



MEETING MINUTES - SEAHAMPTON

Meeting: SPECIAL GENERAL MEETING – Ref 2015

Chaired by: Mark Hocking - President

Attendees: Sam Berry, Col Dennis, Val Dennis, Sam Dart, Scott Oliver, Kent De Lange, Ben Wright, Sonia Wright, Stu McCash, Jack Parsons, Alex Gregg, Anton Glover, Brittne Iles, James Otmar-Clare, Nikki Hannison

Location: Seahampton RFB
40 George Booth Dr
Seahampton NSW 2286

Date and time: 19th April 2015 – 1311hrs

Minutes by: Sue Rishman – Treasurer

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 Ison	Sam Headley	Michelle Lee
Jeremy Worth	Mick Cooksley	Sam Clempson
Kerry Schwetz	Chris Smith	Michael Zerbes
Angie Hesketh	Elise Spruce	
Minutes from Previous Meeting – Accepted	Moved	Carried
Motion: The minutes be accepted as true and correct	Moved: Ben Wright Seconded: Val Dennis	YES

Apologies be accepted	Moved	Carried
Motion: That the apologies be accepted	Moved: Ben Wright Seconded: Stu McCash	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
Horn Rectification Recycling of cans Plaque costs for Mick Cooksley – no answers yet ANZAC wreath - organised			

Minutes from Previous Meeting - Accepted	Moved	Carried
Motion: The minutes be accepted as true and correct	Moved: Ben Wright Seconded: Val Dennis	YES

Correspondence

Correspondence IN	
RFSA Grant Applications	PO Box
BMT Meeting	AF Nominations
RFSA Volunteer Recognition Program	Entertainment Books
Safety Permit Book recall	

Correspondence OUT	
Postal box – cancelled	Asbestos protocol
Work Place Injury	Station Phone
Group Captain	HR Availability
Entertainment Books	SGM Notice
Minutes	

Business Arising	Carried	Assigned to	Due Date
Nothing arising			

Correspondence - Accepted	Moved	Carried
Motion: The Correspondence be accepted as true & correct	Moved: Scott Oliver Seconded: Ben Wright	YES

Captain's Report

Please See Attached Report

Captain's Report - Accepted	Moved	Carried
Motion: The Captain's Report be accepted	Moved: Ben Wright Seconded: Val Dennis	YES

President's Report

Please See Attached Report

President's Report - Accepted	Moved	Carried
Motion: The President's Report be accepted	Moved: Ben Wright Seconded: Sonia Wright	YES

Treasurer Report

Please See Attached Report

Treasurer's Report - Accepted	Moved	Carried
Motion: The Treasurer's Report be accepted	Moved: Ben Wright Seconded: Val Dennis	YES

WHS

RFD course	CAT 1 – line / break system slight leak – please let OIC or Captain know immediately we have an issue
Asbestos letter from Shane Geerin. Copies to go into trucks – please ensure you read. Col requested all gear have names noted for ease of return should it be required to be sent away	Ben Wright – fuel leak in whipper snipper still

WHS Report - Accepted	Moved	Carried
Motion: That the WHS report be accepted	Moved: Col Dennis Seconded: Ben Wright	YES

General Business

Discussions & Details of Motions	Moved	Carried	Assigned to	Due Date
Brigade executive presented rules for discussion on active test for ordinary and probationary – Constitution and Brigade Rule. Sam Dart against 50% of meetings. Col spoke against % should be figures. Lengthy discussion surrounding Active Test Wording for all Ordinary Members, with many wording changes. Mark Hocking moves a motion to amend the Brigade Constitution "Regularly Participates in Brigade Activities" to now read " attends at least 8% of Crew Weekends (Consisting of Saturday, Sunday or Monday)/Training Days/Brigade Managed Community Events, 10% of Operational Requirements (Hazard Reductions, Incidents, Service Requests), and 50% General "	Moved: Mark Hocking Seconded: Ben Wright	YES		

Meetings (Including maximum of 1 Apology) for the 12 months prior to the last General Meeting before the Annual General Meeting, or as determined by motion carried at an Executive Committee Meeting”				
<p>Lengthy discussion surrounding Active Test Wording for all Probationary Members.</p> <p>Mark Hocking moves a motion to amend the Brigade Rule 5 – Probationary Members to now read “Probationary Members must fulfil the below criteria to be eligible to be voted in as an Ordinary member of the brigade after serving the term of probation.</p> <ul style="list-style-type: none"> • Attends at least 15 Crew Weekends (Consisting of Saturday, Sunday or Monday), Training Days, or Brigade Managed Community Events • Attend at least 3 General Meetings (Excluding Apologies) • Transferring, qualified members to complete 5% of Operational Requirements (Hazard Reductions, Incidents, Service Requests). <p>All probationary members have the right to submit a case to the Brigade Executive for exemption to the above requirements. These will be determined on a case by case basis for presentation at the following General Meeting.”</p>	<p>Moved: Mark Hocking</p> <p>Seconded: Sonia Wright</p>	YES		
Chris Smith – Be accepted as an ordinary member	<p>Moved: Mark Hocking</p> <p>Seconded: Sam Dart</p>	YES		
Kerry Schwartz – be accepted as an ordinary member	<p>Moved: Mark Hocking</p> <p>Seconded: Sonia Wright</p>	YES		
Steven Schwartz – extend probation period 3 months	<p>Moved: Mark Hocking</p> <p>Seconded: Sonia Wright</p>	Yes		
RFSA Grant – applying for 2 electric winders for hose reels on Cat 1				
Alex Shaw – Introduction to members. Alex is becoming a dual member from Gloucester area				
<p>Sonia – Saltwater Markets 3rd May. Everything organised. Gift for organisers, as it is their 3rd birthday.</p> <p>Moved: gift be purchased to value of \$60</p> <p>Sam Dart against.</p>	<p>Moved: Sonia Wright</p> <p>Seconded: Ben Wright</p>	YES		
ANZAC Wreath to be organised by Val for West Wallsend. Wreath be purchased to the value of \$75. Everyone encouraged to attend in uniform.				
Stu thanked those who attended to work around station.				

Ben commented about the gardens needing to be cleaned up – Sam advised for the gardens to wait for once the extensions were organised.				
Sue – Entertainment books now out – encourage friends to by from link to our website. All members please share the purchase link with their social circles.				
<p>Sam – in house BF course – waiting on date to be confirmed – 16 people. Pushing back to Group Captains to organise courses</p> <p>Identifiers in jackets / PC</p> <p>BA gear – no laundrymat tendered to have gear washed</p> <p>Weekly checks – missing / broken / misplaced / damaged. More responsibility with checks</p> <p>AFFF to be returned to Fire Control – ALL to be replaced.</p> <p>Meeting closed 1502</p>				

Next meeting

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



2014 – CAPTAIN'S REPORT

Seahampton RFB

16th Nov 2014

Good Afternoon All,

It's been a steady month in respect to calls for the Month, we have had 13 calls with 85% of these being of a village category there was a rise in the calls that we attended being of MVA as we had a significant increase of traffic in our area due to the Easter period. We have attended 70% of calls in 6 minutes or less.

The lakes team championship is being held on the 23rd of May and the calling for teams will be sent this afternoon. Each team will consist of 5 members, 5 members will be required to complete the event with one of these members being designated CL.

The RFSA Grant has been submitted by Mark Hocking, however due to time constraints we had little consultation with the brigade however I can inform you of what we applied for, 2x hose electronic reel winders for the rear of the cat 1 coming in at a total of \$5010.

Station extensions have come to a slight stop as council are now requesting a further 2 quotes to meet their requirements for building applications within the council process, word from fire control is that works have been approved once the other quotes are sent through to fire control.

As most of you would have seen now the pager messages have been changed they are now listing the location of the incident, as soon as state dispatch takes over in Homebush we will see further changes go to – Incident call then location, MVA then location and Structure Fire then location. These will be the only types of messages we will receive regarding incidents once the change happens.

Crew weekends will require the OIC to complete a checklist for work to be conducted whilst their crew is here at the station this new process is to ensure that members are up here completing required brigade duties and then completing their personal duties.

1st aid courses will now be run in-house or inter brigade as the demand is too high for fire control to maintain, I ask any member needing 1st aid refresher contact me and any new members requiring this qualifications contact me.

Rod Marsh who is the fleet manager at WYONG FCC had a primary Tumour in the kidneys. Despite ending up with a punctured lung he is home from hospital. He is currently weighing up various options for further treatment including the possibility of a new trial cancer treatment at Westmead. I would like to pass on any further words from the brigade, if any one would like me to forward anything to him please advise me after this meeting.

Thankyou,

Sam Berry

Captain.

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

Seahampton Rural Fire Brigade - Activity Report

For Period: 15/03/2015 To: 19/04/2015

Incident Category and Types

Category	%	Incident	%	Qty
False Alarm	15%			
		Good Intent	8%	1
		Legal Burn	8%	1
Village	85%			
		Motor Vehicle Accident	38%	5
		Motor Vehicle Fire	8%	1
		Oil Spill/Fire	8%	1
		Rubbish Fire	15%	2
		Shed Fire	8%	1
		Tree Down	8%	1
Total Calls:				13

Turnouts

Time	Qty	%
0	4	40%
2	1	50%
6	2	70%
8	2	90%
10	1	100%
Total:	10	

Areas

Brigade Name	Qty	%
Cameron Park	3	23%
Cooranbong	1	8%
FRNSW	1	8%
Killingworth	3	23%
Seahampton	5	38%
Total Calls:	13	

Incident Category and Types - YTD

Category	%	Incident	%	Qty
Bush	6%			
		Bush Fire	3%	1
		Grass Fire	3%	1
False Alarm	8%			
		Good Intent	6%	2
		Legal Burn	3%	1
Village	86%			
		Motor Vehicle Accident	39%	14
		Motor Vehicle Fire	22%	8
		Oil Spill/Fire	3%	1
		Rubbish Fire	8%	3
		Shed Fire	6%	2
		Tree Down	8%	3
Total Calls:				36

Turnouts - YTD

Time	Qty	%
0	4	15%
1	1	19%
2	1	23%
4	2	31%
5	2	38%
6	3	50%
7	3	62%
8	4	77%
9	3	88%
10	1	92%
11	1	96%
13	1	100%
Total:	26	

Areas - YTD

Brigade Name	Qty	%
Awaba	2	6%
Cameron Park	6	18%
Cooranbong	1	3%
Dora Creek	1	3%
FRNSW	2	6%
Killingworth	9	26%
Seahampton	9	26%
Wakefield	4	12%
Total Calls:	34	

Man Hours

Type	Hours	%
Primary	22	31%
Support	49	69%
Total:	72	

Man Hours - YTD

Type	Hours	%
Primary	59	27%
Support	162	73%
Total:	220	

Active Test - Last 12 Months

Sunday, 19 April 2015

11:20:48

Name	Financial	Meetings	Insp	Calls	%	Active	Total Calls: 151
Berry, Sam	Yes	3	5	27	18%	Active	
Codner, Joshua	No	1	1	2	1%	Not Active	
Cooksley, Michael	Yes	3	5	26	17%	Active	
Dart, Sam	Yes	2	11	34	23%	Not Active	
Davis, Krystal	Yes	4	8	29	19%	Active	
De Lange, Kent	Yes	4	8	35	23%	Active	
Dennis, Colin	Yes	6	6	70	46%	Active	
Dennis, Val	Yes	5	8	61	40%	Active	
Ginn, Anthony	No					Not Active	
Hedley, Sam	Yes	5	4	12	8%	Active	
Hesketh, Angela	Yes	4	16	34	23%	Active	
Hocking, Mark	Yes	5	4	36	24%	Active	
Hudson, Nathan	No		1	8	5%	Not Active	
Ison, Michael	Yes	4	2	9	6%	Not Active	
Jelly, Andrew	No			1	1%	Not Active	
Mackaway, Warren	Yes	9	12	83	55%	Active	
McCash, Stuart	Yes	5	14	20	13%	Active	
Member, Other RFS	No			4	3%	Not Active	
Murphy, Peter	No					Not Active	
Norris, Brieana	No	1	1			Not Active	
Oliver, Scott	Yes	5	1	4	3%	Not Active	
Pitkin, Benjamin	No	3	3	34	23%	Active	
Rishman, Susan	Yes	5	2	3	2%	Not Active	
Smith, Christopher	No	3	3	5	3%	Not Active	
Worth, Jereme	Yes	6	12	38	25%	Active	
Wright, Benjamin	Yes	6	4	42	28%	Active	
Wright, Sonia	Yes	7	1	21	14%	Not Active	
Zerbes, Michael	No	2	6	2	1%	Not Active	



2015 – PRESIDENT'S REPORT

Seahampton RFB

APRIL 2015

Good Afternoon All,

It has been a reasonably quiet month for all.

The brigade Financial Records and Minutes have been sent to the Auditor for completion of the 2014-2015 Financial Report.

Be advised that the 2015 Annual General Meeting Notice and Nominations will be sent out at the conclusion of the May General Meeting. Please start considering the positions available and whether you wish be involved within the brigade in a voted position. All positions (Operational and Administrative) are available at this upcoming AGM.

The Final brigade active list will be compiled at the May Exec meeting. This will be released to all members to make it clear who is eligible to vote for the Operational Roles at the AGM. If you are unsure if you will be deemed active or not, please check with Sam or myself and we can give you an indication so you can increase during this next month before the meeting.

Cheers,

Mark Hocking

President

Seahampton RFB

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



2015 – TREASURER'S REPORT

Seahampton RFB

MARCH 2015

Good Afternoon All,

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

This month saw us have a very successful fundraising day at the Edgeworth Town Centre. For all of those who helped in the week leading up to the day and on the day a very big thankyou for your efforts. It saw the Brigade net \$1,380.42 for the day. I feel sure that the Brigade will benefit a great deal from these funds.

A big thankyou needs to be made loud and clear to those generous people of the Town Square who got behind the Brigade in a huge way. Nearly all the supplies for the day were donated, along with their generous donations for the hourly giveaways.

We saw the monies received from Donaldson Coal for the Air Monitoring station come through this month. This was in the value of \$1,500 – however we need to remember that these monies were already committed to the light fitout for the Cat 1.

Balances of accounts at the end of March were

General	\$ 1,814.73
Social	\$ 262.15
Gift	\$17,645.63
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

Wrist bands sales are still coming along – we have collected \$21 for these through the month of March.

The vending machine profits have been used this month for repairs, but we have still maintained a healthy profit for the year so far of \$798.12.

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 March 2015

ABN # 49 277 075 131

	Income	Expenditure	Balances
GENERAL ACCOUNT - c/fwd balance	\$ 139.34		
Donaldson Coal Donation	1,500.00		
Supercheap Autos - Shine for Truck		53.76	
Printer Ink		142.55	
Transfers from Gift Account (Operational Expenses)	500.00		
Petty Cash - January no reimbursed		23.95	
Petty Cash - March		54.85	
Internet - Exetel		49.50	
	<u>2,000.00</u>	<u>324.61</u>	\$ 1,814.73
SOCIAL ACCOUNT - c/fwd balance	\$ 621.67		
Vending Machine	234.50	131.70	
Petty Cash - January no reimbursed		101.90	
Petty Cash - March		30.00	
Transfer to General Account (Operational expenses)	200.00		
Meeting day lunch		50.42	
Vending Machine repairs		280.00	
Petty Cash float for Edgeworth Fundraising Day		200.00	
	<u>434.50</u>	<u>794.02</u>	\$ 262.15
GIFT ACCOUNT - c/fwd balance	\$ 16,618.38		
Bunnings - Station BBQ		297.00	
Rural Fire Credit	422.83		
Transfer to General Account (Operating Expenses)		500.00	
Transfer to Social Account (Operating Expenses)		200.00	
<i>Fundraising Day - Edgeworth Town Centre</i>			
Joes Meats		70.00	
Table Clothes / Gloves		30.40	
Band Sales	21.00		
Donation - Stockton Chemmart	250.00		
Eggs		65.53	
Helmets / Stickers		70.95	
Various bankings	1,692.30		
Flowers for Centre Manager		60.00	
T-Shirt - Colouring competition winner and posters		65.00	
	<u>2,386.13</u>	<u>1,358.88</u>	\$ 17,645.63
DGR ACCOUNT (RFS held) - c/fwd balance	\$ 2,368.08		
Transfers to General Account (Operating Expenses)			
Transfer from Social Account			
Interest received			
	<u>0.00</u>	<u>0.00</u>	\$ 2,368.08
PETTY CASH - General Account (All payments > \$50)		\$ 100.00	
Silicon		18.90	
Glendale Nextra		19.95	
Coffee		16.00	
Reimbursement	54.85		
	<u>54.85</u>	<u>54.85</u>	\$ 100.00
PETTY CASH - Social Account (All payments > \$50)		\$ 100.00	
Ice for fundraising day		30.00	
Reimbursement	30.00		
	<u>30.00</u>	<u>30.00</u>	\$100.00
VENDING MACHINE - previous month balance	\$ 1,094.82		
Sales	234.50		
Purchases		131.70	
Repairs		280.00	
Write off of stock due to damage to vending machine		119.50	
	<u>234.50</u>	<u>531.20</u>	\$ 798.12

SEAHAMPTON RURAL FIRE BRIGADE MARCH - ACCOUNT SUMMARY

BANKED MONIES		
General Account	\$ 1,814.73	
Social Account	\$ 262.15	
Gift Account	\$ 17,645.63	
DGR Account	\$ 2,368.08	\$22,090.59
CASH MONIES ON HAND		
Vending Machine	\$ 798.12	
Petty Cash	\$ 200.00	\$998.12
TOTAL MONIES HELD BY BRIGADE		<u>\$23,088.71</u>



SEAHAMPTON RURAL FIRE BRIGADE

40 George Booth Dr
Seahampton NSW 2286
Ph/Fax: 02 4955 1979
A.B.N.: 49 277 075 131
<http://www.seahamptonrfb.com>

Subject: ADOPTED Active Test Constitution Ammendments

Date: 19 / 04 / 2015

Please see below re-worked Active Test for Ordinary Members. The section in BOLD is the ADOPTED changes by the members at the April 2015 Special General Meeting.

6.5 Members Voting

6.5.1 Probationary and junior members cannot vote at any meeting or in any election.

6.5.2 Only members who are ordinary members who meet all the following criteria:

- (a) regularly participate in the Brigades' activities;
- (b) are available to attend fire calls; and
- (c) if the Brigade has set an annual subscription, have paid that subscription
may vote in an election of field officers.

"Regularly participate in the Brigade's activities" means **attends at least 8% of Crew Weekends (Consisting of Saturday, Sunday or Monday)/Training Days/Brigade Managed Community Events, 10% of Operational Requirements (Hazard Reductions, Incidents, Service Requests), and 50% General Meetings (Including maximum of 1 Apology) for the 12 months prior to the last General Meeting before the Annual General Meeting, or as determined by motion carried at an Executive Committee Meeting.**

6.5.3 If there is a dispute as to whether a member is entitled to vote in the election of field officers, that dispute must be decided by the district manager before the election.

For further information, or clarification on this information, feel free to contact me on president@gmail.com.

Thank you,

Mark Hocking
President
Seahampton Rural Fire Brigade



Brigade Rule 5 – Probationary Members

RATIONALE

This rule is designed to identify criteria for considering satisfactory performance by a probationary member for consideration to be accepted as an Ordinary Member under the provisions of Clause 5.3.6 (a) of the Brigade's Constitution.

Clause 5.3.6

An ordinary member is a person who has:

(a) satisfactorily completed a probationary period of at least six months; and

RULE

Probationary Members must fulfil the below criteria to be eligible to be voted in as an Ordinary member of the brigade after serving the term of probation.

- **Attends at least 15 Crew Weekends (Consisting of Saturday, Sunday or Monday), Training Days, or Brigade Managed Community Events**
- **Attend at least 3 General Meetings (Excluding Apologies)**
- **Transferring, qualified members to complete 5% of Operational Requirements (Hazard Reductions, Incidents, Service Requests).**

All probationary members have the right to submit a case to the Brigade Executive for exemption to the above requirements. These will be determined on a case by case basis for presentation at the following General Meeting.

AMENDMENTS