Meeting Minutes - Seahampton

Meeting: GENERAL MEETING – October 2016
Chaired by: Warren Mackaway
Minutes by: Stephen Schwetz – Field Rep
Location: Seahampton RFB
                      40 George Booth Dr
                      Seahampton NSW 2286
Date: 16 Oct 2016
Start Time: 1304h
Finish Time: 1334h

Minutes

Attendees

Warren Mackaway	Anton Glover	Sam Hedley
Sam Dart	Mick Zerbes	Michael Scales
Stephen Schwetz	Peter Hill	Ryan Domandl
Chris Smith	Val Dennis	William Fosdick
Angie Hesketh	Britney Iles	Sonia Wright
Ben Wright		

Apologies

Col Dennis (On Course)	Sam Berry	Kerrie-Anne Schwetz
Debbie Young	Stu McCash	Sue Rishman
Mark Hocking		

This is an authorised copy of the minutes of this meeting.

Chairperson... Signature.................................... Date.....................
Secretary... Signature.................................... Date.....................

Minutes from Previous Meeting

Business Arising	Action Completed	Date Completed
Nil		

Minutes from Previous Meeting - Accepted	Moved	**Seconded**	Carried/Voting Notes
Motion: The above corrections are made to the previous minutes and the minutes be accepted as true & correct	Stephen Schwetz	Ben Wright	Yes

Correspondence In

Date:	Topic:
20 Sep 16	Naming of our New Zone - Incorporating Lake Macquarie, Wyong & Gosford
20 Sep 16	FW: Operational Brief - Use of U-Turn and Crossover Facilities on Motorways and Highways
21 Sep 16	District Validation of membership application - William Fosdick
21 Sep 16	Ops Safety Day Assistants Briefing - WFCC
23 Sep 16	FW: Field Assistant - EOI
23 Sep 16	Policy Information for Volunteers - a quick survey
27 Sep 16	FW: Reminder: 2016 NSW Volunteer of the Year Awards
28 Sep 16	Sanitary Bin - Seahampton Station
30 Sep 16	Bush Fire Danger Period 2016/2017
30 Sep 16	Fire Danger Rating Notification & Pager Test
30 Sep 16	Collector Training - Saturday 8th October 2016
04 Oct 16	Manager out of office & on leave
04 Oct 16	Lake Macquarie BMT - 22 September 2016
05 Oct 16	FW: Membership Approved by MCU - Peter Hill
06 Oct 16	Hazard Reduction Resource Request - Friday 7th October
06 Oct 16	RE: Collector Training - Saturday 8th October 2016
06 Oct 16	Hazard Reduction Resource Request - Sunday 9th October
06 Oct 16	OPS SAFETY DAY
07 Oct 16	RE: Hazard Reduction Resource Request - Sunday 9th October
10 Oct 16	HR Resource Requirements 121016
12 Oct 16	FW: OPS SAFETY DAY
16 Oct 16	HR Resource Requirements for weekday burn this week

Correspondence Out

Date:	Topic:
17 Sep 16	FW: NSW Rural Fire Service response to Council Amalgamations
17 Sep 16	Ops Safety Day Assistants Briefing
20 Sep 16	Naming of our New Zone - Incorporating Lake Macquarie, Wyong & Gosford
20 Sep 16	Power-outage (sic) at Station
20 Sep 16	FW: Operational Brief - Use of U-Turn and Crossover Facilities on Motorways and Highways
21 Sep 16	FW: Ops Safety Day Assistants Briefing - WFCC
23 Sep 16	FW: Field Assistant - EOI
23 Sep 16	FW: Policy Information for Volunteers - a quick survey
26 Sep 16	meeting minutes
28 Sep 16	RE: Sanitary Bin - Seahampton Station
30 Sep 16	FW: Bush Fire Danger Period 2016/2017
30 Sep 16	FW: Fire Danger Rating Notification & Pager Test
30 Sep 16	FW: Station Internet
02 Oct 16	Fwd: Collector Training - Saturday 8th October 2016
06 Oct 16	HR Friday
06 Oct 16	HR sunday
07 Oct 16	FW: OPS SAFETY DAY
10 Oct 16	Hr request
12 Oct 16	FW: OPS SAFETY DAY

Correspondence Actions

Business Arising	Action Completed	Date Completed
Nil		

Correspondence - Accepted	Moved	Seconded	Carried/Voting Notes
Motion: The Correspondence presented be accepted	Stephen Schwetz	Ryan Domandl	Yes

Captain's Report

Good Afternoon All,

Please be advised that as of the 11th of November 2016 Col will be acting Captain in my absence as I'll be overseas in Canada. Col will be in charge until the 26th of November 2016.

A reminder to all, as the months and temperatures become warmer you will see an increase of fire activity in the area and operational request needing to be filled. I would like to acknowledge the membership basis at present and your commitment to fulfil operational request at such short notice. I would like to explain how the stats are captured on the yearly stat sheet as I have had members ask or raise concerns about particulars on this sheet, The sheet measures members attendance at brigade events and incidents.

A member is required to attend 8% of brigade activities being:
- Brigade training events (organised by the brigade not Fire Control)

- Crew weekends (only days that are on the crew Calendar Saturday, Sunday)
- Community Events (organised by the brigade or Fire Control)
  REQUIRED NUMBER IS : 1.88

A member is required to attend 10% of incident calls and operational request:
- Incident Calls (will only be recorded if you attend the incident or the station and are available to respond if required until no further units are needed. – NOT IF YOU SHOW UP PUT YOUR NAME ON THE SHEET AND THEN LEAVE)
- Operational Request (These are sent from fire control and are for HR's or Deployments)
  REQUIRED NUMBER IS : 7.2

A member is required to attend 50% of meetings including 1 apology:
- Brigade meetings (calculated on number of meetings the brigade has held General /AGM)
  REQUIRED NUMBER IS : 2

These stats are current to yesterday's date and will be counted from the 14th of May 2016 to the 21st of May 2017 (1 month out from the AGM). It should be in everyone's interest to be active come may 2017 as the next AGM is an election for Field Officers and Administration positions. To be active you are required to be financial and meet the active test listed above.

I would like to encourage everyone to look at the new RFS training module "FUEL" https://fuel.rfs.nsw.gov.au/auth/googleoauth2/authzero_login.php this link is on the brigade website on the training page. All members old and new should complete the BF module they ask 30 questions and you can continue to re- sit the test if you don't pass it's a nice little refresher for the members already competent in BF I even encourage the Crew Leaders to do this.

Regards,
Sam Berry

President's Report

Not Tabled

Treasurer Report

See Attached Report as tabled.

Business Arising	Action Completed	Date Completed
Nil		

Treasurer's Report - Accepted	Moved	**Seconded**	Carried/Voting Notes
Motion: The Treasurer's Report be accepted & any bills as listed be paid	Val Dennis	Stephen Schwetz	Yes

Workplace Health and Safety

Business Arising	Action Completed	Date Completed
Nil		

Discussions & Details of Motions	Moved	**Seconded**	Carried/Voting Notes	Due Date
Nil				

General Business

Discussions & Details of Motions	Moved	**Seconded**	Carried/Voting Notes	Due Date
Michael Zerbes - Questioning if any update on utilising freeway cross-overs				
Sam Dart – We need to try and have all members to attend the Crew Weekends				
Executive would like to raise fundraising sub-committee. Will be open to discussing options for fundraising. **Motion**: To raise a Executive sub-committee for fundraising for radios and other equipment	Warren Mackaway	Sam Dart	Carried	
Sue Rishman is on leave – Mark Hocking is Acting Treasurer				
Anton Glover stepping back for a couple of weeks. Stephen Schwetz to do Meeting Minutes.				
Lakes Team RAFT team is now active, and can be utilised is required				
RFS Collector app is being rolled out. More info in following weeks				
Col's training of VF members have been successful with the following members being successful in their Assessments: Brittnie Iles, Anton Glover, Ryan Domandl, Jack Parsons, Eltiki Spruce, Sam Clempson				
Reminder to vote for Lakes Team / Gosford Merger Zone Name – Closes 17th Oct				
Whilst Sam Berry is on leave (11th-26 5h November) Col Dennis will take Sam's Operational Position during this time.				
Brigade Internet – Telstra has already done most work with final cutover to occur on 21st October				
Motion: Removal of Andrew Jelly from Brigade Registry as per Service Standard 1.1.21 – Stand Down / Removal	Warren Mackaway	Sam Dart	Carried	

from Membership & Notification of Criminal Charges and Convictions				
Motion: Removal of Ben Pitkin from Brigade Registry as per Service Standard 1.1.21 – Stand Down / Removal from Membership & Notification of Criminal Charges and Convictions	Warren Mackaway	Anton Glover	Carried	
Internet Vote for hooking up internet. Results were that we wait for the Council's Service to be connected				

Next Scheduled meeting

Location: Seahampton RFB
40 George Booth Dr
Seahampton NSW 2286
Date: 20 Nov 2016
Est. Start Time: 1300h

SEAHAMPTON RURAL FIRE BRIGAGE
INCOME AND EXPENDITURE ACCOUNT
for the operating month of September 2016
ABN # 49 277 075 131

	Expenditure	Income	Balances
GENERAL ACCOUNT - c/fwd balance	$ 456.94		
Member Fees - Ryan Domandl		5.00	
Bunnings - Compressor - Warren Mackaway	46.43		
Woolworths - Shoe Polish - Warren Mackaway	13.56		
Woolworths Petrol - Gas Refill	24.00		
Stationary - Mark Hocking	34.06		
Bunnings - Cat 1 Carpet - Warren Mackaway	69.80		
Transfer from Gift Account - Operational		226.00	
Jaycar Invoice - Batteries - Mark Hocking	44.70		
Jaycar Invoice - Amplifyer - Stephen Schwetz	40.00		
Member Fees - Sue Rishman		5.00	
Sim cards for tablets in trucks - Sam Berry	19.80		
	292.35	236.00	$ 400.59
SOCIAL ACCOUNT - c/fwd balance	$ 599.88		
Vending Machine Woolies - Warren Mackaway	35.00		
Vending Machine Costco - Motion - Mark Hocking	81.38		
Vending Machine Woolies - Warren Mackaway	85.00		
Lunches - Chris Smith	33.88		
Vending Machine		101.00	
	235.26	101.00	$ 465.62
GIFT ACCOUNT - c/fwd balance	$ 17,002.82		
Transfer to General Fund - operational monies	$ 226.00		
	226.00	0.00	$ 16,776.82
DGR ACCOUNT (RFS held) - c/fwd balance	$ 2,476.68		
Interest received - Not Obtainable			
	0.00	0.00	$ 2,476.68

SEAHAMPTON RURAL FIRE BRIGADE
AUGUST   - ACCOUNT SUMMARY

BANKED MONIES

General Account	$	400.59	
Social Account	$	465.62	
Gift Account	$	16,776.82	
DGR Account	$	2,476.68	$20,119.71
TOTAL MONIES HELD BY BRIGADE			$20,119.71

VENDING MACHINE - previous month balance	$	1,614.52		
Sales			101.00	
Purchases		201.38		
		201.38	101.00	$ 1,514.14