



Meeting Minutes - Seahampton

Meeting: GENERAL MEETING – Ref #APRIL2016
Chaired by: Mark Hocking - President
Attendees: Sam Berry, Warren Mackaway, Sam Hedley, Ben Wright, Sam Dart, Ryan Domandl, Jack Parsons, Elltiki Spruse, Michael Scales, Michael Zerbes, Debbie Young, Brittne Iles, Kerrie Schwetz, Steven Schwetz, Scott Oliver
Location: Seahampton RFB
40 George Booth Dr
Seahampton NSW 2286
Date and time: 1307hrs
Minutes by: Sue Rishman - Treasurer

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

Sam Clempson	Alex Gregg	Angie Hesketh
Col Dennis	Val Dennis	Nicki Hennison
Anton Glover	Sonia Wright	Krystal Davis

Apologies - Accepted	Moved	Carried
Motion: The above apologies be accepted as true & correct	Moved: Ben Wright Seconded: Michael Scales	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
No meeting held due to no quorum - Special General Meeting from February 2016 Nothing arising			

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: Steve Schwetz	Yes

Correspondence

Correspondence IN
Please See Attached List

Correspondence OUT
Please See Attached List

Business Arising	Carried	Assigned to	Due Date
Discussion - no key for gate across Road issued to brigade. Shane Saxby has it if needed.			

Correspondence - Accepted	Moved	Carried
Motion: The Correspondence presented be accepted as true & correct	Moved: Michael Zerbes Seconded: Brittne Iles	Yes

Captain's Report

Please See Attached Report

Captain's Report - Accepted	Moved	Carried
Motion: The Captain's Report be accepted	Moved: Michael Zerbes Seconded: Steven Schwetz	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: Brittne Iles	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 & any bills listed be paid	Moved: Ben Wright Seconded: Kerry Schwetz	Yes

Workplace Health and Safety

Business Arising from previous Minutes	Carried	Assigned to	Due Date
Cat 7 flooring has been rectified			
Emergency light standards			
External station light - left side front corner needs maintenance		Mark Hocking	

Discussions & Details of Motions	Moved	Carried	Assigned to	Due Date

WHS Discussions - Accepted	Moved	Carried
Motion: The WHS Discussions be accepted	Moved: Warren Mackaway Seconded: Michael Zerbes	Yes

General Business

Discussions & Details of Motions	Moved	Carried	Assigned to	Due Date
Ben Wright - alarm system. Sam advised it is in the list of jobs awaiting actioning from fire control. Slab moving - Fire Control have signed off on it.				
Sam Hedley - sledge axe for Cat 1 Moved to spend upto \$40 to purchase 2 sledge axes for adding to both trucks.	Moved: Sam Hedley Seconded: Sam Dart	Yes	Warren Mackaway	
Mark Hocking - up to 6 packs of water per order due to Brigade being on tank water.				

<p>New Constitution has been pushed back to October 2016 at this stage.</p> <p>Hose drying pole - only those using the pole be around it.</p> <p>Activity proposals - soon to change. Going to electronic forms.</p> <p>Volunteer Appreciation Day - next meeting will be Saturday and not Sunday. Via facebook / text etc an indication of your attendance - numbers for catering. Includes family members - are you going on truck? Mark to put out google form today.</p> <p>Nominations for administrative positions will come out with the AGM notification along with instructions as to how to nominate.</p>				
<p>Sam Berry - air within BA cylinders. Have a batch of contaminated air. Please advise if you notice. Smell making persons lightheaded.</p> <p>New incident page - location and not incident. Relying on information from 000.</p> <p>Rubbish on fireground - please remove all rubbish.</p> <p>Anton Glover has been cleared for training. Not on truck for operational until approx 12/5/16 depending on clearance.</p> <p>Glass inserts for BA operators. \$16.70 each. Moved to spend up to \$70 on the purchase of 4 BA mask inserts for operators that wear glasses.</p> <p>2016 AGM voting is for administrative positions only. List of ineligible: Alex Gregg, Ben Pitkin, Jereme Worth, Michelle Lee, Nathan Hudson (non-financial), and Ernest Staszek (Probationary).</p> <p>7th June - possible Scout visit. Helpers will be required - more information will be coming out later.</p>	<p>Moved: Sam Berry Seconded: Mark Hocking</p>	<p>Yes</p>	<p>Sam Berry</p>	
<p>Debbie Young - BBQ area what is happening. Replied by Warren as to possibility of where and then find out what we are able to do ourselves. Mark requested members to put in drawing with ideas and submit.</p>				

Meeting closed at 13:47				

Next meeting

Date	Start time	Finish time	Location
14/05/2016 (Sat)	1300hrs	1430hrs	Seahampton Station 40 George Booth Dr Seahampton NSW 2286



2016 – CAPTAIN'S REPORT

Seahampton RFB

April 2016

Good Afternoon All,

With the yearly stats only having 2 months left in it. From the 17th of May 2015 we have been activated for 136 Incident Calls 10 operational request totalling to a number of 146 Incident calls and or Operational Request.

These stats are based on the 38 members we have on our books, if we add all the members incident calls as a whole the total number comes to 698 which gives us an average number of 18.36 rounding that down since 17th of May 2015 the average member has attended 18 calls. With one member attending a total of 83 calls and some not attending any at all.

As a brigade we have completed 34 Crew Weekends, 33 Training Days and 6 Community events giving a total number of 73 days all together. Once again based on the number of 38 members on the brigade books and adding up every members individual days that gives a total number of 637 which gives us an average number of 16.76 rounding that up will give an average 17 days completed by members with one member attending a total of 49 days and some not attending at all. I will endeavour to supply these stats monthly on the Facebook page and in my reports.

At incidents Fire Investigation has asked that that we obtain the cause of origin if possible, this process will assist in the investigation and deployment of the required personnel. All brigade drivers are to complete the brigade driver endorsement form and either supply a copy of your license or allow me to sight it. The district are looking to change all call signs for district vehicles, only thing that will change in the Red Fleet will be pumpers will not be called pumpers not Cat 10 or 11

The paging and GRN / PMR system is going to be down for scheduled maintenance, I will advise of these dates when they come to hand. The 2016 Championship to be held on Sunday 3rd July 2016 and Eraring Power Stations, EOI will go out shortly and crews organised.

FYI, in 2013 legislation introduced new Working with Children Check (WWCC) requirements in NSW. These requirements are being phased in over five years and the NSW RFS' implementation date is 1 October 2015. In short, RFS members who deliver face to face school cadet training for more than one session, will need a WWCC.

Thankyou,

Sam Berry
Captain.

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



2016 – PRESIDENT'S REPORT

Seahampton RFB

APRIL 2016

Good Afternoon All,

We have had a very quiet previous 2 months surrounding the administration of the brigade. Thankyou to those that attended for last month's meeting even though we didn't receive the numbers to run the meeting.

Please be reminded the May 2016 General Meeting will be moved to the Saturday before, 14/05/2016 at 1300hrs. This is due the the District Volunteer Appreciation Day being held on the normal meeting sunday. Please make every effort to attend this meeting.

Constitution Update: The service implementation has been pushed back again to at least October 2016. For this reason, our brigade AGM for 2016 will be run according to the current Constitution and rules. The modified rules will not be in effect until further notice.

AGM Official Notification will be sent via email this week so please keep an eye out for it.

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

- Facebook Community Page: 1612 Likes (as of April 17, 2016) This number has grown by at least 300 in the past 6 months.
- Community Email List: Remains at 49 local community members (as of April 17, 2016).

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

Thankyou,

Mark Hocking
President.

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



2016 – TREASURER'S REPORT

Seahampton RFB

FEBRUARY 2016

Good Afternoon All,

I have pleasure in presenting the report for the month of February.

Income and expenditure as per disclosed.

Status of accounts as at 29th February is as below

General account	\$ 419.53
Social account	\$ 586.58
Gift account	\$ 22,303.71
DGR account	\$ 2,443.84

This brings the total of monies in the Brigade for the month of February at \$25,753.66.

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 2016

ABN # 49 277 075 131

	Income	Expenditure	Balances
GENERAL ACCOUNT - c/fwd balance	\$ 483.81		
Member fees	5.00		
Sim Cards for tablets - Sam Berry - February 2016		19.80	
Icebricks - Warren Mackaway		13.98	
Whippersnipper Repair - Warren Mackaway		58.00	
Station member supplies - Warren Mackaway		28.00	
Petty Cash rebanking	100.00		
Internet - Exetel		49.50	
	<u>105.00</u>	<u>169.28</u>	\$ 419.53
SOCIAL ACCOUNT - c/fwd balance	\$ 490.54		
Vending Machine - Warren Mackaway		40.00	
Vending Machine	64.45		
Petty cash rebanking	100.00		
Member lunch - Col Dennis		28.41	
	<u>164.45</u>	<u>68.41</u>	\$ 586.58
GIFT ACCOUNT - c/fwd balance	\$ 19,460.72		
Donation from Oceanic Coal	2800.00		
Interest	42.99		
	<u>2,842.99</u>	<u>0.00</u>	\$ 22,303.71
DGR ACCOUNT (RFS held) - c/fwd balance	\$ 2,437.94		
Interest received	5.90		
	<u>5.90</u>	<u>0.00</u>	\$ 2,443.84
VENDING MACHINE - previous month balance	\$ 1,320.05		
Sales	64.45		
Purchases		40.00	
	<u>64.45</u>	<u>40.00</u>	\$ 1,344.50

SEAHAMPTON RURAL FIRE BRIGADE FEBRUARY - ACCOUNT SUMMARY

BANKED MONIES

General Account	\$ 419.53	
Social Account	\$ 586.58	
Gift Account	\$ 22,303.71	
DGR Account	\$ 2,443.84	\$25,753.66
Vending Machine - profit	\$ 1,344.50	
TOTAL MONIES HELD BY BRIGADE		\$25,753.66



2016 – TREASURER'S REPORT

Seahampton RFB

MARCH 2016

Good Afternoon All,

I have pleasure in presenting the report for the month of March.

Income and expenditure as per disclosed.

Status of accounts as at 31st March is as below

General account	\$ 469.22
Social account	\$ 538.05
Gift account	\$ 21,903.71
DGR account	\$ 2,449.76

This brings the total of monies in the Brigade for the month of February at \$25,360.74.

Please note that we have not received any donations or fundraising monies with all changes to the accounts being outgoing costs.

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 2016

ABN # 49 277 075 131

	Income	Expenditure	Balances
GENERAL ACCOUNT - c/fwd balance	\$ 419.53		
Member fees			
Sim Cards for tablets - Sam Berry - March 2016		19.80	
Sim Cards for tablets - Sam Berry - April 2016		19.80	
2 stroke oil - Sam Berry		25.99	
Welfare kit restocking - Col Dennis		94.55	
Forklift ticket - Col Dennis		85.63	
Transfer from Gift account - operating costs	400.00		
Carpet - Cat 7		55.04	
Internet - Exetel		49.50	
	<u>400.00</u>	<u>350.31</u>	\$ 469.22
SOCIAL ACCOUNT - c/fwd balance	\$ 586.58		
Vending Machine - Warren Mackaway		76.53	
Member lunch - Sonia Wright		50.00	
Vending Machine -	78.00		
	<u>78.00</u>	<u>126.53</u>	\$ 538.05
GIFT ACCOUNT - c/fwd balance	\$ 22,303.71		
Transfer to General - operating costs		400.00	
	<u>0.00</u>	<u>400.00</u>	\$ 21,903.71
DGR ACCOUNT (RFS held) - c/fwd balance	\$ 2,443.84		
Interest received	5.92		
	<u>5.92</u>	<u>0.00</u>	\$ 2,449.76
VENDING MACHINE - previous month balance	\$ 1,344.50		
Sales	78.00		
Purchases		76.53	
	<u>78.00</u>	<u>76.53</u>	\$ 1,345.97

SEAHAMPTON RURAL FIRE BRIGADE

MARCH - ACCOUNT SUMMARY

BANKED MONIES

General Account	\$ 469.22	
Social Account	\$ 538.05	
Gift Account	\$ 21,903.71	
DGR Account	\$ 2,449.76	\$25,360.74
Vending Machine - profit	\$ 1,345.97	
TOTAL MONIES HELD BY BRIGADE		\$25,360.74

Corro for April 2016

1. Thank you for hazard reduction at Wirrimbirra lane – 15/3/16
2. Emergency service awards – 15/3/16
3. Licence upgrade assessment – 15/3/16
4. Attendance list for RFD – 15/3/16
5. RFI Positions – 20/3/16
6. State firefighter Championships – 21/3/16
7. Seahampton road gate – 21/3/16
8. BF nominations - 22/3/16
9. Brigade active test – 26/3/16
10. Members in private vehicles – 28/3/16
11. Supportive employer – 31/3/16
12. Wyong group officer appointment – 31/3/16
13. Car Fire Training Prop – 3/4/16
14. Advanced Firefighter – 3/4/16
15. Cat 7 Flooring – 3/4/16
16. Member stats – 4/4/16
17. Kotara scouts group request – 4/4/16
18. Nominations for crew leader course – 5/4/16
19. State Mitigation Roles – 5/4/16
20. EOI for AFAC conference – 5/4/16
21. 1800 Pager test – 6/4/16
22. Response drivers - 6/4/16
23. Station internet – 6/4/16
24. Phil davis funeral – 10/4/16
25. Working with children check – 14/4/16
26. BIRS – 14/4/16
27. Lakes team championships – 16/4/16
28. 2016 Volunteer Appreciation Day