



YASS RIVER–NANIMA RURAL FIRE BRIGADE

EXECUTIVE COMMITTEE MEETING Held at 173 Tara Lane, Murrumbateman on Saturday 27 May, 2023

MINUTES

Present: Joanne, Judy, Neville, Sally

1 Opening and apologies

The meeting opened at 2.12pm. All EC members were present.

Committee agreed that with an EC of 4 members, there was no point in having items moved and seconded.

2 Acceptance of previous Minutes

EC meeting held on 23 March 2023

The draft minutes of the meeting were circulated out of session. Comments received were discussed and the draft amended. The amended version was accepted as a true and accurate record of the meeting.

3 Actions Arising from Previous Minutes

See Attachment 1 Action Items Log.

4 Correspondence

Incoming

- Bill for mailbox from Australia Post – already paid.
- Parcel from RFS – 4G/5G internet modem for shed.

Proposed Letters of Appreciation

- To auditor, for honorary preparation of report for AGM, and Jasique, for undertaking flood mitigation work behind shed at cost price.

5 Reports

Captain's Report

It has been quiet since the last EC meeting. The only alerts received have been as a result of smoke from pile burns we had been notified about.

Treasurer's Report

See Attachment 2

6 Membership Report

The committee noted the brigade register of members as circulated and agreed with the secretary's proposals regarding the privacy and confidentiality of the information.

Committee also accepted the Register Review committee's recommendation to remove a further five names from the register – Paul Butt, Ashley Cahif, Carlton Fearnside, Carmela Fearnside and Daryl Milton – on the basis that they were all known to have moved out of the district several years ago and the brigade had either received their agreement to be removed from the register or had not been able to contact them.

NOTE: Peter Alley (RFS District Manager) has advised that removing members for reasons such as those above can be implemented immediately on EC approval, ahead of endorsement by a general meeting.

7 Captain's items – Neville

Neville advised he had nothing to raise.

8 Strategic Plan – Judy

Judy advised she had had little feedback and would circulate to the EC the questions she proposed for a survey.

9 Fundraising

a) Target sum for fundraising in 2023-24 and, tentatively, 2024-25

Preliminary discussion noted that we needed a list of capex and other expenditure to establish our fundraising target. Neville flagged that we would at some stage need \$6k for a new PMR when the RFS changed over, this date as yet unknown. Also that we needed \$600 for an antenna and mast for our new modem, and would need the materials for painting the shed floor once the earthworks at the back of the shed were completed and the weather was warmer. On hold pending development of expenditure list.

b) Annual request for donations

Committee agreed that at the start of the fire season we should issue a first request that included the captain's appraisal of the upcoming fire season, our expenditure last year (necessarily small due to lack of funds), and our proposed/desired expenditure for the 2023-24 year. It should also include the reference to security and confidentiality of contact information held by the brigade (see Item 6 above).

A short reminder should also issue in the second half of January.

Joanne would send either a member's or supporter's bumper sticker to every donor.

c) RU Duntroon Veterans Match catering

Not discussed.

Secretary's note: From Treasurer's Report: We received a donation of \$3,000 in May from ACT Veterans Rugby as a result of participating in their fundraising sausage sizzle.

d) RFS Driver Training weekend catering – 15-18 June

Sally advised that some volunteers were already on board.

e) Yarrh Solstice Bonfire dates

Sally advised that the build would be on 11 June and the event on 24 June. The usual teams of volunteers would be required. Neville advised the RFS paperwork was done.

f) Get Ready / Paddock car boot sale– 23 September

No report. The secretary will seek a report for the next EC meeting as part of contacting all office bearers regarding reporting to the committee for the rest of the year

g) Murrumbateman Field Days – October 21–22

Sally reconfirmed the MFDs are on track for this year.

h) Slabs, for radios – Judy

See Action Items log, Attachment 1.

10 Other Business

a) Drive-around and Community engagement: update

Not discussed

b) AGM, Saturday 29 April

Committee noted briefly that a PA would be advisable if we expected rain next year. The flooding on

the night allowed the earthworks contractor (Jason Mumberson) to review the situation and he had decided there was a better and possibly less expensive solution. Earthworks were underway at the time of the EC meeting.
Discussion to be continued.

c) *Consequences of change to EC composition*

Committee had agreed earlier in the meeting that the secretary would contact admin office-bearers to request they provide written reports to EC meetings for the rest of the year. No further discussion.

d) *Consequences of name change*

Largely discussed and managed out of session in the leadup to the EC meeting:

- a Bank accounts – being updated (Joanne)
- b ABN – new ABN being obtained (Joanne)
- c Shed Sign – new sign being provided by RFS (Sally, Neville)
- d Web Site – updated (Neville)
- e Web Host – updated (Neville)
- f Web Domain (URL) – updated (Neville)
- g RFS Donations – YR–N Rural Fire Brigade – to be updated by RFS (Sally)
- h ONE RFS – to be updated by RFS (Sally)
- i PO Box?
- j MS 365 (Kane?)
- k Bumper stickers (see Action Items log, Attachment 1)

e) *EC meetings – calendar*

Committee agreed to meet every second month, on the fourth Saturday unless displaced, as follows:

- July, Saturday 22
- September, Saturday 16 – third Saturday because Get Ready/car boot sale is on the fourth
- November, Saturday 25
- January, Saturday 20th – third Saturday because the fourth Saturday falls in the Australia Day weekend.
- March, Saturday 23 – the week before Easter, and last meeting before the next AGM.

f) *Bumper stickers*

see Action Items Log, Attachment 1

g) *Password Locker*

Not discussed

h) *Life memberships*

Not discussed

i) *Publishing protocols*

Not discussed

j) *Protecting our photographic records*

Not discussed.

11 Next Meeting

The next meeting will be held on Saturday 22 July, at 2pm at the fireshed.

12 Close

The meeting closed at 4.20pm.

Sally Kaufmann Secretary 25 May 2023	These minutes were accepted at the EC meeting held on 22 July 2023.
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List of attachments

- Attachment 1: Action Items Log – page 5
- Attachment 2: Treasurer’s Report – page 9
- Agenda – page 10

Attachment 1: Action Items Log

DATE	ITEM	PERSON	STATUS
2019			
5 Feb	<p>10-Year Service Recognition list</p> <p><i>Update:</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><i>Previous:</i> 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>	Sally Kaufmann	In progress
2020			
6 Oct	<p>Flooding at Rear of Shed</p> <p><i>Update:</i> These works were underway at the time of the meeting.</p> <p><i>Previous:</i> the shed has been subject to flooding from the time it was built. In 2020 it was agreed to commission remedial work and accepted a quote of \$9,350 from Jasique to install a drainage pipe and concrete run-off gutter. Peter Alley advised that a grant of \$10,000 was available for such works. Given the age of the Jasique quote at the time it was accepted, committee agreed it would pick up the difference if costs blew out. Committee noted that the work needed to be completed by June 30, 2023, or the RFS grant would lapse.</p>	Judy Hancock & Neville McMartin	CLOSED
2022			
23 Feb	<p>ACTIV screen quotes for grant application</p> <p><i>Update:</i> Discussion centred on obtaining funds for this and other purchases. See new item, RFS grants.</p>	Glenn Odlum & Judy Hancock	CLOSED
23 Feb	<p>Issue of name tags, caps and t-shirts to new members</p> <p><i>Update:</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><i>Previous:</i> 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</p>	Judy Hancock & Sally Kaufmann	In progress

	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.		
23 Feb	Update of Honour Board <i>Update:</i> Secretary to seek 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.	Sally Kaufmann	In progress
30 Mar	Transfer of Dropbox documents to OneDrive <i>Update:</i> Secretary advised that she is familiarising herself with the folder structure currently in use on Dropbox, with a view to developing a model for the transfer to OneDrive, but completing this transfer is not a priority at the moment.	Sally Kaufmann	In progress
30 Mar	Wall finish for training/meeting area <i>Update:</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.	Sally Kaufmann	In progress
30 Mar	Creation of a Community Noticeboard <i>Update:</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).	Judy Hancock & Liz Sage	In progress
8 Sept	Fire history booklet reprint <i>Update:</i> Unchanged <i>Previous:</i> Sally to seek costing.	Sally Kaufmann	In progress
2023			
23 Feb	Resident's donation of 40 plastic chairs <i>Update:</i> Unchanged. <i>Previous:</i> Judy to arrange transport to fireshed.	Judy Hancock	In progress
23 Feb	Replacement of faulty equipment <i>Update:</i> This project is now with the Ops team.	Neville McMartin	CLOSED
23 Feb	Folding knapsack test <i>Update:</i> This project is now with the Ops team.	Neville McMartin	CLOSED
23 Feb	New, green, CB radios (11 units) <i>Update:</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.	Judy Hancock	In progress

	<p>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><i>Previous:</i> Committee agreed on the desirability of replacing our ageing radios with a \$110 model Neville had identified as being suitable for our purposes and RFS-approved. Judy to approach Slabs for Heroes to see if they could supply these CBs for us. Failing that, Glenn to approach a contact he has.</p>		
23 Feb	<p>Warrambui MOU</p> <p><i>Update:</i> No change. This item to be closed.</p> <p><i>Previous:</i> Judy advised that we have provided Warrambui with a draft version of the MOU /To cover the manner in which the brigade will manage the storage, access and disposal of imaging captured by our security cameras that identifies individuals beyond our boundaries. Neville and Glenn will sign the MOU.</p>	Judy Hancock, Neville McMartin & Glenn Odium	CLOSED
23 Mar	<p>Bumper stickers</p> <p><i>Update:</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. With the quote accepted, the name of this item has changed.</p> <p><i>Previous:</i> 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>	Liz Sage & Sally Kaufmann	In progress
23 Mar	<p>AGM Activ survey</p> <p>Results are with the Ops group. Neville advised that the Ops group will consider ways to increase members' engagement with Activ.</p>	Neville McMartin	CLOSED
23 Mar	<p>Video loop for AGM</p> <p>To run throughout the buffet.</p>	Sally Kaufmann	CLOSED
23 Mar	<p>Background information to Name of Brigade proposal to AGM</p>	Gareth Ellem	CLOSED
27 May	<p>RFS grants</p> <p>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>	Joanne Reid – grant application Glenn Odium - purchases	
27 May	<p>Addition to How to Help page on website</p>	Sally Kaufmann	

ATTACHMENTS

	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.	& Neville McMartin	
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Attachment 2: Treasurer's Report

- Cheque account balance is \$9,934.72
- Public Fund account balance is \$7,081.84.
- Term deposit is \$10,933.04, maturing on 22 August 2023.
- We received a donation of \$3,000 in May from ACT Veterans Rugby as a result of participating in their fundraising sausage sizzle.
- Donations from members this financial year (since 1 April 2023) total \$200.
- The Brigade has incurred around \$1,200 in expenses this financial year, with the key expenses being the framing for Peter Clark's life membership and the purchase of the trial backpack.

Joanne Reid
27 May 2023

AGENDA

EXECUTIVE COMMITTEE MEETING

To be held at the Fireshed
Saturday 27 May, starting 2pm

1 Opening and apologies

2 Acceptance of previous Minutes

EC meeting held on 23 March 2023

3 Actions Arising from Previous Minutes

1. 10-year service recognition list
2. Flooding at rear of shed
3. Activ screen for shed
4. Acquisition of name tags, caps, t-shirts for members
5. Honour Board update
6. Moving brigade documents from DropBox to OneDrive
7. Wall finish in training/meeting area
8. Community Noticeboard
9. Fire history booklet – reprint
10. Resident's donation of 40 plastic chairs
11. Replacement of some faulty equipment
12. Folding knapsack test
13. Replacement of ageing CB radios
14. Prices for bumper stickers – see Other business
15. AGM Active survey
16. Video loop for buffet
17. Background info to brigade name for AGM

See Attachment 1 Actions Item Log for details

4 Correspondence

- Outgoing
- Incoming
- Proposed Letters of Appreciation

5 Reports

- Captain
- Treasurer

6 Membership Report

7 Captain's items – Neville

8 Strategic Plan – Judy

9 Fundraising

- a) Target sum for fundraising in 2023-24 and, tentatively, 2024-25
- b) Annual request for donations
- c) RU Duntroon Veterans Match catering – 1 April – update
- d) RFS Driver Training weekend catering – 15-18 June – update
- e) Yarrh Solstice Bonfire – dates/volunteers
- f) Get Ready / Paddock car boot sale – 23 September – Update
- g) Murrumbateman Field Days – October 21-22
- h) Slabs, for radios

10 Other Business

- a) Drive-around and Community engagement: update
- b) AGM, Saturday 29 April – review
- c) Consequences of change to EC composition
- d) Consequences of name change
- e) EC meetings for the remainder of the year
- f) Bumper stickers
- g) Password Locker
- h) Life memberships
- i) Publishing protocols – NL, website, FB
- j) Protecting our photographic records
- k) Any other business?

11 Next Meeting

Thursday 27 July

12 Close

Sally Kaufmann
Secretary
25 May 2023

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26. Fire history booklet – reprint
27. Resident’s donation of 40 plastic chairs
28. Replacement of some faulty equipment
29. Folding knapsack test
30. Replacement of ageing CB radios
31. Prices for bumper stickers – CLOSED – see Other business
32. AGM Active survey
33. Video loop for buffet - CLOSED
34. Background info to brigade name for AGM – CLOSED

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- t) Publishing protocols – NL, website, FB
- u) Protecting our photographic records
- v) Any other business?

11 Next Meeting

Thursday 27 July

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Sally Kaufmann
Secretary
25 May 2023