



YASS RIVER–NANIMA RURAL FIRE BRIGADE

EXECUTIVE COMMITTEE MEETING held at the Fireshed Saturday 22 July

MINUTES

1 Opening and apologies

The meeting opened at 2.08pm.

Present: Neville M, Joanne R, Sally K.

Apology: Judy H.

2 Acceptance of previous Minutes

EC meeting held on 27 May 2023

The draft minutes of the meeting were circulated out of session for comment. Committee resolved comments and the amended version was accepted as a true and accurate record of the meeting.

3 Actions Arising from Previous Minutes

See Attachment 1 Actions Items Log for details

4 Correspondence

- Outgoing – none
- Incoming – none
- Letters of Appreciation to be written to: Yarrh (solstice donation) and Jasique (shed earthworks capped price)

5 Reports

Captain's Report

Callouts

The Captain reported that there had been no callouts since his last report (to the EC meeting on 27 May), until two days earlier, Thursday 20 July, when the brigade had provided a team of eight to assist police in a search for a person reported missing in our district.

Our team joined teams from the SES and neighbouring brigades, and were out from 9am to 4.30pm. Murrumbateman Brigade turned out the zone catering truck to feed the large number of volunteers. Deputy Kane F said his step recorder indicated they had walked 20 km.

The brigade also stood up a team for Saturday 22 July but police called off the search.

Neville thanked Darko, Jo B, Kane, Kim, Mark, Saan, Shaun and Troy for turning out as well as the others who had made themselves available but were not required.

Hazard Reduction Burns

The Captain and Senior, joined by Mitch B and Jacob B from the RFS, visited a number of local properties on Thursday 20 July to assess the possibility of the brigade undertaking hazard reduction burns. As well as assisting landholders, these burns would also provide valuable weekend training opportunities for the brigade. We are waiting for the RFS team to complete the fire plans, which are valid for 5 years, and then will organise the burns, possibly in conjunction with Murrumbateman in at least one instance.

Treasurer' Report

The Treasurer advised the balance in each of our three accounts and noted the receipt of the Yarrh donation since the last meeting. Neville reminded committee that the brigade would need \$6,000 at short notice for a new PMR when the RFS changed over, this date as yet unknown.

Discussions occurred in the contexts of: online donations (through the RFS site) that go to our public account (in full), the need to amend our name on that site following the decision made at the AGM, our grant request for some items, and payment methods that could be used for the car boot sale stall holders.

Joanne also advised she had done some preliminary research into portable electronic payment systems (eg, paywave square) and would finalise this in the light of the upcoming paddock car boot sale/Get Ready Day.

The Treasurer's written report received after the meeting is at attachment 2.

6 Membership Report

The Secretary advised that two new probationary members, Rosie C and Peter J, and a new resident, Natalie F, had been added to the Brigade Register since the last EC meeting.

7 Captain's items

The Captain advised he had nothing to raise.

8 Strategic Plan

In the President's absence, no report was made.

9 Fundraising

- Target sum for fundraising in 2023-24 and, tentatively, 2024-25 – on hold, pending 2023-24 capex list
- RFS Driver Training weekend catering – 15-18 June
In her capacity as Catering Officer, Sally advised she was waiting on some receipts from the caterers, and that she also needed to prepare the bill to the RFS.

- Yarrh Solstice Bonfire
Committee noted the night was very successful. the Yarrh team allowed us to put our red donation helmet. The helmet will live at Yarrh, except when needed elsewhere at specific functions/events.
- Get Ready / Paddock car boot sale, 23 September
Glenn joined the Exec to provide a briefing on the status of arrangements for the paddock car boot sale/ Get Ready Day (23 September), following up Liz's report from 11 May.
- Murrumbateman Field Days, October 21–22
The Captains' meeting to discuss the MFDs will be on 8 August 2023, at Murrumbateman fireshed.

10 Other Business

- a) Drive-around and Community engagement
There is little of the brigade area left to visit, essentially the northeast corner. Neville hopes to have this done by the start of the new fire season. He is liaising with Liz and flagged the possible need for more bags, noting the new supply in the shed would be more than sufficient.
- b) AGM, Saturday 29 April
Committee noted that the returning officer had conducted the election for deputies twice as it appeared the instructions had not been followed correctly the first time. This was attributed to the rain making it impossible to hear. Committee had already agreed it will take steps to overcome such a problem if it arises at a future AGM. No further action considered necessary.
Committee also agreed we had appropriate measures in place should an emergency WHS incident occur at any of our group gatherings, noting that the sign to the First Aid kit needs updating now the kit has been moved.
- c) Consequences of name change – outstanding items
 - Bank accounts – Secretary still to take credentials to a Westpac branch
 - Shed Sign – under way. Being provided by RFS.
 - Westpac public fund account name (accessed through RFS Donations page): This change needs to be made through RFS. Secretary to contact Peter Alley
 - ONE RFS: Captain of Yass River Brigade: Debbie (RFS) need to change. Secretary to contact Debbie.
 - 365: YR–N Volunteer Bush Fire Brigade
- d) Password Locker
Neville discussing with Kane and Gareth.
- e) Life membership
Annual review (Gareth/Sally) in time to make any presentation at the 2024 AGM.

f) Publishing protocols

Committee reviewed the brigade’s communications strategy, content policy and publishing protocols now we are doubling the number of communications channels we use, adding a Facebook page and community noticeboards to the existing newsletter and website. Secretary to develop a draft Communications SOP based on the review, to be available for the next EC meeting. It was noted that we need to confirm with Liz that she is willing to be the ‘responsible publisher’ for the noticeboards.

g) Protecting our photographic records – not discussed.

11 Next Meeting

September, Saturday 16 – third Saturday because Get Ready/car boot sale is on the fourth Saturday. 2pm at the fireshed.

12 Close

The meeting closed at 4.06pm.

Sally Kaufmann Secretary 5 August 2023	These minutes were accepted at the EC meeting held on 16 September 2023
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List of Attachments

Attachment 1: **Action Items Log** – page 5

Attachment 2: **Treasurer’s report** – page 9

Attachment 1: Action Items Log

DATE	ITEM	PERSON	STATUS
2019			
5 Feb	<p>10-Year Service Recognition list</p> <p><i>Update:</i> Unchanged.</p> <p><i>Previous:</i> Sally to follow up with Gareth as part of contacting all office bearers regarding the provision of reports to the committee for the rest of the year.</p> <p>Committee agreed that Gareth would develop a list of members with 10 years or more service, with a view to presenting long-service medals (and clasps for multiple periods) to these members.</p>	<p>Gareth Ellem</p> <p>Sally Kaufmann</p>	In progress
2022			
23 Feb	<p>Issue of name tags, caps and t-shirts to new members</p> <p><i>Update:</i> Unchanged.</p> <p><i>Previous:</i> I Committee agreed to the purchase of a helmet name sticker for all active members and of a second set of name tag and brigade name tag for all active members who didn't already have two sets. Sally to contact all active members to identify those who wanted the second set.</p> <p>Committee also agreed that new members would receive a cap and t-shirt. Sally to contact recent new members to ascertain whether they wanted this kit. It was noted that we need to stocktake what items we have on hand in the shed. No-one was in a position to volunteer for this task in the immediate future.</p> <p>It was agreed that as members are now entitled to 2 sets of PPE we should provide another set of brigade and individual name tags to all active members for their second set of PPE. It was also agreed to purchase a stockpile of RFS caps and t-shirts to issue to members. The possibility of obtaining a grant or approaching Slabs or similar to donate the caps and T-shirts was raised.</p>	<p>Judy Hancock</p> <p>Sally Kaufmann</p>	In progress
23 Feb	<p>Update of Honour Board</p> <p><i>Update:</i> Gareth advises that the board should be ready around the end of the first week of August.</p> <p><i>Previous:</i> Secretary to seek for an ETA for delivery of the board as part of contacting all office bearers regarding the provision of reports to the committee for the rest of the year.</p>	Gareth Ellem	In progress
30 Mar	<p>Transfer of Dropbox documents to OneDrive</p> <p><i>Update:</i> Unchanged.</p> <p><i>Previous:</i> Secretary advised that she is familiarising herself with the folder structure currently in use on Dropbox, with a view to</p>	Sally Kaufmann	In progress

	developing a model for the transfer to OneDrive, but completing this transfer is not a priority at the moment.		
30 Mar	<p>Wall finish for training/meeting area</p> <p><i>Update:</i> Unchanged.</p> <p><i>Previous:</i> Secretary to seek an ETA for artist’s concept as part of contacting all office bearers regarding the provision of reports to the committee for the rest of the year.</p>	<p>Glenn Odium</p> <p>Sally Kaufmann</p>	In progress
30 Mar	<p>Creation of a Community Noticeboard</p> <p><i>Update:</i> Sally is following up the printer regarding both the corflute boards and the bumper stickers. These items now combined, see below.</p> <p>Judy advised she is still devising a plan for resourcing the long-term solution.</p> <p><i>Previous:</i> Committee discussed the quotes and options Liz had obtained. It was agreed that large corflute blackboard-style signs that can be erected easily and are a cheaper alternative to the original noticeboards we had considered were the right option for our needs. It was agreed these would need to be large and that Liz would be asked to find out what sizes were available/recommended, and that we would purchase up to 4, with a price cap of \$1,000 (which is the threshold beyond which 2 quotes are required).</p>	<p>Liz Sage</p> <p>Judy Hancock</p>	In progress
8 Sept	<p>Fire history booklet reprint</p> <p><i>Update:</i> Unchanged.</p> <p><i>Previous:</i> Sally to seek costing.</p>	<p>Sally Kaufmann</p>	In progress
2023			
23 Feb	<p>Resident’s donation of 40 plastic chairs</p> <p><i>Update:</i> Judy asked Tibor to take over this task. Tibor has been unable to contact the resident. Neville spoke to the resident on Thursday and the chairs are still available.</p> <p><i>Previous:</i> Judy to arrange transport to fireshed.</p>	<p>Judy Hancock</p> <p>Tibor Fekete</p>	In progress
23 Feb	<p>New, green, CB radios (11 units)</p> <p><i>Update:</i> Judy has approached Slabs as agreed at the last meeting, but has not heard back.</p> <p><i>Previous:</i> Roseanne at Slabs has advised that Slabs could donate \$1000 towards the purchase of these radios. Slabs also advised there were better – more expensive – options available. Neville was of the opinion that the additional cost was not warranted in our situation. Committee agreed that we would seek the \$1,000 funding from Slabs and make up the \$210 difference required to purchase 11 radios.</p> <p>Committee agreed on the desirability of replacing our ageing radios with a modestly-priced model Neville had identified as being suitable for our purposes and RFS-approved. Judy to approach Slabs for</p>	<p>Judy Hancock</p>	In progress

	<p>Heroes to see if they could supply these CBs for us. Failing that, Glenn to approach a contact he has.</p>		
23 Mar	<p>Bumper stickers & corflute boards</p> <p><i>Update:</i> Liz obtained artwork from the RFS for the changed livery decal. Sally is following up the printer regarding both the bumper stickers and the corflute boards. These two items to be combined.</p> <p><i>Previous:</i> Committee accepted the quote Liz had obtained for printing 100 of each version of the bumper sticker, noting the lettering would need to be changed following the decision at the AGM regarding the brigade name / It was decided to obtain prices for replenishing stocks of the bumper stickers we distributed some years ago, a red 'Supporter' sticker for supporters and a 'Member' sticker with the RFS insignia that members could use for identification at road blocks and similar situations. Quantity: 100 of each type, or an economic print run if the printer suggested something else. it was considered the red stickers worked well as a thank you to donors and could possibly also be sold at brigade events such as the car boot sale, Christmas party, Yarrh solstice, sausage sizzle fundraisers.</p>	<p>Liz Sage</p> <p>Sally Kaufmann</p>	In progress
27 May	<p>RFS grants</p> <p><i>Update:</i> Joanne took over this item at the last EC meeting. She has developed a draft grant request and is waiting on quotes from the equipment officer re a smart TV and a battery-operated blower to finalise and submit it.</p> <p><i>Previous:</i> Judy advised that the RFS provides grants of up to \$5K provided the desired items are permissible under RFS guidelines. It was agreed we would seeking RFS funding for: 2 laptops (approx. \$1400 each), a smart TV (approx. \$1,000) and a blower (\$365), all of which fit within the RFS's guidelines.</p>	<p>Joanne Reid – grant application</p> <p>Glenn Odum - quotes</p> <p>?? - purchasing</p>	
27 May	<p>Addition to How to Help page on website</p> <p><i>Update:</i> Unchanged.</p> <p><i>Previous:</i> It was agreed this page would be updated to include a request for residents' contact information and a statement concerning privacy and security of such information. Secretary to draft.</p>	<p>Sally Kaufmann & Neville McMartin</p>	
22 July	<p>Portable electronic payment machine</p> <p>Joanne also advised she had done some preliminary research into portable electronic payment systems (eg, square) and would finalise this in the light of the upcoming paddock car boot sale/Get Ready Day.</p>	<p>Joanne Reid</p>	
22 July	<p>Catering claims</p> <p>In her capacity as Catering Officer, Sally advised she was waiting on some receipts from the RFS driver trainer course caterers, and that she also needed to prepare the bill to the RFS.</p>	<p>Sally Kaufmann</p>	
22 July	<p>Empty red donation helmet (at Yarrh)</p>		

	Committee noted the red donation helmet, taken to Yarrh on Solstice night, needs to be emptied (but left there except when specifically needed for specific events such as the car boot sale).		
22 July	Signage re First Aid Kit in shed Committee noted that the sign to the First Aid kit needs updating now the kit has been moved and that Darko should be asked to do this.		
22 July	Changes following name change adopted at AGM Amend Westpac public fund account name (accessed through RFS Donations page): This change needs to be made through RFS/Peter Alley. On ONE RFS: amend the brigade name in the wording: Captain of Yass River Brigade: Contact Debbie (RFS) and request the change.	Sally Kaufmann Sally Kaufmann	
22 July	Password Locker Neville discussing with Kane and Gareth.	Neville McMartin	
22 July	Life memberships Annual review of membership to be undertaken in time to make any presentation at the 2024 AGM	Sally Kaufmann Gareth Ellem	
22 July	Draft Communications SOP Following discussions of brigade comms strategy, content policy and publishing protocols a draft Comms SOP to be developed.	Sally Kaufmann	

Attachment 1: Treasurer's Report

- Cheque account balance is \$8,785.54
- Public Fund account balance is \$11,918.83.
- Term deposit is \$10,933.04, maturing on 22 August 2023.
- We received the Yarrh donation of \$4,776 on 28 June 2023, coming out of their annual winter solstice event.
- Donations from members this financial year (since 1 April 2023) total \$200 – unchanged from the previous report.
- The Brigade has incurred around \$2,780 in expenses this financial year. The main expense since the previous report is the purchase of the 4G antenna.

Joanne Reid
22 July 2023