



MEETING MINUTES - SEAHAMPTON

Meeting: GENERAL MEETING – Ref # 5

Chaired by: Ben Wright – Vice President

Attendees: Sam Berry, Val Dennis, Sam Dart, Krystal Davis, Michael Ison, Scott Oliver, Warren Mackaway, Jereme Worth, Shane Saxby, Scott Finlay, Peter Murphy, Ange Hesketh, Sue Rishman, Col Dennis, Ben Wright, Sonia Wright

Location: Seahampton RFB
40 George Booth Dr
Seahampton NSW 2286

Date and time: 15/06/2014 – 1300 - 1416

Minutes by: Michael Ison - Secretary

1 Minutes

If an item in a meeting is not an action enter "N/A" in the Owner and Due Date columns.
Add additional rows as required.

Apologies

Michael Cooksley	Sam Hedley	Kent DeLange
Mark Hocking		

Minutes from Previous Meeting

Business Arising	Carried	Assigned to	Due Date
None		N/A	N/A

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

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

Minutes from Previous Meeting - Accepted	Moved	Carried
Motion: The above corrections are made to the previous minutes and the minutes be accepted as true & correct	Moved: Warren Mackaway Seconded: Michael Ison	Yes

Correspondence

Correspondence IN	
Letter from Auditor regarding deficit (See attached letter)	

Correspondence OUT	
Nominations to Fire Control	Fire Control - Agenda and date of AGM Notification
AGM Member notification	

Business Arising	Carried	Assigned to	Due Date
None		N/A	N/A

Correspondence - Accepted	Moved	Carried
Motion: The Correspondence be accepted as true & correct	Moved: Val Dennis Seconded: Michael Ison	Yes

Captain's Report

Please See Attached Report

Captain's Report - Accepted	Moved	Carried
Motion: The Captain's Report be accepted	Moved: Michael Ison Seconded: Scott Oliver	Yes

President's Report

Please See Attached Report

President's Report - Accepted	Moved	Carried
Motion: The President's Report be accepted	Moved: Michael Ison Seconded: Val Dennis	Yes

Treasurer Report

Please See Attached Report

Business Arising	Carried	Assigned to	Due Date
None	N/A	N/A	N/A

Treasurer's Report - Accepted	Moved	Carried
Motion: The Treasurer's Report be accepted & bills as listed be paid	Moved: Val Dennis Seconded: Ange Hesketh	Yes

General Business

Discussions & Details of Motions	Moved	Carried	Assigned to	Due Date
Voting for administrative positions commenced and results of AGM votes are listed below Vice President: Ben Wright Secretary: Michael Ison Treasurer: Sue Rishman Welfare Officer: Krystal Davis BA Officer: Sam Dart Field Rep: Scott Oliver Field Rep: Sam Dart Field Rep: Ange Hesketh				
Scott Oliver nominated Michael Cooksley for Training Officer Seconded: Ben Wright	Yes	Yes	N/A	N/A
Scott Oliver nominated Michael Cooksley for Safety Officer Seconded: Sam Berry	Yes	Yes	N/A	N/A
Sam Berry and Mark Hocking Successful via nomination for Permit Officer Sam Berry nominated Warren Mackaway and Col Dennis from the floor, for additional Permit Officers. Seconded: Ange Hesketh and Krystal Davis For reference - Permit Officers are: Sam Berry Mark Hocking Col Dennis Warren Mackaway	Yes	Yes	N/A	N/A
Scott Finlay accepted position of Community Engagement Officer Nominated: Sam Berry Seconded: Ange Hesketh	Yes	Yes	N/A	N/A
Motion passed that Ballot Papers to be Destroyed	Yes	Yes	Peter Murphy	N/A

Appointment of Auditor: Col Dennis moved to keep the Auditor as West Wallsend Sugarloaf Accountants Seconded: Val Dennis	Yes	Yes	N/A	N/A
Annual fee to remain at \$2 and is now due in 90 day from AGM Moved: Krystal Davis Seconded: Val Dennis	Yes	Yes	All Members	15/09/2014

Discussions & Details of Motions (Continued)	Moved	Carried	Assigned to	Due Date
Motion raised to keep General Meetings as the 3 rd Sunday of each month. With exception of December, No General Meeting will be held in December Moved: Sam Berry Seconded: Col Dennis	Yes	Yes	N/A	N/A
Motion raised to accept the current brigade constitution Moved: Ange Hesketh Seconded: Jereme Worth	Yes	Yes	N/A	N/A

Next meeting

Date	Start time	Finish time	Location
19/07/2014	1300hrs	1430hrs	Seahampton Station 40 George Booth Dr Seahampton NSW 2286



ANNUAL GENERAL MEETING 2014

SEAHAMPTON RFB AGM

June 2014

Good Morning Brigade, Visiting members Peter and Shane.

I would like to start this by thanking the current serving management team for a very big and productive year where we have seen several changes in how the brigade runs and operates. A special thanks must go to Mark Hocking for managing the management team to the best of his ability and tireless hours spent in the initial phase of the 2013/2014 election for the brigade executive.

It's been a huge year for all; as I do a quick recap of the past 12 month period events we started out this time last year with a brand new look and management of the brigade. Saw the return of our Category 1 (one) tanker after the damage sustained in April 2013 during this period the brigade was supplied a pumper from Glendenning to still allow for fire protection for the township of Seahampton.

Met the requests that came through for several out of area deployments where we supplied around 18 fire fighters to surrounding districts in a time of need. Supplied 24 fire-fighters in the red October fires in a 36 hour period then also committed further resources for many days after. Seahampton has committed to supplying a regular crew for Monday IRU duties and a special thank you should go to Warren for this.

Brigade membership seemed to have a large influx through the October period and months after, when I started as captain we saw the books of the brigade reach numbers of 43 in total, during this period we had recorded a total of 52 members ranging from a variety of roles. With the current management team we have removed quite a few non-active members seeing the total membership stand at 36 members were 30 of them are fire fighters, 6 of them crew leaders, 12 of them Breathing Apparatus Operators, 12 drivers with another 4 on the way.

When I took over in June our main bank account (gift account) had around \$12,500 in it in twelve (12) months we have managed to turn this around to have a total of around \$17,800 giving us an extra \$5,300 in the gift account for the brigade, donation helmets and sales from our vending machine have helped with raising much needed funds.

As social media seems to be one of our best tools for engaging with the community it has seen our Facebook page go from around 625 likes to 875 likes in a twelve (12) month period. With this said members of the community had access to our old website with information and a few pictures, in the last 3 months Mark and myself have been working in the background to build a better engagement experience for both members and the community through our new website. Since its release in April we have seen over 1,200 visits to the page and a section created for the members and a community emailing list.

As the current captain it has been a real pleasure to be the leader of such a great and unique group of people that no matter what has been asked of them I know it will always be done to the best of your ability, I therefore would like to thank every single member both past and present that is on or has been on the brigade register. Without your commitment and dedication there is a high chance that none of this would have been possible. I would also like to extend my thanks to our Group Captain Shane Saxby and Fire Control staff that have been more than helpful through the 2013/2014 period.

As for the new brigade executive for the 2014/2015 period I wish you the best of luck in the election and look forward to working with you in the coming months.

Regards

> Sam Berry 
> Seahampton RFB, Captain

For further information regarding the above, please contact Seahampton Captain on 0458 840 888 or email seahampton.captain@lakesteamrfs.org.au

Seahampton Rural Fire Brigade - Activity Report

For Period: 16-Jun-13 To: 15-Jun-14

Incident Category and Types

Category	%	Incident	%	Qty
Bush	27%			
		Bush Fire	21%	36
		Grass Fire	5%	9
False Alarm	18%			
		Automatic Fire Alarm	8%	13
		Good Intent	9%	15
		Hoax	1%	1
		Legal Burn	1%	1
Village	56%			
		Bin Fire	1%	1
		House Fire	1%	1
		Motor Vehicle Accident	19%	32
		Motor Vehicle Fire	28%	47
		Oil/Fuel Spill	3%	5
		Public Service	1%	2
		Rubbish Fire	4%	6
Total Calls:			169	

Turnouts

Time	Qty	%
0	28	23%
1	10	31%
2	2	32%
3	4	35%
4	2	37%
5	11	46%
6	13	56%
7	18	71%
8	14	82%
9	8	89%
10	6	94%
12	4	97%
13	1	98%
17	1	98%
19	1	99%
28	1	100%
Total:	124	

Areas

Brigade Name	Qty	%
Awaba	5	3%
Benwerrin	8	5%
Cameron Park	39	25%
Cooranbong	6	4%
FRNSW	10	6%
Group South	1	1%
Killingworth	30	19%
Martinsville	1	1%
Mulbring	1	1%
Other RFS	2	1%
Seahampton	42	27%
Wakefield	6	4%
Wallarah	1	1%
Welfare/Support	1	1%
Wyee	2	1%
Total Calls:	155	

Incident Category and Types - YTD

Category	%	Incident	%	Qty
Bush	35%			
		Bush Fire	27%	44
		Grass Fire	6%	10
		Small Roadside Fire	2%	3
False Alarm	10%			
		Automatic Fire Alarm	1%	2
		Good Intent	8%	13
		Hoax	1%	1
		Legal Burn	1%	1
Village	55%			
		Bin Fire	1%	2
		Garage Fire	1%	1
		Motor Vehicle Accident	23%	37
		Motor Vehicle Fire	24%	39
		Oil/Fuel Spill	3%	5
		Rubbish Fire	3%	5
		Tree Down	1%	1
Total Calls:			164	

Turnouts - YTD

Time	Qty	%
0	20	16%
1	11	24%
2	4	27%
3	9	34%
4	4	38%
5	11	46%
6	12	55%
7	19	70%
8	12	80%
9	8	86%
10	5	90%
11	4	93%
12	3	95%
13	2	97%
14	1	98%
16	1	98%
17	1	99%
19	1	100%
Total:	128	

Areas - YTD

Brigade Name	Qty	%
Awaba	9	6%
Benwerrin	7	4%
Cameron Park	28	18%
Cooranbong	6	4%
FRNSW	17	11%
Killingworth	34	21%
Other RFS	2	1%
Seahampton	44	28%
Wakefield	12	8%
Wyee	1	1%
Total Calls:	160	

Man Hours

Type	Hours	%
Primary	430	7%
Support	5508	93%

Man Hours - YTD

Type	Hours	%
Primary	335	6%
Support	5610	94%



AGM 2014 – PRESIDENT’S REPORT

Seahampton RFB

June 2014

Good Afternoon All,

Can I please take this time to thank the current Management team for their support throughout the year, and I wish everyone that has gone for a position in this year's election the best of luck.

It has been a pretty impressive year seeing the brigade evolve with a completely new Operational and Management team. There have been some pretty trying times in the first 3-4 months with some minor teething issues with elected members making the various positions their own, and then getting into the swing of the year. Towards the end of the term, most would be aware of the issues surrounding the unauthorized removal of the brigade database. This issue has been rectified to the best of our ability and the database has been reinstalled and is back in full operation. We hope that nothing more will come from this situation and thank all members for their patience during the month that this was going on.

The 2013-2014 year also saw several modifications to the Brigade Constitution and Rules which due to Fire Control, took 7 months to be signed off and correct. I will again be sending these out to all members during the following week, along with the current Code of Conduct and Ethics.

Social Media has played a large part in keeping members and the community informed over the last year and fire season, via Face book and the new brigade website. Due to several issues over the year via mainly face book, can I please remind all members to ensure they are following the Social Media Service Standard in regards to what is posted in posts, pictures and comments. For those members that are unsure of this service standard, let me know and I will go through it with you. Remember, if you ask yourself if you can post it, Don't.

As the current President, it has been an absolute pleasure to run and manage the administration of Seahampton RFB on behalf of the members. The amount of executive committee meetings has increased to 9, from the dismal 5 from the 2012-2013 year. And our General Meeting Attendance has greatly increased over the past year which has allowed us to hold general meetings almost every month. Thanks for the constant attendance to these meetings and I hope it keeps increasing over the next year.

Special mention must be made to my Vice President Ben Wright, who stepped up and ran things for almost 2 months while I was off with my accident. He did a great job over that time and it was greatly appreciated.

Thanks for the great year and I hope we, as a brigade, can continue the upward movement into the New Year. Let's Do This.

Cheers,

Mark Hocking

President

Seahampton RFB





AGM 2014 – TREASURER’S REPORT

Seahampton RFB

June 2014

Good Afternoon All,

Be advised that the 2013-2014 Financial auditors report has not yet been completed by the Auditor and there for cannot be tabled at this AGM. Apologies have been expressed from Sugarloaf Accounting for this delay.

What I can tell you is the totals of our accounts from last year to this year (31/05/13 – 31/05/2014).

General Account 2013 -	\$2,511.25
Social Account 2013 -	\$1,043.78
Gift Account 2013 -	\$12,557.64
DGR Account 2013 -	\$2,006.10

General Account 2014 -	\$521.75
Social Account 2014 -	\$938.83
Gift Account 2014 -	\$17,859.71
DGR Account 2014 -	\$2010.63

This information shows that we have increased the brigade’s total funds by \$3,212.11 during the previous 12 months. A really good effort to all members for this feat.

The 2013-2014 Auditors Report will be tabled at the July 2014 General Meeting for the members to view. Also please note a letter that was given to me on Tuesday 10/06/2014 from the auditor which was dated 17/05/2013.

A very big thankyou also goes to our recently resigned treasurer Michelle Hudson, for the time and effort she has put into the brigade over her time with us.

Thankyou,

Mark Hocking
Interim Treasurer.



SUGARLOAF ACCOUNTING & TAXATION SERVICE

A.B.N. 67 468 687 116

Carrington Street West Wallsend

Postal Address: PO Box 178 West Wallsend 2286

Telephone: (02) 4955 3350 Fax: (02) 4955 3340

17 May 2013

The Committee
Seahampton Rural Fire Brigade
PO Box 146
WEST WALLSEND NSW 2286

Dear Committee

We have examined the records for the year ended 31 March 2013 and enclose financial statements based on those records. You will note that there was a **deficit this year of \$ 276.37**. This is due to the amount of expenditure on Equipment.

Please arrange for the financial statements to be signed where indicated before distribution at your AGM and we ask that you **forward a signed copy to our office** for retention in our file.

We mention the following:-

We have amended your BAS/GST for the year, resulting in an **additional refund of \$60**.

The minutes of monthly meetings should be signed by **two** committee members who attended and **permanently affixed into a minute book**.

The Treasurer's report should list the accounts to be paid. Approval for payment of the accounts should be made at your meetings. If accounts have already been paid, then the payments need to be ratified by the members at the meetings and should be documented in the minutes. We note that you discussed this at your 2012 AGM and decided to attach a **list of payments** to the minutes. **This needs to be attached to ALL minutes.**

We note that you are now receiving Deductible Donations. Shouldn't all persons or companies be issued with a receipt that allows for a tax deduction? There was only one deductible receipt issued this year.

Our account for professional service rendered is hereto attached.

We extend our best wishes for the coming year and if you have any enquiries please contact our office at your convenience.

Yours faithfully