



MEETING MINUTES - SEAHAMPTON

Meeting: GENERAL MEETING – Ref #12
Chaired by: Ben Wright – Vice President
Attendees: Ben Wright, Warren Mackaway, Michael Ison, Scott Oliver, Val Dennis, Col Dennis, Angela Hesketh, Sonia Wright, Mick Cooksley, Sam Hedley, Chris Smith, Jereme Worth, Ryan Domandl
Location: Seahampton RFB
40 George Booth Dr
Seahampton NSW 2286
Date and time: 21/09/2014 – 1337
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

Sue Rishman	Mark Hocking	Sam Berry
Krystal Miosge	Michael Zerbes	Kent DeLange
Sam Dart		

Apologies - Accepted	Moved	Carried
Motion: The apologies be accepted	Moved: Angela Hesketh Seconded: Sonia Wright	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
Open day successful- 35 visitors, 2 new members and \$20 donation	N/A	N/A	N/A
Operational Safety Day – Both trucks given ok	N/A	N/A	N/A
Fire Ground Radios New/Old stock coming from fire control,	N/A	John Muirhead	Unknown

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: Angela Hesketh Seconded: Jereme Worth	Yes

Correspondence

Correspondence IN	
EOI State Mitigation Crew Member	Changes to Wyong Catering Email address
PPE/PPC Requests – Not being received by fire control	Problem with Probationary Members Warren Mackaway
Nominations for Wyong BF Course (No one successful)	Applications open for Volunteer Support Program
Road closure notification – Speers point	Email from Shane Saxby RE: Facebook post incorrectly displaying title
Treasurers Report from Sue Rishman	Road Closure notification – Seeham street

Correspondence OUT	
Meeting Minutes from August	Road Closure Notification for speers point and Seaham road
Wyong Catering change of email address	EOI for state mitigation crew member

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: Val Dennis Seconded: Angela Hesketh	Yes

Captain's Report

No Attached Report

Captain's Report - Accepted	Moved	Carried
Sam Sends his appreciation for all those involved in the open day	Moved: Val Dennis Seconded: Col Dennis	Yes
Motion: The Captain's Report be accepted		

President's Report

No Attached Report

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

Treasurer Report

Please See Attached Report

Business Arising	Carried	Assigned to	Due Date
Michael Ison to ask Sue if she has received the donation for \$20	Yes	Michael Ison	19/10/2014

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

Workplace Health & Safety

Business Arising	Carried	Assigned to	Due Date
Fire Ground Radios still missing	Yes	John Muirhead	ASAP
Injury at station recorded. Mark Hocking filed paperwork with Fire Control,	N/A	N/A	N/A
New Hazard Reporting forms located on the blackboard in the kitchen	N/A	ALL MEMBERS	N/A
Out of Service tags also located in the kitchen, Please use these to tag equipment which should not be operated or have faults (Including faulty Hoses)	N/A	ALL MEMBERS	N/A

WHS - Accepted	Moved	Carried
Motion: Members Accept the business arising from the WHS section	Moved: Colin Dennis Seconded: Sonia Wright	Yes

General Business

Discussions & Details of Motions	Moved	Carried	Assigned to	Due Date
Michael Ison – Alarm Codes have been organised; There have been some concerns with old codes being reused by Fire Control. John Muirhead is working through them.	Michael Ison	N/A	Sam Berry/John Muirhead	ASAP
Michael Ison – Some probationary members have problems on the system at Fire Control, Michael and Mark Hocking to work though variances and correct Fire Controls records	Michael Ison	N/A	Michael Ison/Mark Hocking	19/10/2014
Michael Ison – Problems with PPE/PPC orders going to fire control. Just a reminder that the database requires Outlook to be open to function. I have set it up so that outlook will run when the computer is switched on. If you see outlook running don't close it, leave it alone.	Michael Ison	N/A	All Members	N/A
Welcome to Ryan Domandl who has recently been accepted by the executive committee	Warren Mackaway	N/A	All Members	N/A
Colin Dennis – Cat 7 GRN, issues exist with performance. During fire call 20/09/2014, Cat 7 was	Colin Dennis	Yes	Warren Mackaway	ASAP

barely readable. Cat 7 is unable to transmit if shed door is closed.				
Can Fire control investigate the issue, Warren Mackaway to follow up fire control in relation to the problem				
Colin Dennis – Wickham Park Hotel fund raiser, Have we done an activity proposal for this event? And where is this event up to?	Colin Dennis	N/A	Warren Mackaway	01/10/2014
Warren Mackaway to follow up Mark Hocking				
Colin Dennis – Electronic Sign on sheets where is this up to.	Colin Dennis	N/A	Sam Berry	19/10/2014
Sam Berry still investigating the issue				
Meeting Held @1400 – Incident Call				
Meeting resumed @ 1415				
Mick Cooksley to print out notice for sign on board to say please remember to sign in and electronic sign on sheets are still being repaired	Mick Cooksley	Yes	Mick Cooksley	01/10/2014
Sonia Wright – When is the Wickham Park Hotel Function?	Sonia Wright	N/A	N/A	N/A
26 th October as per Mark's Facebook Post				
Warren Mackaway – Raised motion to accept Kent as ordinary member	Warren Mackaway Seconded: Sonia Wright	Yes		N/A
Motion raised for Mick Cooksley to price <ul style="list-style-type: none"> Intrinsically safe portable fire ground radios for BA sets LED Lights for fire ground lighting system 	Warren Mackaway Seconded: Val Dennis	Yes	Mick Cooksley	19/10/2014
Responding LED lights to be installed by Auto Electrician	Mick Cooksley	Yes	Warren Mackaway	19/10/2014
No one is to touch Val's black step ladder	Val Dennis	Yes	All Members	N/A
Cat 7 Radio – Michael Ison was unable to accurately transmit message from Cat 7 during today's incident call. Soon after transmission the radio switched off and seemed to reboot, taking close to 60 seconds Warren to organise a portable PMR from Fire Control as a temporary measure for the Cat 7	Mick Cooksley	Yes	Warren Mackaway	ASAP

Meeting Closed @1434

Next meeting

Date	Start time	Finish time	Location
19/10/2014	1300hrs	1430hrs	Seahampton Station 40 George Booth Dr Seahampton NSW 2286



2014 – TREASURER'S REPORT

Seahampton RFB

AUGUST 2014

Good Afternoon All,

Please accept my apologies that I am not here to deliver this monthly report.

There were minimal expenses incurred during the month of August, which means that our accumulated funds have stayed pretty much the same.

We did have a good result with the Saltwater Markets, with a congratulations to all involved on the good result, on behalf of the Brigade.

I have inadvertently deposited into the Social account the amount of \$10.30 which needs to be transferred to the Gift account. A small amount of monies was deposited into the bank account from the Vending Machine, however this did not happen until the 2nd September, this is why the amount is less than last month.

Please accept this report as a record of the Brigade monies as at 31st August, 2014.

Thankyou,

Susan Rishman

Treasurer

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

SEAHAMPTON RURAL FIRE BRIGADE

INCOME AND EXPENDITURE ACCOUNT

for the operating month of August 2014

ABN # 49 277 075 131

	Income	Expenditure	Balances
GENERAL ACCOUNT - c/fwd balance	\$ 43.22		
Membership fees received	4.00		
Transfers from Social account	460.00		
Labelmaker ink		-89.00	
Internet - Exetel		-49.50	
	<u>507.22</u>	<u>-138.50</u>	\$ 368.72
SOCIAL ACCOUNT - c/fwd balance	\$ 337.48		
Transfer to General account		-460.00	
Vending Machine	96.50		
Saltwater Markets - petty cash float	200.00	-200.00	
Saltwater Markets costs	1,016.00	-276.47	
Helmets donations - needs to be transferred to Gift account	10.30		
	<u>1,660.28</u>	<u>-936.47</u>	\$ 723.81
GIFT ACCOUNT - c/fwd balance	\$ 17,888.54		
Interest received	\$ 54.46		
Saltwater donations	166.50		
	<u>220.96</u>	<u>0.00</u>	\$ 18,109.50
DGR ACCOUNT (RFS held) - c/fwd balance	\$ 2,229.56		
Transfers to General Account (Operating Expenses)			
Transfer from Social Account			
Interest received	5.93		
	<u>5.93</u>	<u>0.00</u>	\$ 2,235.49
PETTY CASH - General Account (All payments > \$50)		\$ 100.00	
		<u>0.00</u>	\$ 100.00
PETTY CASH - Social Account (All payments > \$50)		\$ 100.00	
		<u>0.00</u>	\$ 100.00
VENDING MACHINE - previous month balance	\$ 524.50		
Sales	96.50		
Purchases	<u>96.50</u>	<u>0.00</u>	\$ 621.00

SEAHAMPTON RURAL FIRE BRIGADE

AUGUST - ACCOUNT SUMMARY

BANKED MONIES		
General Account	\$ 368.72	
Social Account	\$ 723.81	
Gift Account	\$ 18,109.50	
DGR Account	\$ 2,235.49	\$21,437.52
CASH MONIES ON HAND		
Vending Machine	\$ -	
Petty Cash	\$ 200.00	\$200.00
TOTAL MONIES HELD BY BRIGADE		<u>\$21,637.52</u>