



# YASS RIVER–NANIMA RURAL FIRE BRIGADE

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## EXECUTIVE COMMITTEE MEETING

Held at the Fireshed

Saturday 24 February 2024

### MINUTES

#### 1 Opening and apologies

Meeting opened at 1.55pm.

Present: Judy H president; Neville M, captain; Joanne R, treasurer; Sally K, secretary (by phone).

#### 2 Acceptance of previous Minutes

*EC meeting held on 20 January 2024*

Committee reviewed the minutes circulated with the agenda papers, made further amendments and accepted the amended version as a true and accurate record of the meeting.

#### 3 Actions Arising from Previous Minutes

See Attachment 1 *Action Items Log* for details

#### 4 Correspondence

Request for Donation letter distributed 5 February 2024.

Correspondence with Yass Council confirming that vehicle access to Yass River during the upgrade to the Greenwood Crossing and after the new bridge was in place would remain available.

#### 5 Reports

- Captain – see attachment 2. Report accepted.

- Treasurer – see attachment 3. Report accepted.

In discussing the outcome of the RFSA meeting regarding our grant application, Judy reported that the RFSA had asked for further information, including confirmation from the zone manager that Yass Fire Control is aware of the works, and recommended that we increase our application to the maximum grant value (\$5,500), as we will not be permitted to make another grant application for three years. In consultation with Neville and Glenn, Judy provided additional quotes for a sandwich maker, coffee machine and mount for the TV, and updated the quotes for the existing requested items. She also noted that Dean (Warrambui manager) was happy for the works to occur. We are now waiting on a response from the RFSA secretary.

- Catering – see attachment 4. Report accepted. Some discussion of succession planning took place.
- CER – see attachment 5. Report accepted. Recommendation for CBS/GR day date for this year noted.
- Equipment Officer – no report received.
- Training Officer – see attachment 6. Report accepted.
- WHS Officer – see attachment 7. Report accepted.

## **6 Membership Matters**

See attachment 8.

## **7 Captain's items**

Neville advised he had nothing to raise.

## **8 Brigade Strategy**

Judy advised work was in progress and she was incorporating feedback received, to be brought to the next EC meeting ahead of presentation to the AGM.

## **9 Public Comms**

See attachment 9. The report was noted, and there was discussion regarding the desirability of timeliness in all our communications.

## **10 Fundraising**

- Planned expenditure / Capex list – no changes.
- Target sum for fundraising 2024-25 – Secretary to seek information from officebearers regarding their expected or desired expenses for the next financial year.
- Request for donation letter – distributed, noting that Judy and Joanne did not agree with the process, which was discussed as part of Item 11 Other Business – progression of business in the absence of an EC member.
- Yarrh Solstice Bonfire 2024.  
Sally advised investigations were in progress but not complete and that we had a couple more weeks before it would be necessary to make a stop/go decision on the project. It was agreed that Sally would provide the relevant information to the EC by March 16th to allow that decision to be made
- Get Ready / Paddock car boot sale 2023 washup – to be provided.
- Get Ready / Paddock car boot sale 2024. Committee agreed this should become an annual event. As per Liz's recommendation for a date for the event, Judy has spoken to Warrambui management about our preference for holding it on Saturday September 21st this year.

## **11 Other Business**

### **a) Drive-around and Community engagement:**

In discussion, it was agreed that with so little left to do to finalise the 2022 drive-

around, we should draw a line under it and, as noted at the November EC, start working on a new exercise for 2024. The intention of the 2024 drive-around would be to update the brigade register of members and distribute community engagement farm packs.

Neville noted that the drive-around would need to take place over a number of weeks as engagement with members and residents, while productive, can be time-consuming.

In discussing who might crew the vehicles it was suggested that a separate brigade area familiarisation drive would also be of value, especially for newer members.

Neville advised he would take the suggestions to the operations meeting.

**b) Thank you's:**

**c) Progressing brigade business in the absence of an EC member:**

After discussion, it was agreed that in the absence of an EC member, the remaining three members would progress brigade business, based on majority agreement if necessary.

**d) AGM:**

Committee discussed various aspects of the upcoming AGM. Discussion included –

- That the load on a 4-person committee was proving difficult, and that business was difficult to manage in the extended absence of a committee member. Committee agreed that a proposal be put to the membership to create a vice-president position to alleviate these issues long-term.
- The junior co-ordinator position. Committee decided that we should contact the parents of current juniors to see whether they were still interested in being brigade juniors. If not, we should remove them from the register, which would obviate the need for a junior co-ordinator. Sally to contact the relevant parents.
- The catering officer position
- The timing of the night: 5pm buffet, 6pm meeting start (changed from 6.30pm agreed at the last EC meeting).

**b) Dates for brigade events for the upcoming year:**

Work is being done to finalise event dates, currently:

- Rural Fire Driving/Off Road Driving 1&2 June
- Yarrh Solstice bonfire 16 or 22 June
- Community drive-around – July & August
- Brigade area familiarisation drive: winter/early spring?
- Car boot sale – 21 September
- Field Days – 19 & 20 October
- Community Christmas Party – 14 December.
- Executive committee meetings, tentatively every 2 months, to be confirmed by the incoming committee after the AGM.

**c) PO Box:**

Committee agreed that if no mail is received by March 2026 we will cancel the service.

**d) Proposal to revamp the website homepage:**

Judy had floated a proposal out of session to revamp the website homepage in order to ensure critical brigade information and links are most prominent, with summaries and links to other information if the reader wants to know more.

Sally disagreed on the grounds that we have only just moved away from a static home page to a dynamic news page; all our advice and information is readily accessible via the tabs across the top of the home page; static home pages quickly become tired and stale and give the impression of a neglected site; and constant design change is not good practice.

Committee agreed that it was important that a survey of members that has been in the pipeline for some time should be expedited, to provide firm data to inform us when considering such suggestions.

Neville agreed to pull out the analytics on the site (regarding traffic to it) and provide them to the EC on a regular basis.

Judy to work with Neville to redesign the home page.

**12 Next Meeting**

Saturday 23 March, 2pm at the fireshed.

**13 Close**

There being no further business, the meeting closed 3.50pm.

Sally Kaufmann  
Secretary  
3 March 2024

These minutes were accepted at the EC meeting  
held on 23 March 2024

**Attachments**

- |   |                              |         |
|---|------------------------------|---------|
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| 2 | Captain's report             | page 10 |
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# Attachment 1: Action Items Log

DATE	ITEM	PERSON	STATUS
<b>2019</b>			
<b>5 Feb</b>	<p><b>10-Year Service Recognition list</b>            24/2/24 Unchanged            20/1/24: Unchanged.            25/11/23: Unchanged, due to Gareth’s serious hand injury.            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.  <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><b>Gareth Ellem Sally Kaufmann</b></p>	<b>In progress</b>
<b>2022</b>			
<b>23 Feb</b>	<p><b>Issue of name tags, caps and t-shirts to new members</b>            24/2/24 Committee reconfirmed that caps and T-shirts will be provided to new members who had not already received them. Sally advised she had one more member to contact. Judy noted she had still to contact recent new members.            20/1/24: Unchanged.            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.            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.            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><b>Judy Hancock Sally Kaufmann</b></p>	<b>In progress</b>

<b>23 Feb</b>	<p><b>Update of Honour Board</b></p> <p>24/2/24 Committee noted a board had been commissioned from Capital Trophies &amp; Sportswear and was being donated to the brigade by a member who wishes to remain anonymous.</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>		<b>CLOSED</b>
<b>30 Mar</b>	<p><b>Transfer of Dropbox documents to OneDrive</b></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>		<b>CLOSED</b>
<b>30 Mar</b>	<p><b>Wall finish for training/meeting area</b></p> <p>24/2/24 Committee noted that Glenn had advised the concept was largely complete, and comprised a deep band/frieze to run across the top of the wall, clearing the whiteboard etc that stand against the wall.</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>	<p><b>Glenn Odium</b> <b>Sally Kaufmann</b></p>	<b>In progress</b>
<b>8 Sept</b>	<p><b>Fire history booklet reprint</b></p> <p>24/2/24 <u>Unchanged.</u></p> <p>20/1/24: Unchanged.</p> <p><i>Previous</i>: Sally to seek costing.</p>	<p><b>Sally Kaufmann</b></p>	<b>In progress</b>
<b>2023</b>			

<b>22 July</b>	<p><b>Changes following name change adopted at AGM</b></p> <p>24/2/24 Unchanged 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</p> <ul style="list-style-type: none"> <li>• 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’.</li> <li>• Westpac public a/c – in progress. NB Merchant facility in old name pending update of the public a/c name.</li> <li>• ONE RFS brigade name in the wording: Captain of Yass River Brigade.</li> </ul> <p>Previous: 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.</p>	<b>Sally Kaufmann Judy Hancock</b>	<b>In progress</b>
<b>25 Nov</b>	<p><b>Driveway quotes</b></p> <p>24/2/24 Judy advised she had contacted two contractors and was waiting for quotes. 25/11/23 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.</p>	<b>Judy Hancock</b>	<b>In Progress</b>
<b>2024</b>			
<b>20 Jan</b>	<p><b>Council letter</b></p> <p>24/2/24 Committee noted that Council had assured the brigade that the vehicle access point on Yass River beside the low-level crossing on Greenwood Rd would remain open during construction of the new brigade and there would continue to be an access point after the new bridge is complete.</p>	<b>Sally Kaufmann Neville McMartin</b>	<b>CLOSED</b>
<b>20 Jan</b>	<p><b>Yarrh Solstice Night</b></p> <p>This item to move to Agenda item: Fundraising 24/2/24. Sally advised investigations were in progress but not complete and that we had a couple more weeks before it was necessary to make a decision on the project. 20/1/24 Secretary to investigate issues and options and report to the next EC meeting.</p>	<b>Sally Kaufmann</b>	<b>CLOSED</b>
<b>24 Feb</b>	<p><b>Framed life membership certificate for Virginia Rawling</b></p> <p>In expectation that the members at the upcoming AGM would accept a proposal to make Virginia Rawling a life member of the brigade, committee agreed that Judy would arrange for the production of a framed life membership certificate and uniform accoutrements to be presented to Virginia at the meeting. Sally to provide the RFS with the minuted decision to propose Virginia as a life member so that a signed certificate can be produced in time for framing.</p>	<b>Judy Hancock &amp; Sally Kaufmann</b>	<b>NEW</b>
<b>24 Feb</b>	<p><b>Brigade Juniors</b></p> <p>Sally to contact parents of current juniors to ascertain ongoing interest in membership.</p>	<b>Sally Kaufmann</b>	

## 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.

### **Equipment**

Four replacement blue foam extinguishers for the trucks have been supplied following their recall last year due to concerns that some extinguishers within NSW may have contained PFAS.  
There is no evidence that the brand used in brigade were a problem.

Neville McMartin  
Captain, Yass River-Nanima  
13 February 2024.



## Attachment 3: Treasurer's Report

- Cheque account balance is \$9,043.
- Public Fund account balance is \$9,691.
- Term deposit is \$11,140.42, maturing on 22 April 2024.
- The Brigade has received \$850 in donations since the last meeting.
- There has been minimal expenditure since the previous meeting with \$200 being spent on sim cards, new PO box keys and sausages for training.
- The grant application was considered at the meeting of the Yass Valley Branch of the RFSA on 15 February 2024. The President attended the meeting and advised that the grant had been approved in principle, with advice to increase the request to the maximum of \$5,500 as only one application can be made every three years. Suggestions for additional items are under consideration.

Joanne Reid  
15 February 2024

## Attachment 4: Catering Officer's report

### Snacks Packs

Stock remains sufficient.

A prototype of a truck-based food pack the RFS is considering rolling out was reviewed at the February training session. The RFS now plans to run a pilot program to assess its pack. Once the RFS starts to roll the packs out we will review the contents of our individual packs and consider whether any changes to our packs are needed.

### Training suppers

We have used up the sausage supplies left over from the car boot sale. I will rebuild the stock before the next training night. Andrew and Joanne have a system for managing the twin aspects of the catering supper (sausage sizzle and 'other')

### Catering team

The brigade now has a firm calendar of catering events/fundraising activities:

- monthly training suppers
- crew snack packs
- RFS RFD driving training weekend course catering
- wildfire catering
- catering truck
- Yarrh Solstice Bonfire
- CBS catering
- MFDs
- Christmas party
- ad hoc sausage sizzles (Bunnings' style)

There are now also a number of brigade members undertaking various catering responsibilities in a fairly permanent way:

- Rick & Jenny (snack packs)
- Joanne (training supper)
- Andrew Sage (training bbq)
- Mark Scott (catering truck liaison and CBS catering)
- Caitlin and Liz (Yarrh Bonfire)

Our engagement with the Yarrh Bonfire night catering is largely handled by Fiona with minimal involvement of the catering officer.

Additionally, several brigade members are part of the MFD shed team, working directly to the G2 & G4 captains' MFD group rather than the brigade (Kane, Rick, Sally, Caitlin, Jenny)

Sally Kaufmann  
Catering Officer  
16 February 2024

## Attachment 5: CER's Report

### **RFS Get Ready weekend 2024**

The weekend this year is 21–22nd September.

### **Brigade Get Ready activity**

All evidence shows that stand-alone Get Ready activities are not particularly successful. In contrast, our Get Ready stall held the day of our car boot sale last year was considered quite successful.

I suggest that we again have a Get Ready stall in conjunction with the brigade's car boot sale and that we hold the car boot sale on the Saturday of the RFS Get Ready weekend, 21st September.

This allows us to align with GR events more broadly.

This date also means our car boot sale would not clash with the monthly car boot sale in Yass, which is held on the last Saturday of the month.

### **Missing sign**

The sign has not been recovered. I have been told it was in place over Christmas, on the Back Creek Rd/Yass River Rd intersection.

### **Absence**

I will be away most of August 2024, returning August 24th.

Liz Sage

Community Engagement Representative

15 February, 2024

## Attachment 6: Training Officer's report

Since the previous training officer report was tabled in JANUARY, training was again conducted on 6<sup>th</sup> FEBRUARY with 11 member attendees present.

The focus this month was on Overrun theory and practical training, the correct use of PPE, and a quick familiarization with the recently issued FLOOD RESCUE KITS.

The subsequent Overrun training went reasonably well, especially considering most brigade members haven't practiced this scenario for some time, however the initial refamiliarization with equipment on the trucks proved to be a very worthwhile undertaking, with the practical components having a pleasing result.

Darko provided a short presentation on the use of PPE, with some insight on how to better protect oneself from the effects of heat and smoke.

One of the Flood Rescue kits was unpacked and the contents discussed, including how the Brigade may be expected to utilize the kits and what training regimes may be required in order for members to become competent in the use of the kits.

Also discussed was the TAFE NSW online Emergency Responder Electric Vehicle Incident and Emergency Response course. The course is made up of SIX (6) modules including an introduction to EVs; Hazards associated with EVs; EV response procedures; EV rescue; EV fire fighting operations and conducting a handover. I completed the course just prior to training and found the content to be informative, relevant and worthwhile and would recommend all members complete the course.

A BBQ was held afterwards, with thanks to Andrew for undertaking the cooking duties.

Next training is planned for Tuesday 5<sup>th</sup> March.

### **EQUIPMENT ISSUES**

Nil to report.

Kim Bannan  
Training Officer  
18 February 2024

## Attachment 7: WHS Officer's report

There are no new OHS issues to report.

### **RFS engineering review of ember burns on PPE**

As previously reported, I made incident reports to the RFS regarding ember burns on two sets of the new PPE. One ember burn, on a jacket sleeve, had caused a flesh wound and as a result the PPE damage was noticed immediately. The second burn was on a trouser leg and only noticed later.

I received a response from the RFS, which I forwarded to the captain.

The response from the RFS made some recommendations about appropriate wearing of PPE. These recommendations were addressed at training on February 6th.

The RFS report also said that the damaged PPE was sent to the manufacturing company for assessment. I am waiting for the company's response.

### **Replacing PPE**

The RFS is advocating that any PPE that needs to be replaced should be done immediately. This was also raised at February training.

I urge members to inspect their PPE and consider whether it needs replacing. Orders for new PPE should be placed in the usual way.

### **Masks review**

Ongoing. I am still assessing the RFS-supplied reusable breathing masks, including revisiting a type that we obtained some time ago and initially dismissed.

Darko Kukic  
WHS officer  
14 February 2024

## Attachment 8: Membership Report

### **New residents/prospective members since the last EC**

None

### **Members' and Residents' Registers updates**

It was noted that Peter K had become a probationary member.

Updates to the contact details of three members/residents were also noted.

### **Register review**

Ongoing, nothing to report.

Sally Kaufmann  
Secretary  
17 February 2024

# Attachment 9: Public Communications Report

Comms activity since the last EC (Jan 20th)

- 3 FB posts, on track for one a week
- January NL distributed
- Website content renewed for January
- February website content ready for publication
- February NL content being drafted

## **Responses on content**

None.

## **Draft Communications SOP**

In progress.

## **Key messages running sheet (Feb – Apr)**

To be tabled at the EC.

Sally Kaufmann  
17 February 2024