



MEETING MINUTES - SEAHAMPTON

Meeting: GENERAL MEETING – Ref # 7.2015

Chaired by: Ben Wright – Vice President

Attendees: Ben Pitkin, Alex Greg, Anton Glover, Sam Dart, Col Dennis, Sonia Wright, Angie Hesketh, Michael Scales, Ryan Domandl, Michelle Lee, Jereme Worth, Brieana Norris, Brittnie Iles, Warren Mackaway, Krystal Miosge, Sue Rishman, Sam Berry, Stu McCash, Michael Ison, Ben Wright

Location: Seahampton RFB
40 George Booth Dr
Seahampton NSW 2286

Date and time: 15/03/2015 @ 1327

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

Scott Oliver	Michael Zerbes	Mark Hocking
Val Dennis	Chris Smith	

Apologies - Accepted	Moved	Carried
Motion: The above apologies be accepted as true & correct	Moved: Angie Hesketh Seconded: Warren Mackaway	Yes

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

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

Minutes from Previous Meeting

Business Arising	Carried	Assigned to	Due Date
Change Minutes from Elmore Value Shopping Centre to Edgeworth	Yes	Michael Ison	ASAP
Purchase of BBQ has been carried out by Mark Hocking	N/A	N/A	N/A
Keys for xStrata coal and Old Pit Road, Sam Berry is chasing Fire Control	Yes	Sam Berry	19/04/2015
Letters of Intent sent to Scott Finlay, Paul Cheetham, Stephen Schwetz, Andrew Jelly and Nathan Staff	N/A	N/A	N/A
Responses received from Stephen Schwetz, Andrew Jelly and Nathan Staff	N/A	N/A	N/A

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: Sonia Wright Seconded: Sue Rishman	Yes

Correspondence

Correspondence IN	
2015 Community Engagement Forums	AFAC – Industry Safety Advice PPE
Steve Raymond Farewell Gift	Safety Advice – Portable Butane Burners
Lakes Team Championships	

Correspondence OUT	
RFD-ORD Course – Sam Berry	2015 Community Engagement Forums – Sam Berry
AFAC – industry Safety Advice PPE	Steve Raymond Farewell Gift – Sam Berry
AF Course – Sam Berry	Safety Advice – Portable Butane Burners
Seahampton BBQ Fundraiser	Lakes Team Championships (Sent to Sam Berry for Discussion)

Business Arising	Carried	Assigned to	Due Date
N/A	N/A	N/A	N/A

Correspondence - Accepted	Moved	Carried
Motion: The Correspondence be accepted as true & correct	Moved: Warren Mackaway Seconded: Jereme Worth	Yes

Captain's Report

Please See Attached Report

Captain's Report - Accepted	Moved	Carried
Motion: The Captain's Report be accepted	Moved: Stu McCash Seconded: Angie Hesketh	Yes

President's Report

Please See Attached Report

President's Report - Accepted	Moved	Carried
Motion: The President's Report be accepted	Moved: Stu McCash Seconded: Michael Scales	Yes

Treasurer Report

Please See Attached Report

Business Arising	Carried	Assigned to	Due Date
BAS notification will stop coming through as Sugarloaf Accountants have been informed but had not communicated changes to ATO this has been done	Yes	N/A	N/A

Treasurer's Report - Accepted	Moved	Carried
Motion: The Treasurer's Report be accepted & bills as listed be paid	Moved: Sonia Wright Seconded: Michael Ison	Yes

Workplace Health and Safety

Business Arising from previous Minutes	Carried	Assigned to	Due Date
Horn siren selector switch is still not functioning	Yes	Sam Berry	ASAP

Discussions & Details of Motions	Moved	Carried	Assigned to	Due Date
Suction Hose was missing a seal, Seal has been replaced	Yes	Yes	Colin Dennis	N/A
Whipper Snipper still to be fixed	Yes	Yes	Warren Mackaway	N/A

WHS Discussions - Accepted	Moved	Carried
Motion: The WHS Discussions be accepted	Moved: Sonia Wright Seconded: Michelle Lee	Yes

General Business

Discussions & Details of Motions	Moved	Carried	Assigned to	Due Date
Recycling on Aluminium Cans – Please ensure that they go in the plastic bin in the BBA area	Warren Mackaway	Yes	ALL	ASAP
PPE/C Don't leave lying around, please pack away your equipment when not in use	Warren Mackaway	Yes	ALL	ASAP
Please share the Facebook Invite to the Edgeworth Town Centre event	Michelle Lee	Yes	ALL	ASAP
Stu to research costs for a plaque for Michael Cooksley's efforts	Stu McCash	Yes	Stu McCash	19/04/2015
ANZAC dawn service – Seahampton to present a wreath for the ceremony, Col to research costs	Colin Dennis	Yes	Col Dennis	19/04/2015
Col raised concern regarding being unable to obtain a BA medical from Dore Creek Medical Centre, Local GP will cost, Brigade is happy pay for costs and then be reimbursed by the service	Colin Dennis	Yes	Sam Berry	19/04/2015
Thanks to BA crews for doing the maintenance checks on the sets	Sam Dart	N/A	N/A	N/A
Reminder to BA teams check and raise issues when inspections are carried out	Sam Dart	Yes	ALL BAO/BAS	ASAP
Motion to remove Probationary Member Paul Cheetham from the brigade registry due to not being deemed a fit and proper member by the brigade executive, under Service Standard 1.1.21 Stand Down/Removal from Membership and Notification of criminal Charges and Convictions, Clause 2.9 (A) their probationary period of membership, has not: (ii) satisfied a requirement or requirements for membership set out in the constitution of the brigade.	Sam Berry Seconded: Sonia Wright	Yes	Sam Berry	19/04/2015
Motion to Remove Member Scott Finlay from the brigade registry due to not being deemed a fit and proper member by the brigade executive, under Service Standard 1.1.21 Stand Down/Removal from Membership and Notification of criminal Charges and Convictions, Clause 2.9 (B) – Has ceased to be an active member of the brigade for a period of twelve (12) months or more.	Sam Berry Seconded: Sonia Wright	Yes	Sam Berry	19/04/2015
Fundraising event on 21 st March, Please sign roster if available for a shift, will be an excellent day!	Sue Rishman	Yes	ALL	ASAP
EOI's for SWR Refresher being taken, please see Sam Berry	Sam Berry	Yes	SWR members	ASAP
Meeting closed @ 1418				

Next meeting

Date	Start time	Finish time	Location
19/04/2015	1300hrs	1430hrs	Seahampton Station 40 George Booth Dr Seahampton NSW 2286



2015 – CAPTAIN'S REPORT

Seahampton RFB

MARCH 2015

Good Afternoon All,

Over the past month we have attended a total of 15 incidents with 100% of them being of a Village Category broken down it's seen 39% being MVA's and further 30% being MVF. We have seen a rise in turnout times going from an average of 6 minutes or less to a new time of 7 minutes or less.

Seahampton has been accepted as one of teams for the Lakes Team championship, which will consist of 14 senior teams and 2 cadet teams. made up of 5 members per event, 1 will act as the crew leader however won't be directly involved in the event. A form will be generated in the coming weeks and sent out for all to fill out.

The New Team Manager has approved the station extensions and given new information regarding this, The process should be started very shortly however is in the final stage of the application process. With this information it should see work start within the next month and be finalised by our AGM in June if not finished at least be utilised and finished not long after. The only downside to this is approval has only been given to the BBQ Area. The Cat 9 proposal that I originally sent has been denied because the service is looking at reducing it's fleet not increasing, meaning any new vehicles will be one for one. which means that when Seahampton is due to replace it's Cat 7 chances are it will be with a Cat 9. However the Team Manager confirmed that we will also have a Cat 1 tanker as our brigade holds the status of Village 2.

As the 21st of March is fast approaching I remind every member of the fundraising event that has been put on facebook, those that haven't filled in the form i ask that you please indicate your availability for this so a roster can be set up, my plan is to have it finalised by COB tomorrow so this gives enough time for members to be notified of their 2 hour shift.

MYRFSCREW - has been utilised for a number of months now and has been utilized as an effective tool for crews that are in attendance at the station for a Incident Call. Just a reminder that if you have an account I ask you to please use this to help maintain our effective response times.

Crews are reminded that the use of BA is a fire fighting tool that we as a brigade have, and should be utilised when necessary. I ask that if we have operations and the incident requires BA as there is a evident TOES environment that we use it.

Thankyou,

Sam Berry

Captain.

For further information regarding the Captain's Report, please contact Sam Berry via email on seahampton.captain@lakesteamrfs.org.au



2015 – PRESIDENT'S REPORT

Seahampton RFB

FEBRUARY 2015

Good Afternoon All,

It has been a reasonably quiet month with a few exceptions.

The Lakes Team has a new acting team manager Paul Jones. Paul is from the Hunter district (Bulga) and will be acting team manager until the position is officially filled. This process could take anywhere between 6 months and 2 years.

New member Safety Inductions are to be completed using the printed hardcopy or MyRFS Online version ONLY until further notice, due to a fault found with the CD version of the SI. The printout can be found above the completed inspection sheets in the pigeon holes. The online version is in the eLearning section on MyRFS.

The brigade minutes and treasury paperwork will be going to the auditor for completion of the 2014-2015 Auditors Report so it will be available for the 2015 AGM (hopefully).

Due to awkwardness caused and rowdiness during general meetings, from today's general meeting onwards, all brigade general meetings will be held in the truck bay and utilizing the front table for Chairperson, minute taker, etc and everyone else to be sitting in front. This is being done to eliminate the use of the couches (which seem to cause ignorance, and people are getting missed due to location in room), and it will make viewing peoples response's to motions, discussions, etc much easier for the chairperson and the minute taker.

Cheers,

Mark Hocking

President

Seahampton RFB

For further information regarding the President's Report, please contact Mark Hocking via email on presidentsrfb@gmail.com



NSW RURAL FIRE SERVICE

2014 – TREASURER'S REPORT

Seahampton RFB

FEBRUARY 2015

Good Afternoon All,

I have pleasure in presenting the February Treasurer's reports.

A large portion of expenditure this month was for the fit out of the Cat 1 with its new lights. Whilst we have expended these monies we are still awaiting the arrival of the yearly donation from Donaldson Coal for the air monitoring station. This is in the amount of \$1,500.00.

Balances of accounts are

General \$ 139.34

Social \$ 621.67

Gift \$16,621.38

DGR \$ 2,368.08 - As per last month as I am unable to pull the correct figures. This only earns approximately \$6.50 per month so the figure should not differ all that much

Not a lot of monies was received for the sale of the Wristbands although we have allocated 30 to a member for sale at their work environment.

Profit for the vending machine stands at \$1,094.82.

Thankyou,

Susan Rishman

Treasurer

For further information regarding the Treasurer's Report, please contact Susan Rishman via email on rishorfs@gmail.com

SEAHAMPTON RURAL FIRE BRIGADE

INCOME AND EXPENDITURE ACCOUNT

for the operating month of February 2015
ABN # 49 277 075 131

	Income	Expenditure	Balances
GENERAL ACCOUNT - c/fwd balance	\$ 210.56		
Gas bottle fitting - Sam Berry		21.72	
Internet - Exetel		49.50	
	<u>0.00</u>	<u>71.22</u>	\$ 139.34
SOCIAL ACCOUNT - c/fwd balance	\$ 296.65		
Vending Machine	143.50		
Reimbursement of over payment to member	30.00		
Saltwater Market reimbursement	213.65		
General Meeting members lunch		42.13	
Misplaced receipt - Gas bottle refill		20.00	
	<u>387.15</u>	<u>62.13</u>	\$ 621.67
GIFT ACCOUNT - c/fwd balance	\$ 18,604.57		
Bands	33.00		
Alround Auto Electrics - Cat 1 lights		2,016.19	
	<u>33.00</u>	<u>2,016.19</u>	\$ 16,621.38
DGR ACCOUNT (RFS held) - c/fwd balance	\$ 2,368.08		
Unable to log on	<u>0.00</u>	<u>0.00</u>	\$ 2,368.08
PETTY CASH - General Account (All payments > \$50)		\$ 100.00	
No reimbursements made		<u>0.00</u>	\$ 100.00
PETTY CASH - Social Account (All payments > \$50)		\$ 100.00	
No reimbursements made		<u>0.00</u>	\$100.00
VENDING MACHINE - previous month balance	\$ 951.32		
Sales	143.50		
	<u>143.50</u>	<u>0.00</u>	\$ 1,094.82

SEAHAMPTON RURAL FIRE BRIGADE FEBRUARY - ACCOUNT SUMMARY

BANKED MONIES		
General Account	\$ 139.34	
Social Account	\$ 621.67	
Gift Account	\$ 16,621.38	
DGR Account	\$ 2,368.08	\$19,750.47
CASH MONIES ON HAND		
Vending Machine	\$ 1,094.82	
Petty Cash	\$ 200.00	\$1,294.82
TOTAL MONIES HELD BY BRIGADE		<u>\$21,045.29</u>