



## MINUTES OF YASS RIVER-NANIMA RURAL FIRE BRIGADE GENERAL MEETING 1 DECEMBER 2021

<b>Convened by:</b>	Kane Fillingham, A/President
<b>Invited Attendees:</b>	Mr Ron Hardy, Group Captain - Group 4
<b>Office Bearers:</b>	Kane Fillingham (Chair), Neville McMartin (Captain), Gareth Ellem (A/Senior Deputy Captain), Rick Mumberson (Deputy Captain 2), Kylie Eggins (Deputy Captain 3 / Training Officer), Damien Eggins (Deputy Captain 4), Tibor Fekete (Deputy Captain 6), Sonia Slattery (Deputy Captain 7 / WHS Officer), Glenn Odlum (Equipment Officer), Karolyn Odlum (Junior Coordinator), Dave Beattie (A/Secretary).
<b>Life Members:</b>	Virginia Rawlings, Peter Clark.
<b>Ordinary Members:</b>	Kim Bannan, Tim Briggs, Joanne Byrnes, Shirley Clark, Patty Duzevic, Ric Duzevic, Rod Eade, Donna Georgievski, Judy Hancock, Darko Kukic, Phillip Langworthy, Suzanne Lavender, Mac Macdonald, David Morton, Gertraud Norton, Karolyn Odlum, John Storey, Michelle Storey.
<b>Attendees:</b>	Anne Johnson, Jenny Mumberson
<b>Location:</b>	Yass River-Nanima Brigade Fireshed, 322 Greenwood Rd, Yass River.
<b>Date and time:</b>	1 December 2021, 7:00 pm
<b>Apologies:</b>	Scott Burrows (Deputy Captain 1), Sally Kaufmann (Food Controller), Joanne Reid (Treasurer), Sandra Burrows, Stuart Burrows, Lindsey Butt, Saan Ecker, Caitlin Fillingham, Sally Hancock, Bronni Jeckel, John Ive, Neil Macgregor, Mark Norton, Liz Sage, Kaliyah Odlum, Tarlo Odlum, Zali Odlum, Jenny Rothschild.
<b>Minutes by:</b>	A/Secretary

No.	Agenda item
1	<b>Opening and Apologies</b>  The Chair opened the meeting at 7.08 pm by thanking everyone for attending the meeting and expressing gratitude to the organisers and particularly those who had provided the buffet. He also welcomed Ron Hardy, the Group Captain for Group 4, who would be acting as the Returning Officer for the evening. Lastly, the Chair thanked the Executive Committee for its support over the past six months, which despite

No.	Agenda item
	<p>the difficulties with Covid restrictions, had worked diligently to clear the backlog of activities to ensure a smooth transition to the new leadership.</p> <p>The A/Secretary read out the list of apologies, adding six from the floor, and noted that a total of 11 proxies were held (see attachment 1).</p>
2	<p><b>Confirmation of the Minutes of the 26 April 2021 AGM</b></p> <p>The Chair noted that the GM would not be approving the minutes of the AGM but would be accepting a number of editorial changes and proposing two of actions to redress some minor oversights. If accepted, these changes would then be submitted for consideration at the next AGM.</p> <p>The editorial changes included:</p> <ol style="list-style-type: none"> <li>1. listing the proxy votes within the minutes,</li> <li>2. capturing some missed apologies; and</li> <li>3. decoupling the list of ordinary members from the other attendees.</li> </ol> <p>The first of the oversights was that the Captain's Report at the last AGM was not officially accepted. The Chair proposed to accept the Captain's Report as submitted.</p> <p style="padding-left: 40px;">Proposed: Chair    Seconded: Mr Duzevic    Agreed with no questions from the floor</p> <p>The second oversight was that the actual vote for Mr Peter Clark's Life Membership was not recorded. To rectify this, the Chair proposed that the vote be taken again. The Chair proposed that Mr Peter Clark be awarded Life Membership of the Yass River-Nanima Rural Fire Brigade.</p> <p style="padding-left: 40px;">Proposed: Chair    Seconded: Mr Ellem    Agreed unanimously</p> <p>No further comments on the previous AGM minutes were raised.</p>
3	<p><b>Actions Arising from Previous Minutes</b></p> <p>The Chair advised the members that there were three matters arising from the previous minutes. The first was the establishment of a small number of members to review the constitution. This has not been forgotten and will be initiated formally, once the new leadership team is in place. Members are encouraged to read the Executive Committee meeting minutes of 1 November 2021 where the Brigade Structure was discussed.</p> <p>The second item was a proposal to augment training with hazard reduction burns. These burns are being planned, although a combination of weather and Covid restrictions have delayed any activity.</p> <p>The third item was a proposal to consider Aboriginal fire management practices. This has, and continues to be, under consideration by the Ops Group.</p>
4	<p><b>Reports</b></p> <p><b>Captain's Report.</b> The Captain provided an update to the meeting on the forecast threat levels for the forthcoming season and the pre-incident planning that was taking place. He also touched on the introduction of the new RFS centralised despatch system and the ongoing improvements to the fire shed. In addition, he advised the members of the outcome of the recent survey of brigade members on whether the RFS should mandate that members be vaccinated. The Captain's report is at Attachment 3. Ms Eggins proposed that the Captain's report be accepted.</p> <p style="padding-left: 40px;">Proposed: Ms Eggins    Seconded: Ms Hancock    Agreed</p>

No.	Agenda item
	<p><b>Treasurer's Report.</b> The A/Secretary read out the Treasurer's report, a copy of which is at Attachment 4. Mr Ellem proposed that the report be accepted.</p> <p style="text-align: center;">Proposed: Mr Ellem    Seconded: Ms Hancock    Agreed</p> <p><b>Training Officer's Report.</b> Training resumed in November where the status of the trucks was confirmed and the shed was prepared for the forthcoming season. Training nights have now been moved to the first Tuesday of each month to better align with surrounding brigades. Ms Odlum proposed that the Training Officer's report be accepted.</p> <p style="text-align: center;">Proposed: Ms Odlum    Seconded: Mr Ellem    Agreed</p> <p><b>Equipment Officer's Report.</b> The Equipment Officer advised that the trucks had been serviced over the winter months with no significant issues identified. An on-going cold start problem with the Cat 9 vehicle has now been remediated. He noted that the shed works are continuing although much of the activity is nearing completion. The Chair added that earthworks intended to rectify flooding issues at the rear of the shed are currently the subject of a grant application, the success of which will be known about mid-December. Ms Slattery moved that the Equipment Officer's report be accepted.</p> <p style="text-align: center;">Proposed: Ms Slattery    Seconded: Mr Fekete    Agreed</p> <p><b>WHS Officer's Report.</b> The Workplace and Safety Officer advised that there was nothing to report. Ms Hancock queried whether the newly acquired electronic whiteboard, which has been affixed to the wall in the shed, was slightly too high for some members. The Equipment Officer agreed that it might be the case in some instances, however the positioning of some electrical conduit prevented it being placed in a lower position. To overcome the problem, a second whiteboard has been incorporated at a lower height and a portable whiteboard would also be available.</p>
5	<p><b>Membership Appointments</b></p> <p>The Chair moved that, given they had completed their probationary period, the following members be accepted as ordinary members with full voting rights:</p> <ol style="list-style-type: none"> <li>a.    Kaliyah Odlum</li> <li>b.    Zali Odlum, and</li> <li>c.    Tarlo Odlum.</li> </ol> <p style="text-align: center;">Proposed: Chair    Seconded: Mr Ellem    Agreed</p>
6	<p><b>Election of Office Bearers for 2021-22</b></p> <p>Mr Ron Hardy was invited to take the Chair and perform the function of Returning Officer. Mr Hardy provided the members with an update on recent activity within Group 4 and noted that after the forthcoming Zone meeting he expects to meet with Group 4 captains to prepare for the upcoming season.</p> <p>Mr Hardy advised that to date only Ms Judy Hancock had nominated for the position of President with the nomination seconded by Mr Fekete. As there were no further nominations from the floor, Mr Hardy declared Ms Hancock elected.</p>

No.	Agenda item
	<p>In relation to the Senior Deputy position, Mr Gareth Ellem had nominated with the nomination seconded by Ms Eggins. With there being no further nominations for the position, Mr Hardy declared Mr Ellem elected.</p> <p>There were two nominations for the position of Secretary; Ms Donna Georgievski who was seconded by Ms Norton and Ms Sally Kaufmann who had been seconded by Mr Fekete. There being no further nominations, a secret ballot was conducted and after the counting of votes, Mr Hardy declared Ms Georgievski elected to the position of Secretary.</p> <p>The new President took the chair and thanked Mr Hardy for taking the time out of his busy schedule to assist the brigade in the election.</p>
7	<p><b>Creation of the Community Engagement Representative Position</b></p> <p>The Chair explained that Ms Liz Sage was currently performing the duties of the Community Engagement Representative position, which during the pandemic had been mainly restricted to attending planning meetings. However, she was hopeful that these activities would broaden considerably once restrictions eased.</p> <p>The Senior Deputy Captain advised the members that it had been his experience with the fires in 2019 that the work of the Community Engagement staff had helped enormously in increasing the knowledge of the general public in the roles of the fire fighters. This had made the performance of the brigades work much easier when fighting fires and he fully supported establishing the position.</p> <p>The Chair proposed that the position of Community Engagement Representative be created with a decision on whether it will form part of the Executive Committee be determined at the next AGM.</p> <p style="text-align: center;">Proposed: Chair    Seconded: Mr Duzevic    Agreed</p>
8	<p><b>Other Business</b></p> <p>No other business was proposed.</p>
9	<p><b>Closure and Next Meeting.</b> There being no further business, the meeting was closed at 7:50 pm. The next meeting will be the AGM scheduled for April 2022.</p>

David Beattie A/Secretary 1 December 2021	<i>These minutes were accepted at the AGM held on Saturday 29th of April 2023.</i> Sally Kaufmann Secretary 5 May 2023
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## Attachments

No	Document title	Author
1	<b>Proxies Held</b>	A/Secretary
2	<b>Actions Arising</b>	A/Secretary
3	<b>Captain's Report</b>	Captain
4	<b>Treasurer's Report</b>	Treasurer

## ATTACHMENT 1 – PROXIES HELD

The following is a list of the proxy votes available for the 1 December 2021 General Meeting.

Scott Burrows by Tibor Fekete,  
Sandra Burrows by Peter Clark,  
Stuart Burrows by Peter Clark,  
Caitlin Fillingham by Kane Fillingham,  
Sally Kaufmann by Tibor Fekete,  
Sally Hancock by Judy Hancock,  
John Ive by Neville McMartin,  
Neil McGregor by Dave Beattie,  
Mark Norton by Gertraud Norton,  
Joanne Reid by Kane Fillingham; and  
Liz Sage by David Morton.

David Beattie  
A/Secretary  
1 Dec 2021

**ATTACHMENT 2 – ACTIONS ARISING**

<b>Date</b>	<b>Action Item</b>	<b>Responsible Member</b>	<b>Status</b>
26 Apr 21	Review of Constitution.	President	Open
26 Apr 21	Incorporate more hazard reduction burns into training.	Captain	Closed
26 Apr 21	Consider the application of aboriginal fire management practices.	Captain	Closed
1 Dec 21	AGM to consider whether CER to be part of the Executive	President	Open

## ATTACHMENT 3 – CAPTAIN’S REPORT

### Captain’s Report – General Meeting – Wednesday 1 December 2021

#### Operations

This year’s fire season is off to a slow start with the brigade having attended just one incident at Berrebangelo Rd during Spring. High rainfall this year has resulted in extensive grass growth in the brigade area. The AFAC (the Australian and New Zealand National Council for fire and emergency services) summer forecast indicates that this area is rated ‘Normal Fire Potential’ while the cropping country to the west of us is rated as High and the coastal areas that were burnt out in 19/20 are rated as low. Of course if it suddenly stops raining and we have a run of hot days that could change.

Some weeks ago the RFS implemented Centralised Dispatch for the Southern Tablelands and surrounding zones. Generally incident alerts and radio comms will come out of Sydney RFS headquarters. This should improve the response time from the 000 call to the brigade alert. There have also been some other procedural changes.

The operations group has commenced creating a Pre Incident Plan (PIP) for the brigade. This will identify features in the area such as Infrastructure, Resources and Hazards and provide a high level plan for dealing with incidents relating to these features. Eventually the plan will form part of a Group 4 plan.

#### COVID

Due to the COVID pandemic, the last 18 months have been challenging both for RFS operations and for members personally. A week ago it looked as though we were through the worst of it but we now have this new variant from Africa that is creating uncertainty.

Last month the RFS asked all brigade Captains to consult with their members regarding the mandating of vaccinations. In consultation with the Acting President and Secretary we decided to ask just one question via an anonymous online form and also provide an opportunity for members to provide written comments. The question was; Should the RFS mandate that volunteers be fully vaccinated (double dose and boosters where required) against COVID-19? The respondent could choose Yes, No or Undecided. I can now reveal that 19 answered Yes, 2 chose No and 0 chose Undecided. I have advised the RFS of the outcome of the survey.

The RFS also asked all members to upload their vaccination record number to the ONE RFS web site. Currently 27 Yass River members have uploaded their vaccination details and I thank the members for doing that.

At this stage if you are not vaccinated or do not have a valid medical exemption, the RFS has asked that members should only participate in essential activities such as emergency response or critical operational training.

#### Internal works

As you can see we’ve undertaken some renovations to the station with the lining and alcove construction. The area will be used as a training area and allow for the storage of the BBQs and other miscellaneous equipment. An attic stair has also been fitted to the kitchen ceiling which allows for safe access to the mezzanine level. I would like to thank Stuart Burrows and Rick Mumberson for planning and commencing the project. I also want to thank Glenn Odlum, Kim Bannan and David Beattie for mounting the boards and screen and any others that helped along the way.

During the 19/20 fires a number of fire stations were used as public refuge centres. To function as a public refuge centre the building needs power for flushing toilets, hot water, refrigerators and internet access. As part of the construction we had the electrician fit a generator socket and switch in case of a prolonged power outage while the station is in use.

**Fund raising**

Unfortunately due to COVID restrictions the brigade's fund raising activities have been severely curtailed. Hopefully with the relaxing of restrictions, some of the more traditional fund raising activities can recommence.

**Thank you**

I would like to thank Liz Sage for volunteering her assistance with the role of Community Engagement Officer. I would also like to thank Kane Fillingham, Dave Beattie and Gareth Ellem for helping the brigade get to this point.

Neville McMartin  
Captain Yass River – Nanima  
1 December 2021



## ATTACHMENT 4 – TREASURER’S REPORT

### Treasurer’s Report for General Meeting 1 December 2021

- Cheque account balance is \$4,134
- Public Fund account balance is \$1,831
- Term deposit is \$10,852, maturing on 22 December 2021
- The main income for the Brigade in the year to date is the donation of \$3,596 from the Yarrh bonfire night
- Donations from members this financial year (since 1 April 2021) total \$700
- Following are expenses incurred by the Brigade since the beginning of this financial year:

27/04/2021	NBN, repairs	66.35
27/04/2021	Domain renewal	61.60
06/05/2021	Misc equipment	453.53
14/05/2021	AGM expenses	176.71
04/06/2021	Cat 9 maintenance	821.21
04/06/2021	Web hosting	299.00
04/06/2021	Southland Projects Pty Ltd Fire shed alterations	3,868.59
18/06/2021	Shed works final payment	3,868.59
07/07/2021	Shed works	110.76
07/07/2021	Truck charger	174.94
13/08/2021	NBN - 3 months	121.05
02/09/2021	NBN and cable repair	78.35
12/10/2021	Digital scanner, NBN, PO Box	730.36
04/11/2021	Shed electrical works	2,578.90
09/11/2021	NBN	40.35

Joanne Reid  
1 December 2021