



YASS RIVER–NANIMA RURAL FIRE BRIGADE

EXECUTIVE COMMITTEE MEETING

Held at the Fireshed
Saturday 20 January 2024

MINUTES

1 Opening and apologies

The meeting opened at 2.03pm.

Present: Neville M (captain), Joanne R (treasurer), Sally K (secretary)

Apologies: Judy H (president)

2 Acceptance of previous Minutes

The minutes of the EC meeting held on 25 November 2023 were accepted as a true and accurate record.

3 Actions Arising from Previous Minutes

Committee noted that, overall, little work would have been done on the Action Items over the Christmas holiday period.

See Attachment 1: Actions Item Log for details

4 Correspondence

- No correspondence
- Secretary's PO box key:
It was agreed Neville would arrange for the PO box lock to be changed and a new set of keys issued.
Secretary's note: It was subsequently agreed that the minimal risk involved did not justify the additional effort Neville had discovered was required to have the lock changed and that he would simply arrange for three new keys, meaning all four members of the committee would be key-holders.

5 Reports

- Captain – see Attachment 2

In discussion, Neville noted that the first of the new tablets was installed in the Cat 2 and that the other two would be installed progressively in the Cat 1 and Cat 7. He noted that with no callouts, there had been no opportunity to test the Firemapper app in the field.

He also drew attention to four large flood rescue kits, one per truck, recently

provided by the RFS.
Report accepted.

Condolences

The committee extended their condolences to Neville on the recent death of his mother.

- Treasurer – see Attachment 3

In discussion, Joanne noted that of the \$525 received in donations since the last meeting, \$500 was from one donor who only provided their initials and these do not match any name we have on our register. Committee recorded its thanks to this anonymous donor.

Joanne mentioned the upcoming RFS meeting (13 February) at which our grant application may be considered. It was agreed she and Judy should attend the meeting to lend support to our application.

Committee also noted that when we went to buy the data plans to enable Firemapper on the tablets in the trucks, the 12-month plan was a better option than the 6-month plan agreed to at the last meeting, and was purchased accordingly.
Report accepted.

- Catering Officer

Sally advised she had nothing to report, other than that, In the absence of Joanne and Andrew for January training night, Kim had bought sausages and organised a barbecue cook.

- Community Engagement (CER) – see Attachment 4

In discussing the matters raised in the report, it was agreed the current siting of the eastern noticeboard on Yass River Rd is the most desirable location. It was also noted that the boards need to be mounted as originally envisaged, to improve visibility and look more professional as befits the brigade.

Report accepted.

- Equipment Officer's report – no report received.
- Training Officer's report – see Attachment 5

In discussion, Neville noted training attendance numbers are increasing. Report accepted.

- WHS Officer's report – no report received.

6 Membership Matters

See Attachment 6.

In discussion, Neville advised that two new member applications had been received
Report accepted.

7 Captain's items

Neville asked that the secretary write to Yass Council to request that the current access to Yass river at the low-level crossing on Greenwood Rd be kept open during the upcoming bridge upgrade.

8 Brigade Strategy

In Judy's absence – no report.

9 Public Communications

See Attachment 7

Report accepted.

10 Fundraising

- Capex list
Joanne agreed to distribute a copy of the capex list at the next meeting.
- Target sum for fundraising – 2023–24 & 2024–25
Not discussed.
- Request for donation letter
Status discussed.
- Yarrh Solstice Bonfire 2024
Committee discussed the changed circumstances for 2024 as advised by Judy out of session, identifying further information needed before a decision could be made.
Sally to followup.
- Get Ready / Paddock car boot sale washup
No discussion pending receipt of washup report.
- RFSA grant application. Joanne advised that the meeting that would consider the grant was to be held in Murrumbateman on February 13th, and she was unavailable to attend to support our application. It was agreed she would check with Judy whether she would be available.

10 Other Business

- Drive-around and Community engagement
Neville working with Liz to finalise this.
- Christmas party
Committee noted it had been a very successful evening with more than 60 adults and children in attendance.
- 2024 AGM
The next AGM will be held on **Saturday April 20th**, 5.00pm hot buffet and get together, 6.30pm meeting.
- Protecting our photographic records
Committee decided we should back up the physical photos we hold or obtain in the future by making commercial quality (high-res) images of them.
Additionally, we should make a video loop for each training night to display recent images members have taken, in a modern rendering of the once-ubiquitous pinboard display. Neville advised he has original high-res versions of many of the photos on our website. Sally to progress this idea.

11 Next Meeting

It was agreed to hold an additional EC meeting on **Saturday February 24th, 2pm at the fireshed.**

This was due to the number of items that need to be progressed and the fact that waiting until the next scheduled meeting, Saturday March 23rd, the last one before the AGM, could be too long.

12 Close

There being no further business, the meeting closed at 3.20pm

Sally Kaufmann
Secretary
28 January 2024

These minutes were accepted at the EC meeting
held on 24 February 2024

Attachments

- | | |
|---------------------------------|---------|
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| 2. Captain's report | page 8 |
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Attachment 1: Action Items Log

DATE	ITEM	PERSON	STATUS
2019			
5 Feb	<p>10-Year Service Recognition list</p> <p>20/1/24: Unchanged.</p> <p>25/11/23: Unchanged, due to Gareth's serious hand injury.</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. 22/7/23 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 / 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>20/1/24: Unchanged.</p> <p>25/11/23: Sally and Judy have split the list of the remaining people to be contacted. Committee noted that anyone ordering PPE should let Neville know, otherwise the order stalls in the RFS system. Committee agreed that people with a second set of PPE should have a full set of their qualification badges in addition to personal and brigade name tags. Judy to create the list.</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 stocktake 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</p>	<p>Judy Hancock</p> <p>Sally Kaufmann</p>	In progress

	approaching Slabs or similar to donate the caps and T-shirts was raised.		
23 Feb	<p>Update of Honour Board</p> <p>20/1/24: Unchanged.</p> <p>5/11/23: Unchanged, due to Gareth's serious hand injury. Gareth will get the artwork from the maker to Sally to check before they go ahead. Won't be available for the Christmas party.</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 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>20/1/24: Neville advised he had copied the current Dropbox contents to an archive file on 365. This ensures none of our records will be lost if Dropbox fails.</p> <p>25/11/23: As a first step, Judy has undertaken to map the high-level structure of the documents on 365 and Sally will do the same for Dropbox with a view to starting on developing a final structure in early Feb. Meanwhile, Neville will take a copy of the current Dropbox contents and create an archive file on 365.</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>	Sally Kaufmann Neville McMartin Judy Hancock	In progress
30 Mar	<p>Wall finish for training/meeting area</p> <p>20/1/24. Committee expressed a desire to have this completed in time for the AGM, noting the need for the EC to approve a concept design before installation starts.</p> <p>25/11/23 Unchanged</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>	Glenn Odium Sally Kaufmann	In progress

8 Sept	Fire history booklet reprint 20/1/24: Unchanged. <i>Previous:</i> Sally to seek costing.	Sally Kaufmann	In progress
2023			
22 July	Changes following name change adopted at AGM 20/1/24: Unchanged. 25/11/23: Judy still to verify herself at a bank branch. Paperwork required. Joanne advised that credit card donations were being received through the RFS website facility, so either our name has been updated (as requested of Peter Alley some time ago), or the issue is moot. 16/9/23: Name on <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. <i>Previous:</i> 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 Judy Hancock	In progress
25 Nov	Driveway quote Brigade to seek two quotes for permanently rectifying the flooding problem that occurs at the low point of the driveway, which cuts off access to the shed/vehicles when it occurs and also causes extensive damage to the access driveway at times.	Judy Hancock	In Progress
2024			
20 Jan	Council letter Secretary to write to the Shire Council seeking assurance that tanker access to Yass River at the Greenwood Rd low level crossing will remain available during bridge upgrade work.	Sally Kaufmann Neville McMartin	NEW
20 Jan	Yarrh Solstice Night Secretary to investigate issues and options and report to the next EC meeting.	Sally Kaufmann	NEW

Attachment 2: Captain's Report

Operations

There have been no call outs since the last EC meeting. The season is shaping up to be quiet given the summer rain, but there is some time to go yet.

Equipment

The first of three tablets along with a 4G modem have been installed in the Cat 2. The other two will be completed when time allows. This will allow the display of Fire Mapper, standard terrain maps with grid, street guidance, ACTIV and BoM.

A valve was replaced on the Cat 1 to replace a previously damaged one.

Neville McMartin

Captain, Yass River-Nanima

20 January 2024

Attachment 3: Treasurer's Report

- Cheque account balance is \$9,273.
- Public Fund account balance is \$8,798.
- Term deposit is \$11,140.42, maturing on 22 April 2024.
- The Brigade has received \$525 in donations since the last meeting.
- The Brigade has spent \$3,020 since the last meeting. The majority of that expenditure (\$2,185) relates the purchase of three tablets, accessories and 12-month data plans to enable Firemapper. The Brigade's total year-to-date expenditure is around \$14,875.
- The grant application was submitted to the RFSA on 21 November 2023. The application will be considered at the next meeting of the Yass Valley Branch of the RFSA in February 2024. The Brigade will need to send a representative to answer any questions on the grant.

Joanne Reid

15 January 2024

Attachment 4: Community Engagement Report

Christmas party

- The Christmas party was an excellent way of engaging with the locals.
- Several new residents – including some prospective members – came along
- A couple of people took farm packs.

Community noticeboards

- The chalkboards are a success except when it rains. Problem on going. I'm not doing so well keeping up with messaging on the Back Creek one though. I think it should move to Dicks Creek Rd. Can someone help with this please?

Facebook

- I've not been putting many posts on fb given all the rain. I'll look for some messaging re lightning and being vigilant on properties.

Liz Sage

Community Engagement Representative

17 January 2024

Attachment 5: Training Officer's Report

Since the previous training officer report presented back in SEPTEMBER, there have been four (4) occasions where training has taken place, those being in the months of October, November, December & January.

For the months of October and November I was unavailable to manage the training nights as I was overseas all of October, and out of action post eye surgery early November. However, training was conducted under the guidance of the Captain and Senior Deputy on both occasions.

December training was held on Tuesday 5th and entailed fighting simulated grass fires, drafting from rivers, truck reversing and guidance, ACTIV refresher and some basic skills & drills.

January training was postponed until 9 January (week 2) given the first Tuesday was deemed too close to New Year's Day and may have been too much of an ask to expect members to attend. Given there were some difficulties with drafting at the previous training night, the focus was to consolidate drafting methods and skills utilizing various water resources, ie, Yass River, the standpipe at the Murrumbateman Rec Grounds & the water tank at the fire shed.

For the most part all exercises went well, however a faulty seal with the primer on the Cat 7 presented some difficulties drafting from Yass River.

Attendance was good on the night, including four (4) prospective members who were happy to be involved with the practical scenarios.

A BBQ was held afterwards as usual.

Training will revert to 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 6th February, and as detailed above will continue through to the end of the Fire Season.

EQUIPMENT ISSUES

As mentioned above, repairs to the primer seal on the Cat 7 are required.

Kim Bannan
Training Officer
13 January 2024

Attachment 6: Membership Report

Life memberships

As agreed at the last EC (25/11/23), this Action Item has been absorbed into this Agenda item.

New residents/prospective members since the last EC

Seven new residents added to the register.

Updates of Members' and Residents' registers

Three email contacts updated.

Register review

Ongoing, nothing to report.

Sally Kaufmann
Secretary
19 January 2024

Attachment 7: Public Communications Report

Very little comms activity since the last EC in late November last year.

- No FB posts since 11 December
- No December NL
- No December change of content on the website.

Jan NL and web content update for Jan will occur In the next week.

Draft Communications SOP

As agreed at the last EC meeting, this item, originally raised at the 22 July 2023 EC, will be included under the standard agenda item, Public Communications.

To complete the draft SOP, the original comms discussion paper needs to be recast as an SOP, the only addition being the requirement to have at least one FB post per week, given the nature of that channel. This work is underway.

Key messages Running sheet (Jan – Mar)

To be provided out of session.

Sally Kaufmann
Secretary
19 January 2024

Attachment 8: **Agenda**

EXECUTIVE COMMITTEE MEETING
To be held at the Fireshed
Saturday 20 January 2024, starting at 2pm

- 1 Opening and apologies**
- 2 Acceptance of previous Minutes**
- 3 Actions Arising from Previous Minutes**
- 4 Correspondence**
- 5 Reports**
- 6 Membership Matters**
- 7 Captain's items**
- 8 Brigade Strategy**
- 9 Public Communications**
- 10 Fundraising**
- 11 Other Business**
- 12 Next Meeting**
- 13 Close**

Sally Kaufmann
Secretary
19 January 2024