



## Meeting Minutes - Seahampton

**Meeting:** GENERAL MEETING – Ref #JAN2016  
**Chaired by:** Mark Hocking - President  
**Attendees:**  
**Location:** Seahampton RFB  
40 George Booth Dr  
Seahampton NSW 2286  
**Date and time:** 17/1/2016 @13:54  
**Minutes by:** Sonia Wright - Secretary

### 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

Kerrie Schwetz	Stephen Schwetz	Sam Berry
Ben Wright	Debbie Young	Ryan Domandl
Nikki Hanison	Samuel Clempson	Sam Hedley
Krystal Davis	Stuart McCash	

Apologies - Accepted	Moved	Carried
Motion: The above apologies be accepted as true & correct	Moved: Michael Ison Seconded: Scott Oliver	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
NIL			

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: Colin Dennis Seconded: Brittnie Iles	Yes

## Correspondence

Correspondence IN
Please See Attached List

Correspondence OUT
Please See Attached List

Business Arising	Carried	Assigned to	Due Date
Santa Run and Christmas Party Successful			
Extensions almost complete - Awaiting sign off.			

Correspondence - Accepted	Moved	Carried
Motion: The Correspondence presented be accepted as true & correct	Moved: Val Dennis Seconded: Anton Glover	Yes

## Captain's Report

Please See Attached Report

Captain's Report - Accepted	Moved	Carried
Motion: The Captain's Report be accepted	Moved: Warren Mackaway Seconded: Brittnie Iles	Yes

## President's Report

Please See Attached Report

President's Report - Accepted	Moved	Carried
Motion: The President's Report be accepted	Moved: Warren Mackaway Seconded: Colin Dennis	Yes

## Treasurer Report

Please See Attached Report

Business Arising	Carried	Assigned to	Due Date
Treasurer's Report - Accepted	Moved	Carried	
Motion: The Treasurer's Report be accepted & bills as listed be paid	Moved: Val Dennis Seconded: Michael Zerbes	Yes	

## Workplace Health and Safety

Business Arising from previous Minutes	Carried	Assigned to	Due Date	
Discussions & Details of Motions	Moved	Carried	Assigned to	Due Date
Process from Region HQ on Correct starting of a chainsaw. Always use Chain Break.				
Exit sign may not meet Aust. standards. Will advise.				
Meeting table needs fixing.				
3rd gear on truck not working efficiently. Waiting on word to go into workshops. Please drive Cat 1 accordingly to minimise 3rd gear issue until rectified. Sue Rishman asked if truck should be on road? Workshops advised repairs either monday or tuesday.				
WHS Discussions - Accepted		Moved	Carried	
Motion: The WHS Discussions be accepted		Moved: Michael Ison Seconded: Scott Oliver	Yes	

## General Business

Discussions & Details of Motions	Moved	Carried	Assigned to	Due Date
Debbie Young - Mark Hocking to move to accept Debbie as Ordinary Member of the brigade.	Moved: Mark Hocking Seconded: Warren Mackaway	Yes		
Richard Bell - Colin Dennis move a motion to remove Richard Bell from the brigade registry due to not being deemed a fit and proper member by the brigade executive,	Moved: Col Dennis	Yes		

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.	Seconded: Val Dennis			
Sam Dart - portable lights: why 2 units instead of the original single unit proposed? as per Captain's report, the original one was too big for the truck. Decision made after consultation to get 2 smaller units.				
Colin Dennis move a motion that the brigade accept the over expenditure for the 2015 Christmas party and santa run, as already reimbursed.	Moved: Col Dennis Seconded: Sue Rishman	Yes		
Warren Mackaway - Cans - please make sure you place in the recycling bin allocated. BBQ area please think of where you want it and any ideas for it, to present at the Feb meeting.				
Colin Dennis - drying pole coupling bracket to be replaced. Assess materials needed and present possible prices at next meeting.			W Mackaway and C Dennis	
Val Dennis - possibility of replacing the stove. Sue Rishman to approach Like-Nu Appliances to see if one can be donated.			Sue Rishman	
Sue Rishman - Entertainment Book still awaiting funds. Not doing further fundraising with them.				
Sonia Wright - please bring ideas on where equipment and sand/gravel can be sourced if needed for the BBQ area, and if you know of anyone who can provide these materials.				
Anton Glover - Courses. What is available? It was advised to all members that state training calendar and nomination forms are in kitchen. Ensure member meets all prerequisites before nominating for course.				
Meeting Closed @ 14:35pm				

## Next meeting

Date	Start time	Finish time	Location
21/02/2016	1300hrs	1430hrs	Seahampton Station 40 George Booth Dr Seahampton NSW 2286

### Correspondence in and out January 2016

1. Entertainment booklets participation 2016 – Mark Hocking 21/12/15
2. Vehicle update – Sam Berry – OUT – 15/12/2015
3. Operational brief December – Sally Chester – 20/12/2015
4. Say thank you to your employer – Sally Chester – 21/12/2015
5. Reminder Christmas Eve BBQ – Lakes- 21/12/2015
6. Reminder Christmas Eve BBQ – OUT- 22/12/2015
7. Merry Christmas from the lakes team – Lakes – 22/12/2015
8. Opening and close times for lakes and Wyong teams over Christmas period – Lakes – 22/12/2015
9. Merry Christmas – Scott Pollard – 22/12/2015
10. On the Third day of Christmas – Sam Berry – 22/12/2015
11. Request re rego of Toyota Land cruiser – 27/12/2015
12. AFAC 16 Conference – Lakes – 28/12/2015
13. AFAC 16 Conference – OUT – Mark Hocking – 28/12/2015
14. Happy New Year – OUT – Sam Berry – 29/12/2015
15. Update on Rod March – John Muirhead – 30/12/2015
16. PPC order – Lakes – 4/1/2016
17. First Aid Accreditation – Colin Dennis – OUT – 5/1/2016
18. TFT course Nomination – Peter Bateup – 5/1/2016
19. BF course Nomination Form – Peter Murphy – 6/1/2016
20. Training courses – Colin Dennis - OUT – 7/1/2016
21. Procedure for Starting chainsaw - Peter Murphy – 7/1/2016
22. Procedure for starting chainsaw – OUT – Sam Berry – 7/1/2016
23. Lake Mac Bi annual extinguisher Inspections – Scott Pollard – 8/1/2016
24. MR Learners drivers – OUT – Sam Berry -11/1/2016
25. LDR & SAF Program for 2016 – Peter Murphy 11/1/2016
26. Community Safety Facilitator Course – Peter Murphy – 11/1/2016
27. EOI for RAFT TEAM – Peter Bateup – 12/1/2016
28. Oxy-Viva Checks – Scott Pollard – 12/1/2016



# 2016 – CAPTAIN'S REPORT

Seahampton RFB

January 2016

Good Afternoon All,

We have been activated for 12 Incident Calls this month with 84% of them being Motor Vehicle Fires. We have seen BA used on at least two of those car fires which is a bit step in the right direction for crew safety. 1 particular car fire crews donned BA and wore structural PPC which offered much better protection for crews as it was a Hybrid car full of Lithium Batteries and a burst fuel line.

The extensions are now finalised and complete with some more work and assessments required as it's been noticed that the front right side of the Pad has movement when a vehicle is moved on or off of the pad. A huge thank you to those members who helped with the pavers Warren, Sam C, Ben. In the coming weeks I plan with the assistance of other members to clean the top mezzanine level members are reminded that it's their station also and shouldn't be left to a select few members.

Those members who Met the Criteria have been informed regarding the start of a RAFT in Lake Macquarie, it appears that Seahampton is well represented with at least 4 members indicating their interest. RAFT will be operational withing the District by spring, members interested should keep and eye out for all incoming information as it will happen fairly quickly.

We have been successful in funding for the pelican lighting system through the West Wallsend Underground Colliery community program, once the total funds of \$2800 are received we will purchase two Pelican 9480 Remote Area Lighting System, My decision to purchase two of the smaller stand alone units came after the vote had closed and request had been submitted, members also raised questions due to housing location and size all factors where taken into consideration.

Although no request have been filed for deployments to South Australia or Western Australia I'd like to thank all members for there interest and continued availability for a deployment if required.

The 2016 State Training Calendar is now available [for download](#). The Calendar contains all state level courses that are being run across NSW over the next 12 months.

Thankyou,

Sam Berry  
Captain.

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



## 2016 – PRESIDENT’S REPORT

Seahampton RFB

January 2016

Good Afternoon All,

Welcome back to the start of a new year. I hope all members had a great time with family and friends over the Christmas and New Year holidays.

We had a very successful December with the completion of the 2015 Santa Run throughout Seahampton and O’donnelltown, and also the 2015 Salvo’s Christmas Carols at Macquarie College. Thank you for the great turnout by members who were able to commit to make these events so successful.

Please be reminded the February 2016 General Meeting will be a Special General Meeting. At this meeting, we will adopt the auditor for the Financial Report, and also discuss the new Brigade Constitution. I request all members to attempt to be present at this meeting as it will be discussing the way forward on the operation of the brigade and for the members.

As stated above, and towards the end of last year, I would like to remind all that the Standard Brigade Constitution and Brigade rules will need to be reviewed and adopted by the brigade in the very near future. The brigade executive has been reviewing the current brigade rules to then fit them into the new Proposed Constitution. These will be presented to the general membership for discussion, modification, and possible adoption during the February Special General Meeting, or once the official constitution release has been made by RFS HQ (expected before June 2016)

Some stats for our social media sites and community engagement list are as follows;

- Facebook Community Page: 1597 Likes (as of Jan 16, 2016) This number has grown by at least 200 in the past 6 months.
- Community Email List: 49 local community members (as of Jan 16, 2016) This list is used to disperse information to our immediate community members about incidents, warnings, Comm-Ed, Brigade info for Community, etc.

For more information on these community engagement tools, feel free to discuss with me.

I hope 2016 is a better and stronger year for our brigade and that we continue to grow even further as a brigade.

Cheers,

Mark Hocking

President

Seahampton RFB





## 2015 – TREASURER'S REPORT

Seahampton RFB

NOVEMBER - DECEMBER 2015

Good Afternoon All,

I have pleasure in presenting the Reports for November and December.

In November we were in receipt of the Lake Macquarie yearly subsidy with the vending machine making a very small profit. No major monies were received or expended during this month.

In December our expenditure across all 3 accounts was \$1,536.373 (not including the petty cash expenses) with only \$500 income.

Status of accounts as at 31<sup>st</sup> December is as below

General account	\$ 521.81
Social account	\$ 561.23
Gift account	\$18,307.37
DGR account	\$ 2,432.43
Petty cash balance	\$ 200.00

This brings the total of monies in the Brigade for the month of December to \$22,122.81. This represents a difference of only an extra \$10.92 in the last two months – inspite of our \$700 subsidy and \$500 donation.

I believe that we need to be more mindful of what we have around the station and make use of of these items and recycle what we can, before going out and buying more of the same or an equivalent. We need to be looking at ways to raise and more efficiently use our funds during 2016.

CAN ANYONE ADVISE WHAT HAPPENS TO THE MONIES FOR THE ALUMINIUM CANS THAT WE COLLECT.

Thankyou,

Susan Rishman  
Treasurer

For further information regarding the Treasurer's Report, please contact Susan Rishman via email on [rishorfs@gmail.com](mailto:rishorfs@gmail.com)



# SEAHAMPTON RURAL FIRE BRIGADE

## INCOME AND EXPENDITURE ACCOUNT

for the operating month of November 2015

ABN # 49 277 075 131

	Income	Expenditure	Balances
<b>GENERAL ACCOUNT - c/fwd balance</b>	<b>\$ 510.36</b>		
Lake Mac Council - yearly subsidy	700.00		
Internet - Exetel		49.50	
	<u>700.00</u>	<u>49.50</u>	<b>\$ 1,160.86</b>
<b>SOCIAL ACCOUNT - c/fwd balance</b>	<b>\$ 643.42</b>		
Vending	120.60		
Vending machine expenses - no receipts in folder		106.70	
	<u>120.60</u>	<u>106.70</u>	<b>\$ 657.32</b>
<b>GIFT ACCOUNT - c/fwd balance</b>	<b>\$ 18,537.46</b>		
	<u>0.00</u>	<u>0.00</u>	<b>\$ 18,537.46</b>
<b>DGR ACCOUNT (RFS held) - c/fwd balance</b>	<b>\$ 2,420.68</b>		
Interest received	5.86		
Short noted in October accounts	0.02		
	<u>5.88</u>	<u>0.00</u>	<b>2,426.56</b>
<b>PETTY CASH - General Account (All payments &gt; \$50)</b>		<b>\$ 100.00</b>	
		<u>0.00</u>	<b>\$ 100.00</b>
<b>PETTY CASH - Social Account (All payments &gt; \$50)</b>		<b>\$ 100.00</b>	
		<u>0.00</u>	<b>\$100.00</b>
<b>VENDING MACHINE - previous month balance</b>	<b>\$ 1,101.75</b>		
Sales	120.00		
Purchases		106.70	
	<u>120.00</u>	<u>106.70</u>	<b>\$ 1,115.05</b>

## SEAHAMPTON RURAL FIRE BRIGADE NOVEMBER - ACCOUNT SUMMARY

### BANKED MONIES

General Account	\$ 1,160.86	
Social Account	\$ 657.32	
Gift Account	\$ 18,537.46	
DGR Account	\$ 2,426.56	<b>\$22,782.20</b>

### CASH MONIES ON HAND

Petty Cash	\$ 200.00	<b>\$200.00</b>
Vending Machine - profit	\$ 1,115.05	

### TOTAL MONIES HELD BY BRIGADE

**\$22,982.20**

# SEAHAMPTON RURAL FIRE BRIGADE

## INCOME AND EXPENDITURE ACCOUNT

for the operating month of December 2015

ABN # 49 277 075 131

	Income	Expenditure	Balances
<b>GENERAL ACCOUNT - c/fwd balance</b>	<b>\$ 1,160.86</b>		
Mower belt - reimbursed to Warren Mackaway		54.50	
Petty Cash reimbursement		65.25	
Sim Cards for tablets - Sam Berry		19.80	
Hall Electronics - safety switch		350.00	
Internet - Exetel		49.50	
	<u>0.00</u>	<u>539.05</u>	<b>\$ 621.81</b>
<b>SOCIAL ACCOUNT - c/fwd balance</b>	<b>\$ 657.32</b>		
Vending machine	171.50		
Petty cash reimbursement		51.50	
Fire fighter of Year engraving - reimbursed to Mark Hocking		50.00	
Santa Run lollies		128.65	
Award printing - reimbursed to Mark Hocking		37.44	
	<u>171.50</u>	<u>267.59</u>	<b>\$ 561.23</b>
<b>GIFT ACCOUNT - c/fwd balance</b>	<b>\$ 18,537.46</b>		
Doctor to Your Door donation	500.00		
Gasweld Grinder - reimbursed to Sam Berry		600.00	
Reindeer decoration - reimbursed to Mark Hocking		49.99	
Santa decoration - reimbursed to Mark Hocking		80.10	
	<u>500.00</u>	<u>730.09</u>	<b>\$ 18,307.37</b>
<b>DGR ACCOUNT (RFS held) - c/fwd balance</b>	<b>\$ 2,426.56</b>		
Interest received	5.87		
	<u>5.87</u>	<u>0.00</u>	<b>\$ 2,432.43</b>
<b>PETTY CASH - General Account (All payments &gt; \$50)</b>		<b>\$ 100.00</b>	
Member food		8.00	
Sugar		1.80	
Pay as Go card for Station - returned did not work for what we wanted	26.95	26.95	
Salt / sauce		8.15	
Coffee		20.00	
Batteries and Bags		27.30	
	<u>26.95</u>	<u>92.20</u>	<b>\$ 34.75</b>
<b>PETTY CASH - Social Account (All payments &gt; \$50)</b>		<b>\$ 100.00</b>	
Vending machine - Tiny / Drinks / Chips / Crackling / Nuts		44.75	
Pastic bags		6.75	
		<u>51.50</u>	<b>\$48.50</b>
<b>VENDING MACHINE - previous month balance</b>	<b>\$ 1,115.75</b>		
Sales	171.50		
Purchases		44.75	
	<u>171.50</u>	<u>44.75</u>	<b>\$ 1,242.50</b>

## SEAHAMPTON RURAL FIRE BRIGADE DECEMBER - ACCOUNT SUMMARY

### BANKED MONIES

General Account	\$ 621.81	
Social Account	\$ 561.23	
Gift Account	\$ 18,307.37	
DGR Account	\$ 2,432.43	<b>\$21,922.84</b>

### CASH MONIES ON HAND

Petty Cash	\$ 200.00	<b>\$200.00</b>
Vending Machine - profit	\$ 1,242.50	

### TOTAL MONIES HELD BY BRIGADE

**\$22,122.84**