



YASS RIVER–NANIMA RURAL FIRE BRIGADE

EXECUTIVE COMMITTEE MEETING

Held at the Fireshed
Saturday 16 September

MINUTES

1 Opening and apologies

The meeting opened at 12.10pm.

Present: Judy H, Neville M, Joanne R, Sally K

2 Acceptance of previous Minutes

EC meeting held on 22 July 2023

Draft minutes of the 22 July meeting had been circulated out of session for comment. Committee accepted the updated version as a true and accurate record of the meeting.

3 Actions Arising from Previous Minutes

See Actions Item Log – Attachment 1

Re items we have agreed to purchase or seek an RFSA grant for, the equipment officer provided prices for polesaws and recommended a product from Belconnen Outdoor, \$1,611. Committee agreed to this purchase (which doesn't qualify for a grant under RFSA guidelines). Neville to advise the equipment officer of this decision.

4 Correspondence

- Outgoing
- Incoming
- Proposed Letters of Appreciation to Slabs for Heroes and JB HiFi for the donation of the 10 portable radios.
Committee agreed that Slabs for Heroes and Jasique Constructions logos be added to the Sponsors section in the footer on the website.

5 Reports

- Captain – see Attachment 2.
Committee noted that the captain would be putting up the No Fires Without A Permit signs at various points on the brigade boundary as the fire season began.
- Treasurer – see Attachment 3.

In discussion, the captain noted that the weather station mentioned in the Treasurer's report is installed at the fire shed and provides the Weather & Forecast information available on the home page of our website.

The Treasurer agreed to take carriage of the capex spreadsheet and update the committee at each EC meeting.

- **Community Engagement (CER)**

Liz joined the meeting at 1pm, bringing the items produced by Yass Signs: bumper stickers, shed sign re emergency contact information, corflute notice boards and sandwich board.

Regarding Get Ready activities, Liz reported that the Farm Packs had not sustained much water damage in the shed flooding and 50 packs had been refreshed and were available for Saturday's event. Contents included firemen's hats and activities for children. She had still to pick up an RFS awning for the stall, and was planning balloons.

- Catering – see Attachment 4
- Equipment – see Attachment 5
- Junior Coordinator
Sally advised the Junior coordinator had nothing to report.
- Training – see Attachment 6
- WHS – see Attachment 7

6 Membership Matters

- Members' Register changes – one email address update
- Residents' register – No report

7 Captain's items – Neville

Radios. Neville exhibited the 10 new radios that had been donated by Slabs for Heroes with the help of a substantial discount from JB Hi Fi. He advised that we need a second battery for each radio as the batteries have a 2-day lifespan and from experience at Wee Jasper last year and Narrengullen before that, they are completely flat after 3 days, so we need a fully charged battery available for crews to pick up at each callout. Committee agreed this was an urgent purchase, given we are entering the fire danger season, and agreed to purchase 10 batteries at an estimated \$110 each, plus a \$21 clip, a total estimated cost of \$1,310.

Committee agreed that the old radios, which still had a limited life, would be made available to members at training for a price of \$20.

8 Brigade Strategy

Judy reported this was in progress but that she had only just returned after being away for some months.

9 Public Comms

Committee noted the key messaging by channel running sheet for Oct-Dec without amendment. See Attachment 8

In discussion about Facebook generally it was agreed it would be useful and desirable that admins posting to the brigade FB page sign each post with their name and position.

10 Fundraising

- Target sum for fundraising in 2023-24 and, tentatively, 2024-25 – on hold, pending development of the 2023-24 capex list.
- The red donation helmet that had been at Yarrh since the bonfire night yielded \$21.50.
- Get Ready / Paddock car boot sale, 23 September

Preparations for the Car Boot Sale and remaining last-minute tasks were discussed, noting that a meeting of all involved was to be held the following Tuesday at 5pm at the fireshed.

- Get Ready arrangements – see CER report, above.
 - GR Day recruitment leaflet, developed by Neville and Sally, was attached to the Agenda for information.
- CBS arrangements – Glenn reported:
 - Porter toilet booked – free of charge from Poo Carters – to be collected Friday and returned Monday. Recommended advertising their support (FB, NL)
 - 3 x signs made and in place – more to put in place.
 - Need zebra tape for bunting to separate people and traffic.
 - Brigade has some spare pickets for bunting etc.
 - Will have some “arrow + Boot Sale” signs to help people transit from the Barton to Warrambui on the day.
 - All (Liz, Judy, Sally, Glenn, Karolyn) are working the marketing – Unsure status of Letterbox Drop. Some flyers at local Murrumbateman Stores. Liz was going to put something into the school newsletter – not sure if this happened.
 - Need to ask Yass if they have the fake fire target for kids to shoot water at.
- CBS volunteer and catering arrangements:
 - See Catering Officer’s report attached.
 - Sally also reported that we had recruited sufficient volunteers and that an email to volunteers would also be sent out with details they need for the day.
- Request for donation letter – Committee noted the letter needs to mention security and confidentiality of residents’ private information by linking to still-to-be-published information on the website – Refer 27 May Action Item Log, Addition to ‘How to Help page’.
- Murrumbateman Field Days, October 21–22 – Sally reported that at the brigade level, members are responding to the NL requests for volunteers, although more are needed. At the AI’s Kitchen Management level, Kane continues his usual work, and Sally continues to develop the overall roster across the 8 brigades for the two days.

- Capex list
 - Joanne has taken carriage of the capex spreadsheet. Committee noted that the PMR for the brigade, value approx \$5,800, would not require 2 quotes because there is only one RFS-approved brand, Motorola.

10 Other Business

- a) Drive-around and Community engagement:
Northeast corner of brigade area still to be canvassed. That will complete the full drive-around started last year.
- b) Protecting our photographic records – discussion deferred.
- c) Christmas party
Committee confirmed the second Saturday in December (9th), for the brigade Christmas party for members and residents. The regular leaflet invitation to the community to be developed for distribution in the first two weeks of November, possibly locking into the remaining drive-around exercise for delivery to residents in the north-astern corner of the brigade.
See Attachment 9 for planning details.
- d) Comms alternatives (for residents) if their mobile coverage fails in times of emergencies – discussion deferred.
Note RFS' current paging service is also reliant on the mobile network, but we also still have our old pager system, so we can still operate.
- e) Any other business?

11 Next Meeting

November, Saturday 25 – fourth Saturday, 2pm at the fireshed.

12 Close

There being no further business, the meeting closed at 2.40pm

Sally Kaufmann
Secretary
18 October 2023

These minutes were accepted at the EC meeting held on
25 November 2023

Attachments

1. Action Items Log – page 5
- 1 Captain's Report – page 10
- 2 Treasurer's Report – page 11
- 3 Catering Officer's Report – page 12
- 4 Equipment officer's Report – page 13
- 5 Training Officer's Report – page 14
- 6 WHS Officer's Report – page 15
- 7 Comms' key messaging schedule (Oct–Dec) – page 16
- 8 Christmas party planning – page 17
- 9 Agenda – page 18

Attachment 1: Action Items Log

DATE	ITEM	PERSON	STATUS
2019			
5 Feb	<p>10-Year Service Recognition list</p> <p>16/9/23: Gareth has the necessary forms. Just needs a couple of hours to complete them and submit to Yass FCC. The intention is to have the medals available for presentation at the 2024 AGM. His brigade priorities are: pre-incident plan (PIP) for the upcoming fire season, 10-yr service recognition list, Honour Board, then consideration of life membership recipients.</p> <p>22/7/23 Unchanged. <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 / 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>16/9/23: Sally reported being partway through compiling the list of recipients. Now Judy has returned, they will split the remaining members to be contacted between them to come up with a final number and price for EC consideration. Judy completed the stockake of t-shirts and caps on hand prior to the meeting.</p> <p>22/7/23 Unchanged. <i>Previous:</i> Committee agreed to the purchase of a helmet name sticker for all active members and of a second set of personal 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 / 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 / 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>16/9/23: Gareth expects to get the information to the shop next week.</p> <p>22/7/23: Gareth advised that the board should be ready around the end of the first week of August <i>Previous:</i> Secretary to seek for an ETA for delivery of the board as part of contacting all office bearers</p>	<p>Gareth Ellem</p>	In progress

	regarding the provision of reports to the committee for the rest of the year.		
30 Mar	<p>Transfer of Dropbox documents to OneDrive</p> <p>16/9/23: Sally advised this is not on the horizon at the moment, because of both her commitments and Glenn's, and proposed that it be suspended as an action item. Neville suggested he do a bulk transfer from DB to One Note (?) to avoid loss of documents if DB were to close. Agreed. It was noted that the 'history docs' were already on One Note.</p> <p>22/7/23 Unchanged. <i>Previous:</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.</p>	<p>Sally Kaufmann</p> <p>Neville McMartin</p>	In progress
30 Mar	<p>Wall finish for training/meeting area</p> <p>16/9/23: Glenn advised that the mural plan will be made available to Neville and Judy by the next Exec meeting. Committee agreed the concept should come to full EC.</p> <p>22/7/23 Unchanged. <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 Odlum</p> <p>Sally Kaufmann</p>	In progress
8 Sept	<p>Fire history booklet reprint</p> <p>16/9/23: Unchanged. <i>Previous:</i> Sally to seek costing.</p>	Sally Kaufmann	In progress
2023			
23 Feb	<p>Resident's donation of 40 plastic chairs</p> <p>16/9/23: Despite efforts on the part of the brigade, the chairs have not yet been picked up. Sally to speak to Tibor.</p> <p>22/7/23: Neville spoke to the resident on Thursday (20 July) and the chairs are still available. Sally to progress. <i>Previous:</i> Judy asked Tibor to take over this task. Tibor has been unable to contact the resident. Neville spoke to the resident on Thursday (20 July) and the chairs are still available. Sally to progress / 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>16/9/23: Brigade has received a donation from Slabs for Heroes, with assistance from JB HiFi, of 10 waterproof GME UHF radios of the quality Slabs first recommended to us. Committee agreed the old radios could be offered to members for \$20 each. A letter of appreciation to be sent to Slabs. Judy to provide Sally with address and contact details.</p> <p>22/7/23: Judy had approached Slabs as agreed at the last meeting (27/5), but has not heard back. <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</p>	Judy Hancock	CLOSED

	<p>required to purchase 11 radios / 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 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>16/3/23:</i> Committee endorsed the decision made out of session to accept the quotes from Yass Signs for various orders placed with them over the preceding months: bumper stickers, corflute notice boards, metal shed sign and sandwich board with corflute inserts, for total value \$1248.50, waiving the \$1000 rule on Joanne’s recommendation. All products delivered to the EC meeting.</p> <p><i>22/7/23:</i> Now we are at the production stage and both items are in the hands of the same printer, these two previously separate items are now combined. Sally to follow up the printer regarding both the bumper stickers and the corflute boards. <i>Previous:</i> Liz had obtained artwork from the RFS for the changed livery decal on the bumper stickers / Committee discussed the quotes and options Liz had obtained regarding the noticeboards. 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) / 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>Re Noticeboards: The possibility of community noticeboards was first raised at the EC mtg of 30/3/22.</p>	<p>Liz Sage</p> <p>Sally Kaufmann</p>	CLOSED
27 May	<p>RFS grant</p> <p><i>16/9/23:</i> Glenn provided quotes and recommendations for the smart TV and blower as part of his report to the EC meeting. Joanne will now go ahead with the grant application.</p> <p><i>22/7/23:</i> Joanne 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. <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.</p>	<p>Joanne Reid – grant application</p>	In progress

	\$1,000) and a blower (\$365), all of which fit within the RFSA's guidelines. Joanne to do the grant application.		
27 May	<p>Addition to How to Help page on website</p> <p>16/7/23: Required in time to be referenced in the Request for Donation letter. To be completed with September website publishing.</p> <p>22/7/23: Unchanged. <i>Previous:</i> It was agreed this web 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>	Sally Kaufmann & Neville McMartin	In progress
22 July	<p>Portable EFT machine</p> <p>16/9/23: Committee noted out-of-session advice that Joanne had set the brigade up with a Westpac Air payment facility that could be operated via a mobile phone at any location.</p> <p>Joanne 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>	Joanne Reid	CLOSED
22 July	<p>Catering claims</p> <p>16/9/23: Caterers have been reimbursed. RFS claim to complete.</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>	Sally Kaufmann	CLOSED
22 July	<p>Empty red donation helmet (at Yarrh)</p> <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).</p>		CLOSED
22 July	<p>Signage re First Aid Kit in shed</p> <p>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.</p>		CLOSED
22 July	<p>Changes following name change adopted at AGM</p> <p>16/9/23: Name on</p> <ul style="list-style-type: none"> • RFS Westpac public fund account (online donation a/c) – request for change has been made to Yass FC. Peter Alley had advised he would 'pass the request up the line'. • Westpac public a/c – in progress. NB Merchant facility in old name pending update of the public a/c name. • ONE RFS brigade name in the wording: Captain of Yass River Brigade. <p><i>Previous:</i> Amend Westpac public fund account name (accessed through RFS Donations page): This change needs to be made through RFS/Peter Alley.</p> <p>On ONE RFS: amend the brigade name in the wording: Captain of Yass River Brigade: Contact Debbie (RFS) and request the change.</p>	Sally Kaufmann	In progress

22 July	Password Locker Neville discussing with Kane and Gareth.	Neville McMartin	In progress
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	in progress

Attachment 2: Captain's Report

Start of the Fire Season

The 2023–23 Fire Season commences on 1 October.

Operations

There have been no call outs since the last EC meeting.

The Brigade undertook two HRBs on 2 September, both on Greenwood Rd. Landholders were very satisfied.

Equipment

Our trucks are going through their annual maintenance cycle, see the Equipment Officer's Report.

The completed earthworks behind the shed are a success and have been tested with recent rain events.

Neville McMartin
Captain
Yass River-Nanima
16 September 2023

Attachment 3: Treasurer's Report

- Cheque account balance is \$8,125.19
- Public Fund account balance is \$15,034.16.
- Term deposit is \$11,009.78, maturing on 22 December 2023.
- Donations from members this financial year (since 1 April 2023) total \$3,200, thanks to one very generous individual donation of \$3,000.
- The Brigade has incurred just under \$3,000 in expenses this financial year. The main expense since the previous report is the purchase of a weather station.
- Following approval by the Executive Committee, the Brigade has now established a merchant facility with Westpac which will enable it to take payments from the public via credit card at fundraising events. The facility is operated via a mobile phone. There are no application or annual fees to establish the facility however Westpac charges the Brigade 1.4% of each transaction as an administration fee.

Joanne Reid
11 September 2023

Attachment 4: Catering Officer's report

Crew Snacks Packs

Jenny and Rick Mumberson refreshed the snack pack supply a couple of weeks ago, preparatory for the upcoming season. There are now 40 snack packs in the shed. None were placed in the trucks at the time.

The cost of supplies came to roughly \$100, which Rick and Jenny are donating as their contribution to the brigade this year. They did the same last year.

Training suppers

Joanne continues to provide the training supper without additional cost to the brigade. For the past 12 months or so, the main expense, sausages, was covered through a large donation of sausages from the Murrumbateman Butchery that Joanne organised, and from leftovers from fundraisers. For the past two training nights, sausages have been paid for out of the members' 'drinks' tin.

I will buy a swag of sausages for the Car Boot Sale catering, in expectation that leftovers will be frozen and used for future training suppers.

Car Boot Sale catering

The truck is ordered and the catering team is in place and on standby.

Several members/residents are doing some small cake baking for us.

Rick did a stocktake of the soft drinks in the shed on the day of the controlled burns and found everything out of date (2019). I will order new stock for the CBS.

I am working with Kane regarding the meat order, including getting it to the grounds.

This order will include a big swag of sausages in expectation that any unused supply can be frozen and used for future training suppers, and if demand is greater than expected we'll still be able to meet it. Ditto for steaks – quantities in excess of need can go to next month's MFDs.

Thanks To:

- Rick and Jenny for replenishing the snack pack stocks and donating the snack pack ingredients.
- Joanne for regularly donating home-cooked items for the training suppers.

Sally Kaufmann
Catering Officer
15 September, 2023

Attachment 5: Equipment Officer's Report

Currently the CAT2 is in for annual service. No specific issues with appliance. Should be available for collection 18 Sep.

CAT 1 will then go in for service. It is currently offline as a result of Pump failing to start. This was an issue over a year ago but seems to resolve itself – last service showed no issues. It is unlikely we will have the CAT1 online before 25 September based on current turnaround times out of White Diamond.

CAT7 and CAT9 have had their annual service.

Small engines yet to be serviced but Tarlo and I will undertake that over the next few weeks.

Equipment activities coming up this year:

- Chainsaw maintenance – Tarlo and Glenn
- Truck Cleans – Glenn
- Truck radiator cleaning – Glenn
- Wall undercoating and painting base colour – Zali, Karolyn and Glenn
- Hose inspections and o-ring greasing – Glenn
- Security Camera Install and Optimisation – Glenn and Neville
- 5G base station antenna installation – Neville and Glenn
- Truck cycling through annual service – Neville, Glenn and Kim
- Radio Maintenance – Neville
- Drainage at back of shed and movement of pump - completed
- Security Key box

Equipment activities planned:

- Paint floor of shed extension
- Finish painting rear of wall near toilet
- Mural – Zali Odlum
- Small engine services
- Equipment order through Yass
- Clean out mezzanine – rubbish run or unwanted equipment – old fridges etc
- Awning for Quickfill
- Spotlight changes to Quickfill
- Training for Pole Saw when procured
- Additional Masks procure
- Merchandise purchase – shorts and hats

Capex expectations

General costs unknown but anticipated larger expenses this year:

- Floor Paint
- Wall Paint
- Mural – Paint
- Awning for Quickfill - \$500 Awning + fitting elements
- Pole Saw - \$1600
- Merchandise – Shirts/Hats
- Additional Masks

Comment: Some of these can be delayed. There are no significant expenses planned that would require a specific funding campaign (like shed extensions etc).

Glenn Odlum
Equipment Officer
14 September, 2023

Attachment 6: Training Officer's Report

Since the previous training officer report presented back in July, there have been three (3) occasions where training has taken place, those being in the months of July, August and September. As previously reported, June training was cancelled due to the ground works at the rear of the fire shed and the lack of a reticulated water supply.

Since then, training continued through the winter months and has been held on Tuesday 1st July, Tuesday 1st August and Tuesday 5th September. Training scenarios ranged from conducting pile burns, navigation and map reading, basic skills and drills, to vehicles and equipment stock-takes, not including the Cat 7 (in for maintenance) and the Cat 9.

Additional pile burns and HRB's have taken place in early September in the local area, and although they weren't specifically part of training, they would have provided an opportunity for members to jump onto a truck, brush up on gathering and documenting weather related information, assessing site specific information, and managing each scenario to ensure safety and appropriate outcomes.

Training will continue to happen on the first Tuesday of each month through to the end of the fire season and more than likely, beyond.

Next training is planned for Tuesday 3rd October, and as detailed above will continue through to the end of the Fire Season.

EQUIPMENT WISH LIST

As a result of the recent stock-takes, there are a number of items that were identified for procurement purposes, either to replace items missing, or additional items that should be considered for purchase going forward. The Equipment Officer has a list of items that he'll no doubt put to the EC for due consideration, however some (not all) of the items include an additional defibrillator and first-aid kit for the Quick-Fill trailer, a small marquis or shelter (QF trailer), additional rake hoes (trucks), matches and/or lighters for drip torches (all trucks).

FOOTNOTE

I will be overseas during the entire month of October and will therefore be unavailable to conduct training during that month.

Kim Bannan
Training Officer
12 September, 2023

Attachment 7: WHS Officer's Report

There are three matters to report.

Since my last report, there have been two WHS incidents.

The Captain asked me to contact a member who had experienced an unexpected, very confronting incident and may have needed support. I made contact with relatives who advised they would get back to me if needed. I have not been contacted.

A member suffered a flash burn to an arm in an apparent ember incident during the brigade's recent controlled burns. I am in the process of preparing an incident report and an injury report for the RFS, working with the area WHS officer, Michael Gardiner.

It is expected that an engineering review of the PPE jacket will be required to better understand all the circumstances involved and evaluate the safety aspects of the PPE.

The burn was not very serious and is being treated by the member.

I continue to review the cleaning procedure required to ensure the hygiene of the reusable breathing masks in the trucks. This review is not complete, but I am starting to come to the opinion that an effective procedure may require hours to complete and is not feasible for a system that requires the masks to be retained in the trucks.

As per the Secretary's request for indications of expenses that may arise in the WHS area this year, I am flagging that if the cleaning process required to keep these masks hygienic from one user to the next is not reasonable, I may be recommending that the brigade purchases enough masks to issue one to each member as part of PPE.

Darko Kukic
WHS officer
14 September 2023

Attachment 8: Key Comms messaging (Oct-Dec)

This schedule sets out the key messaging per month for the next three months. Following As agreed at our last meeting, this running schedule is to help:

- EC members keep abreast of our publishing activities and deadlines
- timely development of content, and
- ensure clear and consistent messaging across the channels.

Consistent messaging is important in terms of community engagement and also ensures we give the impression we know what we're doing. It will require regular liaison between all content owners to ensure messaging stays in sync as things change and to suit the different requirements of the various channels.

Note: appropriate content needs to fit one or more of the following categories, unless exception is made:

- Fundraising activities
- Operational activities and related information (callouts, current month weather outlook, seasonal fire risks).
- Community engagement
- Brigade news / activities (including Training reminder, and EC news if we've had a meeting)
- News regarding other Zone brigades, especially those in G4 and G2.
- RFS/RFSA news
- Fire-related items of interest, eg photos, useful tips.

MESSAGING BY MONTH

October

- MFDs
- Washup of CBS
- Washup of GR Day
- Callouts

November

- MFDs washup
- Christmas party invitation
- Callouts

December

- Christmas party washup
- Callouts

Attachment 9: Christmas party planning

Date: Saturday Dec 9 (second Saturday in December)

Tasks

- Shopping
- Shed set-up, incl washing floors and parking signage
- Decorations
- Music
- Food setup/service
- Cooking/spitroast
- Community food table 'plates'
- Christmas presents for children
- Santa
- Shed cleanup, including kitchen and restoring truck bays to normal use
- Trestles tables
- Chairs – we now have enough of our own
- comms (see key comms messages schedule), also leaflet design, printing and distribution (by about a month before party – 11/12 Nov).
- Marquee?

Attachment 10: Agenda

EXECUTIVE COMMITTEE MEETING
To be held at the Fireshed
Saturday 16 September, starting 12 noon

AGENDA

1 Opening and apologies

2 Acceptance of previous Minutes

EC meeting held on 22 July 2023

3 Actions Arising from Previous Minutes

4 Correspondence

5 Reports

6 Membership Register

7 Captain's items – Neville

8 Brigade Strategy – Judy

9 Public Comms

10 Fundraising

11 Other Business

- a) Drive-around and Community engagement
- b) Christmas party
- c) Alternative means of comms when mobile coverage fails in times of emergencies?
- d) Protecting our photographic records
- e) Any other business?

12 Next Meeting

13 Close

Sally Kaufmann
Secretary
15 September 2023