  <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 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. / Glenn proposed that a Community/Brigade Noticeboard be considered for</p>	<p><b>Liz</b></p>	<p><b>In progress</b></p>



	<p>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. 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>30 Mar</b>	<p><b>Using the Cat 1</b>  <i>Update:</i> Glenn advised this item is closed. In subsequent discussion, Neville reminded users to report vehicle problems to himself or Glenn for followup. Gareth noted the trucks needed a lot of cleaning after the Wee Jasper grass fire, where grass had been as tall as the truck windows and debris collected all over the trucks. Gareth also 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.  <i>Previous: (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>Glenn, Neville &amp; Gareth</b>	<b>CLOSED (but see new item – faulty Equipment Replacement)</b>
<b>CLOSED</b>	<p><b>Water pump in shed</b>  <i>Update:</i> On hold, pending completion of drainage works at back of shed.  <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. Glenn will obtain quotes.</p>	<b>Glenn &amp; Gareth</b>	<b>On Hold, pending completing of drainage works at back of shed</b>
<b>8 Sept</b>	<p><b>Title for Darko's role</b>  <i>Update:</i> Secretary confirmed that, as per Rule 12, the role title is Work, Health and Safety officer.  <i>Previous:</i> Darko to confirm.</p>	<b>Darko</b>	<b>CLOSED</b>
<b>8 Sept</b>	<b>Fire history booklet reprint</b>	<b>Sally</b>	<b>In progress</b>

	<i>Update:</i> In progress. <i>Previous:</i> Sally to seek costing.		
<b>8 Sept</b>	<b>Set up Strategic Plan Working Group</b> Judy to establish.	<b>Judy</b>	<b>CLOSED</b>
<b>27 Oct</b>	<b>Bunnings Sausage Sizzle fundraiser</b> 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.	<b>Sally</b>	<b>IN progress</b>

## **ATTACHMENT 2: Captain's Report**

### **Operations**

Since the last EC meeting we received one call out which was to a grass fire on Murrumbateman Road. Yass River 7 responded from the Captain's residence but was stood down prior to arriving on scene. Two members also assisted with a flood rescue in Yass River 7 on Greenwood Rd.

The brigade's trucks have undergone annual maintenance and safety checks in Yass. The cat 1 had significant work done on the front axle. Nothing significant was found with the other vehicles.

A reminder to check that ACTIV is working and up to date on your device as that is the primary means of alert. Please contact the Captain if you have questions. A new ACTIV guide from the RFS has been uploaded to the brigade web site.

The RFS has clarified the lighting of fires under the new FDR system during the declared bush fire season. Permit holders can only conduct an agricultural burn during the declared bush fire season if there is no fire rating for the next two days. That is the FBI is 1-11, therefore less than MODERATE for the lighting up day and the next day. This does not affect pile burns. Permits will be suspended for any burn when the rating exceeds Moderate, or above. Permits need to be issued at least 24 hours prior to lighting the fire.

The group 4 captain has asked the brigade captains for feedback on the suitability of the trucks and suggestions for future builds. The brigade ops group were canvassed for suggestions and comments. Feedback has been delivered to the group 4 captain.

The captain attended the RFS family day at the zoo and used the opportunity to inspect the prototype cat 1, cat 7 and cat 9 vehicles.

The Captain intends to hold an information day when the weather improves for landholders that would be willing to participate in the Farm Fire Fighting (FFU) scheme.

Neville McMartin  
Captain, Yass River-Nanima  
27 October 2022.

## ATTACHMENT 3: Equipment Officer's Report

All appliances have had their major services. The CAT1/CAT2 have been at times re-located to other areas around our brigade area as a result of anticipated flooding, and I will continue to monitor this with the Captain and make decisions around location based on need and weather forecast. This having been said it is important that the appliances are centrally located for the ease of deployment and maintenance.

During the servicing, and through my regular maintenance it has been found that things have been done, either in an attempt to improve or repair issues, and this has had a knock-on effect that is less than desirable. It is important that drivers and brigade leaders report any issues, concerns or opportunities to both Neville and myself so we can use the best course of action for remediation.

Drivers need to continue to use TeamUp to log equipment usage – it is important for the Captain, Senior Deputy and myself to know where the appliances are. Regular usage (including the pumps etc) is encouraged as un-used or low use appliances are seen as unnecessary in the bigger eyes of the RFS, and further it is hard to identify issues without usage.

Maintenance to be performed:

1. Appliances: general equipment check – need to consider any re-configuration of QuickFill and additional equipment for it.
2. Shed:
  - a. Drainage remediation when weather permits
  - b. Paint Flooring of shed following remediation
  - c. Excess equipment Audit
  - d. Paint Shed extension
  - e. Pump replacement
  - f. Insect/pest eradication

Items to consider for purchase/grants

1. ~40inch Smart TV to mount in shed kitchen area – must have internet connectivity and be able to have RFS Active displayed through it. Prices vary – up to about \$1000 depending on Brand etc
2. Pole Chainsaw for track clearing – Quote Received - \$1500
3. Battery Blower for shed cleaning – Quote Received - \$365
4. Security system – 4 x cameras and base – EUFY approx. \$1000 – need to discuss locations and overall intent to agree on system
5. Smart Security Key box for outdoor key – Approx \$50 – need to consider where we will mount it as it will dictate what type.

Glenn Odlum  
27 October 2022

## **ATTACHMENT 4: Catering Officer's Report**

Joanne has taken over the training supper well, and is happy to continue in the function. We have sufficient sausages on hand for several more training nights and Jo is taking her minor expenses from the donation tin, so there is no cost to the brigade at the moment.

I didn't do a kitchen cleanout over the winter months: defrosting the freezer, cleaning out the fridge and tidying up the cupboards.

The freezer (and fridge?) were cleaned out in summer after an electricity blackout and probably don't need it again, and the cupboards were cleaned out, but not cleaned, in the last shed cleanup.

As a vaccine leper, I am not allowed on RFS premises and nothing is required urgently, but if we have a working bee in the near future we could have a team in the kitchen, particularly including Jo Byrnes, who as training caterer, gets to use the kitchen most.

### **Snack Packs**

I intend to contact Rick and Jenny Mumberson with a view to updating the snack pack supply for the season.

### **MFDs (brigade perspective)**

Early reports are that it was as successful as our better days in the past. Kane still to provide the paperwork, which can take a few weeks. We only just fielded the volunteers we needed, probably because due to a relative late decision to hold the field days, my recruitment drive for volunteers started a couple of months later than I would have desired.

Sally Kaufmann  
27 October 2022

# **AGENDA**

Committee meeting Thursday 27 October 2022  
At the fireshed and by video, 6.30pm

## **1 Opening and apologies**

## **2 Acceptance of previous Minutes**

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

## **4 Correspondence**

- Outgoing
- Incoming
- Proposed Letters of Appreciation

## **5 Reports**

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

## **6 Strategic Plan**

## **7 Other Business**

- a) Drive-around and Community engagement update
- b) Fundraising: Murrumbateman Field Days
- c) Christmas Party update
- d) General Meeting – Reminder
- e) Brigade Register Review status report
- f) Constitution Review status report
- g) Calendar of brigade events
- h) Anything else?
- i) Next Meeting – Thursday 24 November

## **8 Close**