MINUTES

EXECUTIVE COMMITTEE MEETING
Held at the fireshed on 8 September 2022

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

1 Opening and apologies

Judy (Chair) opened the meeting at 6.30pm and received the apologies, mentioning that the Secretary was one of those on video and the audio/video connection was poor, creating a situation that would need to be managed throughout the meeting.

2 Acceptance of previous Minutes

EC Meeting 25 May 2022

Sonia noted that the title used for Darko's position varied throughout the minutes. Darko to investigate and provide the title to be used in the future. It was also noted that Action Item 3: Flooding at rear of shed, needed to include mention that the brigade will make up the shortfall if costs blow out, noting that the Jasique quote was received 2 years ago.

Moved: Gareth Seconded: Tibor Accepted

3 Actions Arising from Previous Minutes

See Attachment 1: Action Items Log

4 Correspondence

- Outgoing correspondence
  - 18/6/22 To Yass Fire Control: Fundraising activity form re Yarrh Winery Solstice Bonfire night.
  - 18/6/22 To Yass Fire Control: YR-N 2022 office bearers
- Incoming correspondence
  - From Peter Alley: List of recipients who received citations and awards at the 2022 AGM
- Proposed letters of appreciation:
  - To owner of quarry on Greenwood Rd for donation of materials used to repair flood damage to driveway culvert.

Moved: Neville Seconded: Kim Noted/Accepted

5 Reports

Captain's Report

See Attachment 2.
In discussion following the captain's report, it was noted that:

- The specific placement of trucks away from the shed during flood risk periods when the shed could be cut off would depend on circumstances.
- A session on how to clean the new masks would be held, as the masks are part of the truck equipment, not PPE.
- Mobile data terminals could take a couple of years to be provided. When installed, they will be able to track where trucks are, among other things.
- An OPS meeting with deputies is coming up.
- We have a new probationary member, Jeff R.

Moved: Gareth Seconded: Rick Accepted

Treasurer's Report
See Attachment 3.
Joanne confirmed that we had received payment from the RFS/Council for catering the RFS driver training weekend course in June.
Joanne also gave the committee an overview of the brigade's typical annual income and expenses.
Up to and including 2020,
– Annual Income averaged $15K, made up of:

- $3-4K Murrumbateman Field Days
- $3-4K Yarrh Solstice night
- $3K Other fundraising, such as Bunnings sizzles
- $4K Donations from Members and other residents.

– Annual expenses, above costs covered by the RFS, averaged $14.5K, including

- approx. $7K in equipment costs (such as chainsaws, the quick-fill trailer, comms equipment)
- approx. $2K in minor maintenance costs

Joanne noted we do not incur costs for tenancy of the shed (eg electricity), for insurance or for fuel and that we have successfully pursued grants for major cost such as the shed extension and the proposed earthworks at the back of the shed. We have also received grants for equipment for the training area.

Joanne also noted the need for the brigade to articulate a capex program each year.

Moved: Neville Seconded: Tibor Accepted

Training Officer's Report
See Attachment 4.
It was noted that there would be mask training at the next training session (4 October), as well as truck inventory and a PIP session.

Moved: Gareth Seconded: Darko Accepted

Junior Co-ordinator's report

As advised by Glenn's email prior to the meeting: Karolyn has started talking to Neville about the junior role and will continue working with him on opportunities to attract more juniors.

Moved: Gareth Seconded: Rick Accepted

Equipment Officer's Report
As advised by email prior to the meeting: Only noteworthy from Equipment is the Cat 1 is in for maintenance, Cat 2 and Cat 7 to follow. We will be doing mask training at the next training night (when we are back) and we are starting to look at the shed painting for the Reno now it is looking like we will be getting warmer weather over the next month or so.

Moved: Gareth Seconded: Rick Accepted

HR Officer's Report
The area WHS officer, Michael G, is developing a checklist for new brigade WHS officers and planning an area-wide meeting for WHS officers. Michael has given Darko:

- a workplace inspection sheet for regular use
- a form for capturing serious 'near misses' – some discussion followed as to what this covers.

Darko says he:

- would be urging members to get or renew their first aid qualifications, mentioning that such qualifications look good on juniors' CVs
- was developing a small, light first aid kit for individuals to carry at all times, removing the need to return to the truck for some first aid incidents.

Moved: Gareth Seconded: Rick Accepted

Catering Officer's report
See Attachment 5.
Neville updated the report, advising Peter Alley had agreed Sally could continue as food controller while we find a new food controller, as her role is more correctly described as catering coordinator and is done remotely.
Gareth thanked the people who had catered the weekend RFS driver training course: RIck and Jenny, Darko, Sonia and Ruben. Sally added that the brigade had made a slight profit on the driver training course catering – $252.75 – which wouldn't cover wages for the catering volunteers, but everything counts in terms of the budget.

Moved: Joanne Seconded: Rick Accepted

6 Strategic Plan
Judy advised the committee that she sees this as a high-level plan best handled offline by a working group. To start with, she would like to canvas members about how they see the brigade working, particularly if there is anything we are not doing that they think we should, or could be doing better. Gareth and Joanne are both happy to assist on the working group.

7 Other Business

a) **Visit all residents in the brigade area / community engagement**
Neville proposed that we visit all residents in the brigade area: Pick a weekend, ask for volunteers and put them in the trucks with the comm engagement packs Llz is developing, with the intention of:

- renewing contact with existing residents
- introducing ourselves to new residents
- updating contact details on our register
- possibly recruiting volunteers, including juniors for our junior program
- distributing the comm engagement Farm Pack

Liz advised she had already collected some RFS material for the farm Packs.
In discussion, it was agreed that:

- the doorknock would be in lieu of any Get Ready activities on our part this year, given Liz would be away on the Get Ready weekend and that the doorknock has the advantage of being more personal and reaching all residents
- we would use the trucks
- the doorknock was a comm engagement exercise and did not require the legal powers invested in deputies
- the Farm Packs should include a contact sheet of brigade officers and information on the Aider program
- the doorknock would take place on Saturday 8 October
- briefing notes for volunteers would be prepared
- delivery areas would be worked out at training on 4 October
- doorknockers would seek input from residents regarding farm fire units (see Other Business, item k).

Moved: Rick Seconded: Tibor Accepted

b) Fundraising

Murrumbateman Field Days
Rick provided an update on the plans for this year's field days.
The MPA / Field Days Management is taking on more commercial food outlets and relying less on the community groups that have historically provided all the food on the weekend, so we have decided to simplify the menu, going back to our core offering of hot foods, dropping tea and coffee and all our cold food lines (fruit salad, Caesar salad, garden salad, yoghurt and wraps). This will be easier to manage, greatly reduce the prep work on the preceding Friday and cut out the bread buttering on the weekend mornings.

c) Fire booklet reprint
Committee agreed in principle that a reprint was desirable and that Sally should pursue costing.

Moved: Tibor Seconded: Gareth Accepted

d) *How to Join our Brigade* leaflet

Committee noted the leaflet, which Neville conceived to guide potential members through the joining process

e) Brigade Register Review: status report

Sally advised that work on this project had slowed due to illness or heavy workloads of all team members, and competing priorities in the weeks since the last meeting, particularly the Yarrh event.

Moved: Joanne Seconded: Gareth Accepted

f) Constitution Review status report

Sally advised that work on this project had slowed due to her illness and competing priorities in the weeks since the last meeting, particularly catering events.

Moved: Joanne Seconded: Gareth Accepted

g) **State of local roads**

Darko raised the state of roads in the area, both the damaged surfaces due to flooding, and overhanging trees. In discussion, it was noted that it is a state-wide problem given it has been a wet year, that it is not a new problem, that it is a Council or SES responsibility rather than a brigade responsibility, that the Council is strapped for funds and that people must always drive to the conditions. Discussion moved to fire access trails, noting the RFS has no responsibility for privately maintained access points, although our brigade may help maintain some in our area, for example, the Mt Ramsay access point. It was also noted that many access points in the area are sited on rocky ridges which remain navigable in wet periods.

h) **Driveway repair following the recent floods**

Neville extended thanks to Paul H for fixing the damage to the driveway on a bitterly cold day, with Judy on wheelbarrow and shovel. Judy advised that we needed more rocks on the western side of the 'clot' and asked for suggestions for source and supply. Rick commented that we would need to upgrade the culvert at some stage, noting it as a capex/Strategic Plan item.

i) Christmas Party

Committee agreed the party should be held on the usual day – second Saturday in December, 10 December, 5pm start.

j) **General Meeting**

It was agreed the General Meeting should be held immediately before the Christmas Party, starting at 3.30pm.

It was noted that:

- an early November date was too early for the constitution review committee and may also be too close to the Field Days
- a late November date would clash with the annual zone exercise
- setting separate, but close-together dates for the GM and Christmas Party might make it difficult to achieve a quorum at the GM.

k) Farm Fire Units

Neville advised the committee, for information, on the Farm Fire Unit Integration Project, which would constitute a resource for the brigade. Residents in the brigade area who were willing could volunteer their farm fire units to help us with fires in

our area. The units would need to be roadworthy, safe and equipped with radio and orange light. They would come under the Fires Act and be covered by RFS insurance. A sector leader would be responsible for coordinating farm fire units helping the brigade. It was agreed we would include the farm fire unit project in the Farm Pack we will give to residents in the door knock to take place on 8 October. The Ops aspects will be dealt with by the Ops group.

l) Newsletter

Sally asked for items for the newsletter, noting it would be a bumper issue.

8 Next meeting

The next meeting was set for Thursday 29 September, 6.30pm start.

9 Close

The meeting closed at 8.15pm.

Sally Kaufmann
Secretary
30 October 2022

Judy Hancock
President
30 October 2022

ATTACHMENTS

Attachment 1: Action Items Log – page 7
Attachment 2: Captain's Report– page 12
Attachment 3: Treasurer's Report – page 14
Attachment 4: Training Officer's report – page 15
Attachment 5: Catering Officer's Report – page 16
Agenda – page 17

ATTACHMENTS

Attachment 1: ACTION ITEMS LOG

DATE	ITEM	PERSON	STATUS
2019			
5 Feb	**10-Year Service Recognition list** *Update*: Gareth meeting with Peter C re list of recipients. areth checking functionality of spreadsheet and will do the aperwork for the next batch of recipients. He has had ouble identifying those who last received long service edals. Noted. *Previous*: Gareth waiting to consult with Peter C to finalise me details. Committee agreed to Gareth's proposal to ovide clasps (which attach s to the ribbon of a medal ready received) for each 10 years of service, not just for e most recent past decade. We would rely on Fire Con cords to identify members and 10-year service periods. / st of recipients has been sent to Fire Control to approve. areth to create a spreadsheet that with one click of a utton will allow the Secretary to highlight/flag the embers on the list who are due for Service Recognition. his would need to occur 3 months prior to the presentation vent (eg AGM or Christmas Party) to ensure the Awards are ad.	**Gareth**	**In progress**
2020			
6 Oct	**Flooding at Rear of Shed** *Update*: The treasurer asked that the quote be forwarded her. Committee agreed that given the time delay, we ould ask for a new estimate of the costs but expect the ork to go ahead. *Previous*: Neville reported that he had been advised by eter Alley that the RFS funding of up to $10,000 was still vailable and could be held over to the new financial year if ecessary. Judy advised that she had been unable to get ritten quotes from Yass Valley Earthworks, or clarify hether the verbal quotes she had been given included ashing and consideration of the placement of the septic pe. Neville proposed that we seek to accept the quote om Jasique (of $9,350), noting that Jason M was currently and may have difficulty meeting the 30 June deadline. It as also noted that the Jasique quote was now two years d and committee agreed that the brigade will make up the ortfall if costs exceed the grant / Notification of the vailability of grant money to the brigade from YFC was erbal. Neville will get confirmation in writing and check if it ill available given the financial year ended 31 March. Judy ad obtained a second, verbal, quote from Yass Valley	**Judy & eville**	**In progress**

	arthworks. The quote provided two options for remediation f the area that floods. The first option was to install an pen concrete drain. The second was to dig out silt and soil uild up and install a pipe and aggregate. The third option s quoted by Jasique), was to install a drainage pipe and ncrete run-off gutter. All options will require some aintenance with the scale being highest to lowest from ption 1 to 3. was agreed that we obtain a written quote from Yass alley Earthworks to determine if the quote includes flashing nd to ensure they have factored in the presence of the eptic pipe.		
2022			
23 Feb	**ACTIV screen quotes for grant application** *Update*: Remains in progress. *Previous*: Waiting on quotes.	**Glenn**	**In progress**
23 Feb	**Issue of name tags, caps, and t-shirts to new members** *Update*: Remains in progress. *Previous*: It was agreed to purchase a stockpile of NSW FS caps and t-shirts to issue to members. Glenn to obtain uotes. The possibility of obtaining a grant or approaching abs or similar to donate the caps and T-shirts was raised. areth and Judy were flagged as part of this action item in eb re donation option)	**Glenn & areth Ellem dy**	**In progress**
23 Feb	**Provide a quote on security cameras for the station** *Update*: Remains in progress. *Previous*: Waiting on quotes.	**Glenn**	**In progress**
23 Feb	**Gain expressions of interest for sub-committee to view the Constitution** *Update*: Sally advised that Mac and Claire M had kindly greed to participate on the sub-committee. *Previous*: Sally advised there had been no response to lls via the newsletter for EOIs and that she will approach a ouple of members directly.	**Sally**	**Closed**
23 Feb	**Gain expressions of interest for a website publisher** *Update*: Not required *Previous*: Judy advised she would prefer to consider this osition in the context of a larger review of the brigade's mms strategy and media channels and that therefore she ould prefer not to change the status quo in the interim. eville confirmed he was happy to continue handling the eb publishing for the moment / Sally advised that this item ad been put on hold for the moment. The President anked the Captain for his continued work with keeping the ebsite up-to-date.	**Sally**	**On hold**

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23 Feb	**Update of Honour Board** *Update*: Gareth waiting on Sally to provide the necessary formation. *Previous*: Gareth advised that a number of issues with the rrent board could be rectified at no cost. It was agreed at Sally would advise of the changes and additions quired and Gareth would arrange implementation. / Mr lem has held off taking further action as requested by Ms aufmann for names to be finalised.	**Gareth & lly**	**In progress**
30 Mar	**Overview of OneDrive applications used for file sharing nd storage** Update: Neville has given Sally the DropBox password. *Previous*: With the changeover in Secretary this item had ot progressed. Neville mentioned the need to migrate ocuments from the Drop Box app to One Drive in Teams, nd would provide Sally with the password. / Some xecutive Committee members were unsure of how to ccess the OneDrive Teams files. Donna will confirm xecutive Committee access with Kane F and distribute an verview of how to access.	**Sally**	**In progress**
30 Mar	**Approval to purchase licences for Fire Mapper Enterprise** *Update*: The licences have been purchased and donated the brigade. Judy thanked Gareth for this donation. *Previous*: Neville advised that the RFS was also interested providing brigades with this app and that the brigade ould definitely have it by spring, either provided by the RFS donated by Gareth. / Neville asked for approval to urchase 10 licences. After a short discussion it was decided pproval wasn't needed, as an Executive Committee ember will donate the licences.	**Neville**	**Closed**
30 Mar	**Security of master key for shed** Update: Remains in progress. *Previous*: Glenn will obtain a quote for a lockbox to be stalled for the master key.	**Glenn**	**In progress**
30 Mar	**Wall finish for training/meeting area** *Update*: Sally: advised she was unaware of any responses the newsletter request for working bee volunteers. enn (by email): we are starting to look at the shed painting r the Reno now it is looking like we will be getting warmer eather over the next month or so. dy noted that Glenn had a lot on his plate and that it might ossible to take some aspects of this project off his oulders for the moment, proposing that we go out to the embership for suggestions for finishing off the training ea walls, noting Sonia's suggestion for a fire scene that ay be possible to use in some training exercises.	**Glenn & lly** **dy**	**In progress**

	ɔmmittee agreed that we had several creative people in ur ranks who may be prepared to help us make this a emorable training area. Committee noted that we had greed we would consider how to make a photo gallery in e training area. *Previous*: Sally advised a request for volunteers for a orking bee had been included in the last newsletter. / Mr dlum suggested the completion of the upgraded training ea in regard to finishing the walls. Artwork and/or ɔnations of paint could be requested by volunteers via the ewsletter. Ms Kaufmann to include a request in the next ewsletter. A working bee was suggested as this could clude improvement to be made to the driveway into the e shed as it has sustained damage over the wet period.		
30 Mar	**Creation of a Community Noticeboard** *Update*: Liz advised she had approached the RMS for any gulations they had in relation to sizes, types and set-back quired for a community noticeboard. A discussion llowed concerning both where we might site 2 ɔticeboards and possibilities for donation of the costs volved. It was agreed one board should be on the western ɔrder of our brigade area, along Greenwood Rd, and one the eastern border somewhere past Booths Crossing. ɔme names of real estate agents who might be willing to ɔnsor one or more boards were suggested. Liz to continue er investigations. *Previous*: A wide-ranging discussion of this proposal nsured, to further identify our requirements and to brief Liz ge, who has agreed to help the committee with ɔmmunity engagement activities ahead of formal tablishment of a community engagement representative le. spects covered included the rationale for such a board (an ffective means of distributing some important messages to e community), composition (perspex, digital, etc), acement in the brigade area, council requirements, anagement of messaging, cost, and possibility of funding. was agreed that Liz would develop a scoping document for ɔmmittee to consider. / Glenn proposed that a ɔmmunity/Brigade Noticeboard be considered for stallation in the Yass River-Nanima area to promote and ovide important fire related information. The Executive ɔmmittee agreed to consider the proposal in more detail at e May Executive Committee meeting, after the election of Community Engagement Representative. lly drew attention to a Community Pack from a	**Liz**	**In progress**

ATTACHMENTS

	eighbouring brigade that she had received tied to her gate the beginning of the last fire season. Committee viewed e concept favourably and deferred further consideration ntil after the appointment of the Community Engagement epresentative. For the incoming CER.		
30 Mar	**Using the Cat 1** *Update (Glenn's email and Neville)*: Cat 1 is in for aintenance. The CV joints are leaking and the RFS has greed to replace them, so it will be in for a while. When it turns, the Cat 2 and Cat 7 will follow. *Previous*: Following investigation of reports that the Cat 1 emitting a lot of smoke when started, an email will be sent all drivers to remind them to do a pre-start check and nsure all is ok when truck is returned to shed.	**Glenn**	**In progress**
30 Mar	**Water pump in shed** *Update*: Gareth advised he has a refurbished pump that will donate to the brigade. This obviates the need for enn to obtain quotes. Judy thanked Gareth for this offer. discussion, it was agreed that we would connect Gareth's ump after the earthworks at the back of the shed were mpleted, positioning it beside the water tank to do away ith the noise the current pump makes in the shed. *Previous*: The water pump in the shed needs replacing. enn will obtain quotes.	**Glenn** **areth**	**In progress**
8 Sept	**Title for Darko's role** Darko to confirm.	**Darko**	**In progress**
8 Sept	**Fire booklet reprint** Sally to seek costing.	**Sally**	**In progress**
8 Sept	**Set up Strategic Plan Working Group** Judy to establish.	**Judy**	**In progress**

Attachment 2

CAPTAIN'S REPORT – EC Meeting – Thursday 8 September 2022

Operations

Since the last EC meeting we received one call out which was to a flood rescue assist. A supermarket delivery truck had attempted to cross a flooded causeway and became trapped. The brigade's trucks were not accessible due to flooded crossings. Murrumbateman brigade responded as did Yass River Deputy 2 in a private vehicle. Following the floods and prior to the next rain event, the cat 1 and cat 2 were pre-positioned at two properties north and south of the Yass River to allow crews access in the event the road to the station became impassable.

The brigade's trucks are undergoing annual maintenance and safety checks in Yass. The Cat 1 is currently undergoing repairs to the front axle swivel (CV) joints.

The new masks have been received and a training session will be run in the next month or so.

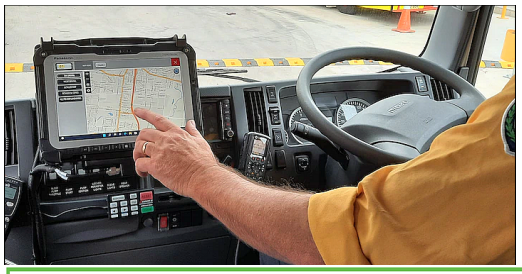
The role out of the Panasonic tough Mobile Data Terminals (MDTs) to all RFS trucks will commence shortly across the state. The terminals will have access to mission-critical information such as satellite and topography imagery and weather updates. The Mobile Data Terminals will also connect crews to the NSW RFS Computer Aided Dispatch (CAD) system and provide GPS routing.

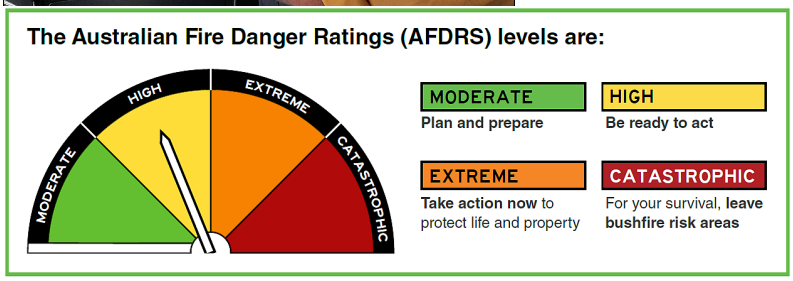
As of 1 September 2022, the RFS has adopted the Australian Fire Danger Rating System (AFDRS). The new roadside AFDRS signs and information will use four levels of MODERATE, HIGH, EXTREME and CATASTROPHIC with linked action items. The signs are primarily for the use of the community.

The AFDRS also comprises the Fire Behaviour Index (FBI) which is designed to support fire fighters. The FBI is a simple numerical scale that can be used consistently across Australia, allowing crews to make decisions that require finer detail than the four Fire Danger Rating categories allow.

One of the important things to remember is that permit holders can only light a fire during the declared bush fire season if there is no fire rating – that is, the FBI is between 1 and 11 and therefore less than MODERATE – for the next two days.

ATTACHMENTS





COVID

Currently 48 Yass River members have uploaded their vaccination details and I thank the members for doing that. This is almost all of our operational members which gives the field officers greater flexibility in forming teams and assigning roles.

At this stage those members that are not vaccinated or do not have a valid medical exemption, or have not uploaded their details to the RFS web site have been moved to reserve status by the RFS. This means that those members can only participate in activities if considered an emergency and within the zone. This also applies to members in support roles. The RFS has clarified the position that EC members will need to attend remotely if they are not vaccinated.

Brigade Captains can now update members' vaccination records for them. Contact the Captain if you would like your status or other contact details updated on ONERFS.

Neville McMartin
Captain, Yass River-Nanima
4 September 2022.

ATTACHMENTS

Attachment 3

TREASURER'S REPORT – EC Meeting 8 September 2022

- Cheque account balance is $4,103.52
- Public Fund account balance is $7,559.53
- Term deposit is $10,860.84, maturing on 22 December 2022
- Donations from members this financial year (since 1 April 2022) total $350
- The Brigade made a profit of just under $1,500 from the Bunnings sausage sizzle held in April
- The Brigade received a donation of $5,029 from the Yarrh bonfire in June
- Following are expenses incurred by the Brigade since the beginning of this financial year, excluding expenses that were reimbursed such as the Bunnings sausage sizzle and catering for RFS driver training:

Date	Narrative	Amount
14/07/2022	NBN	45.40
02/06/2022	NBN & IT equipment May invoices	136.16
02/06/2022	Web hosting	299.00
29/04/2022	PO Box and misc	247.39
26/04/2022	NBN	40.35

Joanne Reid
8 September 2022

ATTACHMENTS

Attachment 4

TRAINING OFFICER'S REPORT for EC Meeting 8 September 2022

2 AUGUST 2022

Training took place on the first Tuesday of August (2nd) commencing at the usual time of 6:30pm, with 14 Brigade members attending.

Training on this occasion was the actioning of two pile burns within the Warrambui grounds, the first behind the fire shed, and the second within what is referred to as the "sheep paddock' at the NE end of the greater Warrambui site.

Members were formed into three crews, with the Cat 1 deployed to the pile burn behind the fire shed, and the Cats 2 & 7 deploying to the sheep paddock.

We were incredibly lucky weather-wise, with rain the days prior to, and after the Tuesday, and cool temps, high humidity and nil wind on the night making for a relatively risk free exercise.

The usual debrief and BBQ was held afterwards, with two members staying on-site to monitor the pile burns later into the evening after which both were handed over to the Warrambui grounds person for further monitoring, with brigade members attending site the following day to check the status of both burns.

6 September 2022

As per last month, training took place on the first Tuesday of September (6th) commencing at 6:30pm, with 12 members attending.

Prior to commencing the main subject presentation (Bushfire Safety 101), the brigade's Captain (Neville McMartin) outlined to members the changes and specific features of the new national fire danger advisory signs currently being rolled out, and how the new system would impact the issuing of fire lighting permits and other associated restrictions.

The focus for training this month was to be a recap on basic Bushfire Safety. The main objective was to revisit basic knowledge and skills required in an effort to ensure the highest possible degree of safety for crew members and equipment during deployment. To this end, RFS FUEL was utilised using the brigade's flat screen TV to run through multiple scenarios that may become an issue prior to, during or after deployment. Members were encouraged to participate in proceedings which happened, so the presentation became a group discussion, rather than a presentation by one individual doing all the talking.

The Safety Officer (Darko Kukic) reiterated how important it is for brigade members to nominate for RFS Zone training, especially to revalidate and enhance First-Aid qualifications that may no longer be valid.

The evening was capped off with the usual BBQ sausages, supplemented with soup thanks to Joanne and Saan, and a special thanks goes to Peter Clark for braving the chilly conditions outside the shed to cook the BBQ.

Next training is planned to be held on Tuesday 4th October.

Kim Bannan

ATTACHMENTS

ATTACHMENT 5

CATERING OFFICER'S REPORT – EC Meeting – 8 September 2022

June was a busy month for catering, especially the third weekend, with both the Yarrh Winery Solstice night and the RFS 4-day driver training course on that weekend.

Event catering

While it was a challenge finding sufficient volunteers to cover both events, we did so, largely because 4 people: Rick and Jenny Mumberson, Darko Kukic and Sonia Slattery backed up for both. Sonia and Darko also helped with the Bonfire build two weekends earlier. Two brigade members, Liz Sage and Caitlin Fillingham, helped Fiona with the food served on the Solstice night, contributing to the success of that night.

Rick, Jenny, Darko, Sonia and Ruben handled the two days of catering (morning tea, lunch, afternoon tea) needed for the RFS driver training course weekend. Course organiser, Gareth Ellem, organised pizzas for the two evening sessions on the preceding Thursday and Friday.

Training suppers

No training in June. Joanne has taken receipt of the 10kg of sausages donated by Murrumbateman Butchery. They are in the freezer packaged into lots of 12.

Bunnings sizzles

We are holding a $500 Coles voucher, donated by Bunnings as some compensation for not being able to hold sausage sizzles for 15 months or so during covid. (This was incorrectly reported as a $100 voucher in the 4 June 2021 Catering Report).

Catering officer position

Yass Fire Control has advised that I cannot hold the role of catering officer.

Sally Kaufmann

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AGENDA

Executive Committee Meeting
Wednesday 8 September 2022
To be held at the Fireshed and by video, 6.30 pm

1 Opening and apologies
2 Acceptance of previous Minutes
3 Actions Arising from Previous Minutes
See Action Items Log – Attachment 1
4 Correspondence

- Outgoing
  - 18/6/22 To Yass Fire Control: Fundraising activity form re Yarrh Winery Solstice Bonfire night.
  - 18/6/22 To Yass Fire Control: YR-N 2022 office bearers
  - to be written: letters of appreciation approved at May EC meeting
- Incoming
  - From Peter Alley: List of recipients who received citations and awards at the 2022 AGM
- 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) Brigade's annual budget – Briefing from Joanne
b) Visit all residents in the brigade area
c) Community engagement update/Get Ready weekend
d) Fundraising update
e) Murrumbateman Field Days
f) Fire booklet reprint – For Decision – see Attachment 5
g) How to Join our Brigade leaflet – For Information – see Attachment 6
h) Brigade Register Review status report – For Information
i) Constitution Review status report – For information
j) Calendar of brigade events – For information
k) Anything else?

8 Close