



YASS RIVER–NANIMA RURAL FIRE BRIGADE

EXECUTIVE COMMITTEE MEETING

Held at the Fireshed
on Saturday 25 November

MINUTES

1 Opening and apologies

The meeting opened at 2.13pm.

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

2 Acceptance of previous Minutes

EC meeting held on 16 September 2023

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

3 Actions Arising from Previous Minutes

See Action Items log – attachment 1

4 Correspondence

- Outgoing – nil
- Incoming
Neville advised that a parcel containing a battery for the efpos facility had been left at the shed door.
- Proposed Letters of Appreciation

5 Reports

- Captain – see Attachment 2
- Treasurer – see Attachment 3.
Committee noted that a proposal to purchase 3 x 10" Tablets – including 4G modems, high gain antennas and the ongoing annual plan costs – to enable the RFSs Firemapper app – had been approved out of session.
- Catering
A verbal report was given, subsequently received in writing – see Attachment 4.
See also Catering truck, below.
- Comm Eengagement
Liz's verbal report to the secretary prior to the meeting: While unavailable on the day herself, she understood the Get Ready marquee at the car boot sale had been

successful, members had willingly and enthusiastically helped out on the day, for example, Natalie F with the children's activities, and some farm packs had been handed out to new residents. Liz also commented that co-locating the GR stand with the catering truck was probably important.

- Equipment

In Glenn's absence, Neville reported that we had purchased a polesaw and that the trucks had completed their annual service. Also that the pump on the Cat 1 had ben serviced.

- Junior Coordinator

No report

- Training

In Kim's absence, Neville reported that training had continued as usual, and that he had held a session on using the fire-mapping app for the deputies and crew leaders.

- WHS – see Attachment 5

Catering truck

In the course of using the catering truck for the car boot sale, Mark S noticed some problems, which he raised with Neville. In discussion with the Murrumbateman captain, it was agreed that Mark, Darko K and the Murrumbateman catering officer, Fiona M, would spend a day on the truck to identify remedial work required. Subsequent consultations among all concerned, including Kane (who manages the MFD catering truck bank account) agreed what should be done. A catering truck debit card was also agreed. The truck was to go to Neil S (Wallaroo) for some electrical work as part of the program.

Neville also noted that the RFS is prototyping a catering truck.

6 Membership Matters

Regarding the Members' Register the secretary advised:

- One member contact update
- Ex-captain and long-time member, Tom Kelly, died on October 26, 2023. The brigade provided flowers and, with other RFS members, provided a guard of honour at his funeral in Murrumbateman on November 2nd, 2023.
- The RFS has approved Shaun F as a probationary member.
- Committee agreed at the EC meeting held on 27 May that Paul B, Ashley C, Carmela F, Calrton F and Daryl M should be removed from the register. The RFS was advised of this decision on 31 July and the members have now been removed from the register. We will need to have this decision ratified at the next general meeting (currently expected to be in April 2024).
- The RFS was also advised that the AGM had accepted Phil L, Jonathon R and Mark S to ordinary membership and the register has been updated to reflect these new ordinary members.

Regarding the Residents Register, the secretary advised:

- This register requires extensive updating, but ad hoc contact information updates have been incorporated as received and new residents added:

7 Captain's items

- Neville proposed the purchase of a Solar Flood Light for the main gate for night responses, approx. value \$150, which committee endorsed.
- Neville provided committee with a number of options for providing the truck tablets with internet access to enable use of the fire-mapping app. It was agreed we should take out a 6-month Telstra plan at \$160/tablet.

8 Brigade Strategy

Judy reported development of the strategy is in progress.

9 Public Comms

1. Key messaging: Committee noted the proposed key messages for Dec–Jan, by channel: NL, Web, FB, Noticeboards.
2. Draft Comms SAP – in progress.

10 Fundraising

- Target sum for fundraising 2023-24 and 2024-25

Discussion deferred

- Request for donation letter
- GR Day – washup

Committee noted this had been covered in other items and that overall it was deemed a success.

- Murrumbateman Field Days, October 21–22

Another great success on all counts, the brigade receiving \$3000, as advised in the Treasurer's report.

- Capex list

The Treasurer worked through the capex list with the committee and also raised the subject of the current request for a grant from the RFSA.

It was agreed that the president would pursue two quotes for permanently rectifying the flooding problem at the low point of the driveway and that Joanne would pursue with the WHS officer a ballpark price for new masks, should it become necessary to purchase them.

10 Other Business

- Drive-around and Community engagement

The Captain is working with the CER to finish the last part of the initial drive-around. Committee noted the need to start setting up the next drive-around.

- Password Locker

Captain advised this had been set up and provided committee members with details.

- Community Christmas party

Committee noted it had approved, out of session, a budget of \$500 to cover some costs for this event. Committee also discussed the draft check list, adding: a list of the people to whom the president and captain should extend personal invitations, the need for the outdoor bench to be reinstalled before the party and the need for a new Santa costume, which would be additional to the budget already approved.

- Alternative comms channels when mobile coverage fails in times of emergencies

Discussion deferred

- Thank you's / special recognition

- Brigade Debit Card(s)

The Treasurer advised that it is not possible for the brigade to issue debit cards.

- Protecting our photographic records

Discussion deferred.

- Any other business?

11 Next Meeting

Saturday, January 20 (because 27th is part of Aust Day weekend), 2pm at the fireshed.

12 Close

There being no further business, the meeting closed at 4.09pm.

Sally Kaufmann Secretary 19 November 2023	These minutes were accepted at the EC meeting held on 20 January 2024
---	--

Attachments

1	Action Items Log	Page 6
2	Captain's Report	Page 10
3	Treasurer's Report	Page 11
4	Catering Officer's Report	Page 12
5	WHS Officer's Report	Page 13
6	Agenda	Page 14

Attachment 1: Action Items Log

Text in grey to be removed from published version.

DATE	ITEM	PERSON	STATUS
2019			
5 Feb	<p>10-Year Service Recognition list</p> <p><i>25/11/23:</i> Unchanged, due to Gareth's serious hand injury.</p> <p><i>16/9/23:</i> 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><i>22/7/23</i> 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><i>25/11/23:</i> 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><i>16/9/23:</i> 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><i>22/7/23</i> 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-</p>	<p>Judy Hancock</p> <p>Sally Kaufmann</p>	In progress

	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	<p>Update of Honour Board</p> <p>25/11/23: 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>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 Drobox 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>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	<p>Fire history booklet reprint</p> <p>25/11/23 Unchanged.</p> <p><i>Previous</i>: Sally to seek costing.</p>	Sally Kaufmann	In progress
2023			
23 Feb	Resident's donation of 40 plastic chairs	Judy Hancock	CLOSED

	<p>25/11/23 Ric D delivered the chairs to the shed.</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>	Tibor Fekete	
27 May	<p>RFSA grants</p> <p>25/11/23 Joanne advised the grant had been lodged on 21/11/23 and she would follow up as she had not received an acknowledgement.</p> <p>16/9/23: 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>22/7/23: 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 RFSA provides grants of up to \$5K provided the desired items are permissible under RFSA guidelines. It was agreed we would seeking RFSA funding for: 2 laptops (approx. \$1400 each), a smart TV (approx. \$1,000) and a blower (\$365), all of which fit within the RFSA's guidelines. Joanne to do the grant application.</p>	Joanne Reid – grant application	CLOSED
27 May	<p>Addition to How to Help page on website</p> <p>25/11/23 Sally advised the required text had been published to the website.</p> <p>16/9/23: 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	CLOSED
22 July	<p>Changes following name change adopted at AGM</p> <p>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.</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. 	Sally Kaufmann Judy Hancock	In progress

	<p>Previous: 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>		
22 July	<p>Password Locker</p> <p>25/11/23 Neville advised the locker had been created.</p> <p>16/9/23: Neville discussing with Kane and Gareth.</p>	Neville McMartin	CLOSED
22 July	<p>Draft Communications SOP</p> <p>25/11/23: This item to be absorbed into the Public Communications report.</p> <p>This item requires the original discussion paper to be recast as a Comms SOP, the only addition being the requirement to have at least one FB post per week, given the nature of that channel.</p> <p>22/7/23: Following discussions of brigade comms strategy, content policy and publishing protocols, a draft Comms SOP to be developed.</p>	Sally Kaufmann	CLOSED
16 Sep	<p>Additional batteries for new radios</p> <p>25/11/23 Committee noted these items were on hand and had been donated by GME, as advised out of session by Judy.</p> <p>Purchase 10 batteries at an estimated \$110 each, plus a \$21 clip. Total estimated cost: \$1,310</p>	Judy Hancock	CLOSED

Attachment 2: Captain's Report

Operations

There have been no call outs since the last EC meeting. The expectation is that the pace will pick up as we move into summer.

Equipment

All vehicles including the quick fill trailer have completed their annual maintenance and safety inspections. Crews are reminded to start the pumps for local fires prior to leaving the shed. The cat 1 pump was misbehaving prior to the annual check but hopefully has been repaired.

The RFS has rolled out Firemapper in time for the season, a real time mapping solution. Consequently the brigade in concert with our neighbouring brigades is replacing the old Windows VMS GPS units with new Android tablets which will run the existing VMS software as well as Firemapper, ACTIV, street guidance and the BOM app.

ACTIV

Thank you to all the members that replied with their availability via ACTIV and also those that were able to respond to incidents last summer. It's important that members reply to all incident messages. Your un/availability assists with planning and future shifts.

Members should also endeavour to update their availability during times of High or greater fire danger.

If you are not receiving ACTIV messages, please uninstall then reinstall the app. If that fails please contact me for assistance. I can update your contact details for password resets and commence the reset process for you. Note, there is no requirement to reply to routine messages such as the daily FDR, test or weather messages.

Neville McMartin

Captain, Yass River-Nanima

25 November 2023.

Attachment 3: Treasurer's Report

- Cheque account balance is \$10,793
- Public Fund account balance is \$8,202.
- Term deposit is \$11,009.78, maturing on 22 December 2023.
- Donations from members this financial year (since 1 April 2023) total \$5,495, thanks largely to two very generous individual donations of \$3,000 and \$1,000.
- The Brigade received \$3,000 from the Murrumbateman Field Days on 16 November 2023.
- Other fundraising activities include around \$420 (net) raised from the car boot sale and \$80 from the sale of old radios.
- There have been some significant purchases since the last Executive Meeting, notably \$5,567 on the PSN radio, \$1,612 on a pole saw and \$1,248 on signs and stickers. The Brigade's total year-to-date expenditure is around \$11,850.
- The Westpac Air payment facility worked well on the car boot sale day and was also used at training night to take payment for the old radios.
- The grant application was submitted to the RFSA on 21 November 2023. The application is seeking funds for two laptops, a smart TV and a blower.

Joanne Reid
23 November 2023

Attachment 4: Catering Officer's Report

Snacks Packs

Stock remains sufficient.

Training suppers

Joanne, our regular training caterer, injured herself and was not available for the October or November training suppers. Andrew Sage took over the barbecue duties previously handled by Peter Clark. Sausage sizzle ingredients were available in the freezer.

Car Boot Sale catering

The Car Boot Sale was great success in all respects and the catering truck was an important element of that success, commercially and otherwise.

The mobile phone-based Westpac merchant facility that Joanne had established prior to the event made it possible to take credit card payments on the day. We were also given a \$100 donation this way which we probably would not have received without the facility. Credit card receipts, including the donation, represented about 30% of catering takings on the day. Rosie reported the facility was very easy to use.

We guesstimated about 150 'serves' for the day and purchased for double that on the understanding that excess sausages, steaks, bread and drinks could be frozen/stored and used variously for training throughout the season or for the MFDs or at the Christmas party. The guesstimate was accurate, about half the perishable supplies remained at the end of the day and were put aside as planned. Five people (Judy, Natalie, Ric, Rosie, and a brigade resident) donated small cakes, which also proved popular.

The catering crew of Mark, Darko and Rosie handled the day well, with ad hoc help from other brigade members at busy moments.

Catering truck

This commercial use of the catering truck at a public venue (our car boot sale) was somewhat of a test for it. Mark and Darko identified a need for a complete 'spring clean', as well as some minor repairs and some additions. In consultation with Neville, Kane and the Murrumbateman captain, they took the truck and spent a day on this. The truck is now in excellent working order, some SOPs have been created (the original documentation having gone missing since the truck was first set up for zone brigades in 2013), and suggestions put forward for some inclusions, particularly awnings to cover foods on a trestle.

MFDs – Our brigade as usual turned out a sterling crew of 35 volunteers, including most of the shed management team and 2 juniors, and the weekend was another near-record event financially, returning the brigade \$3000.

No **wildfire catering** was required.

Sally Kaufmann
Catering Officer
26 November, 2023

Attachment 5: WHS Officer's Report

The two months since the last WHS report have been very quiet as far as WHS matters are concerned.

The flesh burn sustained by a member at the Greenwood Rd pile burns healed without incident.

However, some weeks later, another member found a similar ember burn on the trouser leg of their PPE. This has also been forwarded to the RFS for an engineering review of the PPE. To date nothing has been heard regarding the progress of either review.

I am still assessing the RFS-supplied reusable breathing masks, including revisiting a type that we obtained some time ago and initially dismissed. I was planning to test these during deployment to the northern NSW fires early in November, but rain on the fireground cancelled my planned deployment.

Darko Kukic
WHS officer
22 November 2023

Attachment 6: Agenda

EXECUTIVE COMMITTEE MEETING
To be held at the Fireshed
Saturday 25 November, starting at 2pm

AGENDA

- 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 Comms**
- 10 Fundraising**
- 11 Other Business**
- 12 Next Meeting**
- 13 Close**

Sally Kaufmann
Secretary
17 Nov September 2023