



MEETING MINUTES - SEAHAMPTON

Meeting: GENERAL MEETING – Ref #02.2015

Chaired by: Mark Hocking - President

Attendees: Stu McCash, Mick Cooksley, Sam Dart, Christopher Smith, Sonia Wright, Jeremy Worth, Angie Hesketh, Eltiki Spruce, Jack Parsons, Colin Dennis, Val Dennis, Keith Bedggood, Ryan Domandl, Sam Hedley, Brittne Iles, Scott Oliver, Briana Norris, Warren Mackaway, Sam Clempson, Sam Berry,
GUEST - Shane Saxby

Location: Seahampton RFB
40 George Booth Dr
Seahampton NSW 2286

Date and time: Sunday 18th January 2015. 13:00

Minutes by: Sue Rishman – Treasurer

WELCOME EXTENDED TO NEW MEMBERS PRESENT

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	Mick Scales	Krystal Davis
Ben Wright	Michael Zerbes	Kent De Lange

Minutes from Previous Meeting

Business Arising	Carried	Assigned to	Due Date
BA Update – Mick Cooksley waiting for Fire Control			
Wristbands – selling well			
Wickham Park Hotel – monies from Firebanned now received, banked and divided with Wakefield RFB			
Extensions will be discussed in General Business.			

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

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

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: Mick Cooksley	YES

Correspondence

Correspondence IN	
Silicone Bands – Quote	Wear Orange Wednesday
Seahampton Meeting agenda Items – Mark Hocking	My RFS update – New Features
EOI Field Assistant	Treasurer's Report – Nov
2400 Sparkes Road Upgrade Traffic Switch	Updated Safety Induction Manual
EOI for lakes team championships	WHS – testing of portable equipment
2015 Mardi Gras Parade	V2C nomination forms

Correspondence OUT	
Wednesday night Training	Silicone Bands - Order
Wear Orange Wednesday	Seahampton Meeting Agenda Items 0 Mark Hocking
Notification of Road Works Awaba	Station Extensions
My RFS update – New Features	EOI Field Assistant
Handing of flammable liquid containers – Peter Murphy	URGENT SMS Callout – Mark Hocking
Pre Emptive Strike Team – Sam Berry	2400 Sparkes Road Upgrade Traffic Switch
Updated Safety Induction Manual	EOI for lakes team Championship
WHS – testing of portable equipment	2015 Mardi Gras Parade
Fundraising Committee – Sam Berry	Cat 1 out of service – Sam Berry

Business Arising	Carried	Assigned to	Due Date
SMS Incident Call issue sorted			

Correspondence - Accepted	Moved	Carried
Motion: The Correspondence be accepted as true & correct	Moved: Mick Cooksley Seconded: Angie Hesketh	YES

Captain's Report

Please See Attached Report

Captain's Report - Accepted	Moved	Carried
14 calls – 80% under 6 minute response. 5 MVA. No stats on bushfire calls, with Christmas/New Year period quiet Motion: The Captain's Report be accepted	Moved: Stu McCash Seconded: Jeremy Worth	YES

President's Report

Please See Attached Report

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

Treasurer Report

Please See November and December Reports attached

Business Arising	Carried	Assigned to	Due Date
Firebanned monies split 50/50 with Wakefield RFB and banked/transferred			

Treasurer's Report - Accepted	Moved	Carried
Motion: The Treasurer's Report be accepted	Moved: Angie Hesketh Seconded: Sonia Wright	YES

WHS Report

Business Arising	Carried	Assigned to	Due Date
Michael Cooksley requested that Crew Leaders to take up with crews. Crew members to sign sheet to say alert has been discussed. Please place in Safety Officer pigeon hole. Testing of Portable Equipment LTOP – Please read and understand. No out of service equipment to be put back on trucks until operational. Out Of Service Area created for faulty equipment at driver's side, front of Cat 7 bay. Col Dennis advised he had freed up standpipe on Cat 1 but possibly needed a gland. On truck to try out. Burns Kits donated to us. Video on how to use on training page, plus on station computer			

WHS Report - Accepted	Moved	Carried
Motion: The WHS discussions be accepted	Moved: Mick Cooksley Seconded: Angie Hesketh	YES

General Business

Discussions & Details of Motions	Moved	Carried	Assigned to	Due Date
Introduction of Shane Saxby – current Group North standing for re-election. Brief discussion on Group Officer Elections, to be held during Feb 2015 General Meeting				
Moves a motion that the brigade remove Member Dianne Carter 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.	Moved: Mark Hocking Seconded: Warren Mackaway	YES		
Moves a motion that the brigade remove Member Matthew Stewart 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.	Moved: Mark Hocking Seconded: Warren Mackaway	YES		
Moves a motion that the brigade remove Member Anthony Duff 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.	Moved: Mark Hocking Seconded: Warren Mackaway	YES		
Moves a motion that the brigade remove Probationary Member Alan Elsley 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.	Moved: Mark Hocking Seconded: Warren Mackaway	YES		
Moves a motion that the brigade remove Probationary Member Caleb Walsh 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.	Moved: Mark Hocking Seconded: Warren Mackaway	YES		

Moves a motion that the brigade remove Probationary Member Clinton Harris 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.	Moved: Warren Mackaway Seconded: Michael Cooksley	YES		
Mark Hocking moves a motion that the brigade remove Probationary Rodney Sams 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.	Moved: Mark Hocking Seconded: Warren Mackaway	YES		
Discussion on probationary member Keith Bedggood for possible removal – Keith was at the meeting and notified his intention to stay. He is now waiting for a date for his assessment from fire control or group north. Reassessment of possible removal at February 2015 Meeting.				
President requested for members to use the google form for adding items to the Agenda. This will streamline the meeting.				
Susan Rishman put forward to be accepted as an ordinary member	Moved: Sonia Wright Seconded: Sam Dart	YES		
Request put forward to purchase a 6 burner flat BBQ at the cost of \$297 from Bunnings	Moved: Mark Hocking Seconded: Sonia Wright	YES	Mark Hocking	
Extension of probationary period for Nathan Staff. This period to be extended by 3 months to 15 th April, 2015	Moved: Mark Hocking Seconded" Sonia Wright	YES		
Vacuum cleaner needs to be checked for warranty as is broken. If not quote to be sorted for fixing for next meeting – to determine whether to fix or replace			Michael Cooksey	
Whipper Snipper is leaking. Check to see what issue is.			Warren Mackaway and Col Dennis	
Shelf area near door of Cat 7 to be used for out of service equipment needing assessment by officer or Equipment Officer. Also list to be placed on white board.				
Sue Rishman advised that fundraising would be held on				

24 th January at the Great Aussie BBQ at Bunning's Glendale. Member requirements will be advised when known.				
Saltwater Markets merchandise stall on 1 st February. To be manned by Fundraising Sub Committee.				
Other ideas put forward for Trivia night (joint with Basket Brigade) and Entertainment Books via website sales (Michelle Lee to come back with these details)				
Mick Cooksley advised of Group Training night on 21 st January with a Brigade night on 28 th January at Sugarloaf Park. All members to be at station by 1830.				
New Members to be given access to the Facebook page. Page admins to complete				
Sam Berry advised that the water in the drink fridge was for operational needs. Please use water cooler for personal needs.				
Cat 1 lights upgrade completed.				
EOI for Lakes Team Championships. Need 5 teams of 6 = 30 crew.				
Group North Training – once per month for qualified members. Require officers to assist.				
WHS – Portable equipment – new procedure				
Daracon – use of their quarry. Captain waiting on email. Asked for access to quarry and dam areas				
PPE Review – asked for feedback. Forming a working group for roll out of new equipment – July 2015				
Extensions – waiting for response from Fire Control.				
Floor mat in Cat 1 and 7 is now a hazard. Needs to go to Fire Control.				
Service to issue all with sun hats. Col advised will get sample for trial.			Col Dennis	
Range of new facemasks. New brands/styles being issued			Col Dennis	
RFSA – President: Sam Berry, Vice President: Mick Cooksley. Rep to attend Mudgee conference. Anyone interested let Sam know.				
MEETING CLOSED AT 1421				

Next meeting

Date	Start time	Finish time	Location
15/02/2015	1300hrs	1430hrs	Seahampton Station 40 George Booth Dr Seahampton NSW 2286



2014 – CAPTAIN'S REPORT

Seahampton RFB

XXXXXXXXXX 2014

Good Afternoon All,

Firstly I'd like to welcome everyone back for the new year, hoping you all spent time with your families and loved ones over Christmas. We have seen a quite start to the month with only 14 calls being attended it should be noted that 43% of these calls have been of Village style incidents and majority of them being MVA's which could be said to be because of the increase in traffic over the Christmas and New Year period, It's great to see that 80% of our calls are still 6 minutes or under.

I would like to welcome the new committee that was formed for fundraising, with talks to and with the committee members they have some great ideas to boost the funds in the brigade and buy some new equipment. We have seen some work carried out on the Cat 1 and new equipment brought through the already received donations, we have upgraded the spot lights to LED Spot lights beaming a 6300 lumens which lights up a significant area, additional LED RED/BLUE lights have been added for crew safety when attending incidents in high traffic areas or low visibility areas.

I would ask that with the recent influx of members that we have received that all members makes these people feel comfortable and welcome, Any Qualified that may be at the station i'd also ask that you assist in getting the members who are on the next BF course ready and assisting where possible.

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

JANURARY 2015

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 New Year holidays.

We had a successful December with the completion of the 2014 Santa Run throughout Seahampton and O'donnelltown, and the 2014 Christmas Carols at Macquarie College. A great turnout by members who were able to commit to make these events so successful.

As stated towards the end of last year, I would like you all to familiarize yourselves with the Meeting Agenda Form and start using it to list items for discussion. This will help to ensure that everything that needs to be brought up, can be even when the original member cannot attend. It will also help to add structure to our meetings as there will be less "Um and Ah" time needed during general business.

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

Facebook Community Page: 1336 Likes (as of Jan 15, 2015)

This number has more than doubled in the past 12 months.

Community Email List: 45 local community members (as of Jan 15, 2015)

This list is used to disperse information to our immediate community about incidents, warnings, Comm-Ed, Brigade info for Community, etc. (average 2 emails a month)

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

I hope 2015 is a better, stronger year for our brigade and that we continue to grow even further as a brigade.

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

NOVEMBER 2014

Good Afternoon All,

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

No real expenditure has taken place during the month of November, however we have had a large volume of donations made. A large donation of \$2,000 was received from Oceanic Coal.

Wristbands are selling well with us only needing to recoup \$90.36 to cover our initial outlay.

A nice profit once again on the vending machine – this netting \$138.05 for the month.

Balances of accounts are

General	\$408.35
Social	\$397.35
Gift	\$20,671.98
DGR	\$2,354.45
Petty Cash	\$200.00

Brigade Funds total \$24,032.13

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 BRIGAGE

INCOME AND EXPENDITURE ACCOUNT

for the operating month of November 2014

ABN # 49 277 075 131

	Income	Expenditure	Balances
GENERAL ACCOUNT - c/fwd balance	\$ 402.46		
Petty Cash reimbursement		-42.15	
Transfers from Social Account	97.54		
Internet - Exetel		-49.50	
	<u>97.54</u>	<u>-91.65</u>	\$ 408.35
SOCIAL ACCOUNT - c/fwd balance	\$ 458.06		
Vending Machine	243.50		
Petty Cash reimbursement		-145.05	
Transfer to General account		-97.54	
Transfer to Gift account		-61.62	
	<u>243.50</u>	<u>-304.21</u>	\$ 397.35
GIFT ACCOUNT - c/fwd balance	\$ 18,249.69		
Interest received			
Wristband sales	253.00		
Donations - Helmet / Extinguisher's	31.15		
Donations - Service NSW	190.00		
Wristband - Paypal	3.12		
Donation - Oceanic Coal	2,000.00		
Transfer of Funds - from Social account	61.62		
Mark Hocking - letterbox		-116.60	
	<u>2,538.89</u>	<u>-116.60</u>	\$ 20,671.98
DGR ACCOUNT (RFS held) - c/fwd balance	\$ 2,248.44		
Donation from Public	100.00		
Interest received	6.01		
	<u>106.01</u>	<u>0.00</u>	\$ 2,354.45
PETTY CASH - General Account (All payments > \$50)		\$ 100.00	
Coffee		16.00	
Toilet spray		13.25	
Mower belt		8.00	
Kitchen cleaning		4.90	
		<u>42.15</u>	\$ 57.85
PETTY CASH - Social Account (All payments > \$50)		\$ 100.00	
Chocolate - vending machine		105.45	
Meeting lunch		39.60	
		<u>145.05</u>	(\$45.05)
VENDING MACHINE			
Sales	243.50		
Purchases via Petty Cash		105.45	
	<u>243.50</u>	<u>105.45</u>	\$ 138.05
WRISTBAND FUNDRAISING			
Purchase of Wristbands - October		-346.50	
Service NSW	201.00		
Internet Sales	3.12		
Public Sales	52.00		
	<u>256.12</u>	<u>-346.50</u>	(\$90.38)

SEAHAMPTON RURAL FIRE BRIGADE
NOVEMBER - ACCOUNT SUMMARY

BANKED MONIES

General Account	\$	408.35	
Social Account	\$	397.35	
Gift Account	\$	20,671.98	
DGR Account	\$	2,354.45	\$23,832.13

CASH MONIES ON HAND

Petty Cash	\$	200.00	\$200.00
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TOTAL MONIES HELD BY BRIGADE

\$24,032.13



NSW RURAL FIRE SERVICE

2014 – TREASURER'S REPORT

Seahampton RFB

DECEMBER 2014

Good Afternoon All,

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

The main expenditure during the month of December was for the lights for the Cat 1.

The main income was from the proceeds of Firebanned. These were divided between Seahampton and Wakefield Brigades. Once again we sold \$60 in bands.

The profit from the vending machine was \$120.85 for the month.

Balances of accounts are

General	\$424.20
Social	\$478.75
Gift	\$18,604.52
DGR	\$2,361.58
Petty Cash	\$200.00

Brigade Funds total \$22,069.05

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 December 2014

ABN # 49 277 075 131

	Income	Expenditure	Balances
GENERAL ACCOUNT - c/fwd balance	\$ 408.35		
Bunnings - Garden Hose		24.40	
Woolworths - Station supplies		34.25	
Transfers from Gift Account (Operational Expenses)	150.00		
Petty Cash		26.00	
Internet - Exetel		49.50	
	<u>150.00</u>	<u>134.15</u>	\$ 424.20
SOCIAL ACCOUNT - c/fwd balance	\$ 397.35		
Christmas party supplies		320.15 \$30 overpaid to Warren	
Petty Cash		113.60	
Santa run lollies		88.45	
Christmas party trophies - engraving		48.00	
Transfer from Gift Account (Operational expenses)	433.00		
Vending machine	218.60		
	<u>651.60</u>	<u>570.20</u>	\$ 478.75
GIFT ACCOUNT - c/fwd balance	\$ 20,671.98		
Bands	60.00		
Donations	11.05		
Firebanned	917.00		
Firebanned - Wakefield RFB		458.50	
Transfer to General Account (Operational expenses)		150.00	
Transfer to Social Account (Operational expenses)		433.00	
LED lights - Wall VGA plate		395.90	
Jaycar - LED lights		731.80	
Jaycar - Inverter		44.95	
LED Microbar, Eflares and Eflare carry bag		841.36	
	<u>988.05</u>	<u>3,055.51</u>	\$ 18,604.52
DGR ACCOUNT (RFS held) - c/fwd balance	\$ 2,354.45		
Interest received	7.13		
	<u>7.13</u>	<u>0.00</u>	\$ 2,361.58
PETTY CASH - General Account (All payments > \$50)		\$ 100.00	
Truck cleaning products		25.98	
		<u>25.98</u>	\$ 74.02
PETTY CASH - Social Account (All payments > \$50)		\$ 100.00	
Vending machine drinks		26.00	
Chocolates		71.75	
Christmas Deserts		15.85	
		<u>113.60</u>	(\$13.60)
VENDING MACHINE - previous month balance	\$ -		
Sales	218.60		
Purchases		97.75	
	<u>218.60</u>	<u>97.75</u>	\$ 120.85

SEAHAMPTON RURAL FIRE BRIGADE
DECEMBER - ACCOUNT SUMMARY

BANKED MONIES

General Account	\$	424.20	
Social Account	\$	478.75	
Gift Account	\$	18,604.52	
DGR Account	\$	2,361.58	\$21,869.05

CASH MONIES ON HAND

Petty Cash	\$	200.00	\$200.00
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TOTAL MONIES HELD BY BRIGADE

\$22,069.05