



NSW RURAL FIRE SERVICE

Meeting Minutes - Seahampton

Meeting: GENERAL MEETING – Ref # 2016NOV
Chaired by: Warren Mackaway - Vice President
Minutes by: Anton Glover - Secretary
Location: Seahampton RFB
40 George Booth Dr
Seahampton NSW 2286
Date: 20/11/2016
Start Time: 13:17hrs
Finish Time: 14:17 hrs

Minutes

If an item in a meeting is not an action enter “N/A” in the Owner and Due Date columns.

Attendees

Colin Dennis	Warren Mackaway	Anton Glover
Val Dennis	Ben Wright	Chris Smith
Stephen Schwetz	Sam Clempson	Sonia Wright

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

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

Jack Parsons	Brittnie Iles	Geordie Farish
Michael Scales	Alex Gregg	Sam Dart
Michal Zerbes	Josh Codner	

Apologies

Sam Berry	Mark Hocking	Sue Rishman (Leave)
Will Fosdick	Sam Hedley	Peter Hill
Michael Ison	Stuart Mccash	Debbie Young
Mick Cooksley	Ryan Demandl	Kerrie Schwetz
Elltiki Sprce	Krystal Davies (leave)	Angie Hesketh (Leave)

Minutes from Previous Meeting

Business Arising	Action Completed	Date Completed

Minutes from Previous Meeting - Accepted	Moved	Seconded	Carried/Voting Notes
Motion: The above corrections are made to the previous minutes and the minutes be accepted as true & correct	Ben Wright	Val Dennis	Yes

Correspondence In

Date:	Topic:
16/10/2016	HR Resource Requests for weekday Burn
17/10/2016	HR Resource Requirements for second weekday burn
	50 th Anniversary and Official Opening of Refurbishments for Lake Munmorah RFB
	60 th Anniversary for Charmhaven RFB

18/10/2016	Joining Instructions and allocated resources for Mt Sugarloaf HR
19/10/2016	Resource request ST E16/029-032 – Showground Rd HR
	Joining instructions for Norah Head HR
	HR Request Hornsby
25/10/2016	Resources Required for Possible HR Wednesday 26 th October
29/10/2016	Request for Strike team to assist Warringah Pittwater at Harvey Trig Duck Hole Trail
30/10/2016	Replacement Female Sanitary Bins
31/10/2016	Resource requirement for Hazard Reduction Burn Thursday 3 rd October
2/11/2016	MR licence upgrade
	Joining instructions and resources for croft HR Fennel Bay
	Wyong Triathlon Festival November 2016
	Resources Required for Upcoming HR
4/11/2016	Joining instructions and resources for Dillabirra HR Wyee
	Resources Required for Upcoming HR
5/11/2016	HR scheduled for Sunday a Wallarah has been postponed due to operational requirements
7/11/2016	Assistance to lower Hunter
	Strike team lower Hunter
8/11/2016	Out of area assistance
10/11/2016	Lower hunter S44 – Out of Area Assistance
	Resources required for upcoming HR
11/11/2016	Hazard Reduction Burn Mountain Rd Wallarah
	Joining instructions for Mountain Rd HR
14/11/2016	HR resource requirements Friday Nov 18 th 2016
	MR Licence upgrade
	Ops safety day electrical checks
16/11/2016	HR resources required for Saturday

17/11/2016	Resourcing for Friday
18/11/2016	Yarramalong HR – Resources allocated for this Saturday Nov 19 th .

Correspondence Out

Date:	Topic:
30/10/2016	Replacement Female Sanitary Bins
2/11/2016	MR Licence upgrade

Correspondence Actions

Business Arising	Action Completed	Date Completed

Correspondence - Accepted	Moved	Seconded	Carried/Voting Notes
Motion: The Correspondence presented be accepted	Ben Wright	Sam Clempson	yes

Captain's Report

I want to thank everyone for taking part in the HR's, we have had a lot, and generally speaking we are given fairly short notice they are coming. The system that we have here seems to work really well. Apologies to those that were planned for HR's and had them cancelled on them, or we get stood down or it rains and they are not on. We have had something like 6 calls last month and 3 calls this month. So the brigade is going really well and active, and thanking you all for patience and with the HR's.

Colin Dennis.

President's Report

My apologies for not being available for today's meeting.

We have had a quite a busy month within the brigade. There has been multiple calls for HR's and Strike Teams and i would like to thank all members for their quick replies to the Crew Availability Forms. Because of this process happening so quick, we tend to have our brigade selected the majority of the time. Sam and I have changed the forms several times and are very close to a simple and streamlined form to save on confusion.

Social Media and our Brigade Community Facebook page have grown from 1,547 Page Likes in October 2015, to 1,658 Page Likes as of today. It is great to see that our messages and updates via social media are getting out to so many people. As we are now in the Bush Fire Danger Period, we will be endeavouring to ensure any day labelled 'Very High' or above will be posted daily on our page as well as any other relevant information. If any member has anything they think should be posted by the brigade, write it up and email to myself, the captain or the secretary and we can post it on your behalf.

The draft Brigade Constitution and Brigade Handbook has still not been released by HQ. For those wishing to make comment on these documents, they should be found shortly on MyRFS and you can complete a comments submission. Once the new Constitution and Rules are completed by HQ and released for implementation, our modified Brigade Rules and Standing Orders, along with the Constitution will be presented for adoption and implementation at the next available General Meeting which will be called as a Special General Meeting for this purpose. This new constitution is mandatory and must be adopted by all brigades state-wide. Any questions on this can be referred to me or Sam.

Quick note in regards to finances, the Brigade DGR account is currently inaccessible so the figures used for the treasures Summery are based on the last time we accessed the account (2 months ago). We will endeavour to correct the issue with accessing this account ASAP, and the next financial report will include all interest earned and any deposits, so this account will only be increasing in value during this time.

Any questions, feel free to call me on 0413 158 274.

Cheers guys,
Mark Hocking

Treasurer Report

See End of Presidents Report and attached Summary.

Business Arising	Action Completed	Date Completed	
Treasurer's Report - Accepted	Moved	Seconded	Carried/Voting Notes
Motion: The Treasurer's Report be accepted & any bills as listed be paid	Ben Wright	Colin Dennis	Yes

Workplace Health and Safety

Business Arising	Action Completed	Date Completed
Air conditioning in the Cat 1 was not working and was repaired, since then it has gone again. The Cat 7 air conditioning is poor and has had a request to fix put in.		
Ben Wright raised the ideal of installing a fan in the station for air circulation in the summer.		

Discussions & Details of Motions	Moved	Seconded	Carried/Voting Notes	Due Date

General Business

Discussions & Details of Motions	Moved	Seconded	Carried/Voting Notes	Due Date
Sam Dart reminded that training is on every Wednesday night unless notified otherwise. Colin will go over safe working on roofs for training. VF qualification is needed to sit safe working on roofs.				
Ben Wright reports about the decommissioned radio from the Cat 1 due to static. A reminder that radios need to be charged and batteries changed. The Inbuilt fire ground in Cat 1 works. It was also stated the local council will not program or maintain the radios, and we must go through fire control for any paid maintenance.				
State training calendar has been issued. Contact Mark or Col for any information.				
<p>Christmas party suggestions were taken from the floor and voted on, results are as followed.</p> <p>Cardiff all you can eat - 1 Tree top adventure park - 1 At station - 11 A bowling club with lawn bowling as activity – 0</p> <p>Further planning and discussion followed. 10:00 Start. Santa visit (Warren Mackaway) in truck with Postie bike as backup at 13:10. Motion: to spend up to \$300 to be spent on the Christmas party. Presents for kids to be around the cost of \$10. The party will be run as an event with comments for partners and children (RSVP 1st December). Money will also be used to buy disposable utensils, using what is at station first. Egg throwing contest. The menu ideas include: 1 or 2 meats (ham and pork taking preference), potatoes, carrots, peas, beans, corn, Ice-cream, custard, jelly, mud cake (funds pending) and mix up drink.</p> <p>Chris Smith will be in charge, with guidance and assistance from Mark Hocking and Warren Mackaway.</p>	Warren Mackaway	Val Dennis	Yes	
Motion: to spend up to \$150 for the Santa lolly run.	Warren Mackaway	Val Dennis	Yes	

Activity proposals for Santa runs for bowling club and Edgeworth shops. Applications for permission will be sent out to Holmesville F&R.				
Start thinking about awards categories and suggestions, it was assigned for Warren to communicate with Mark Hocking as to how the awards voting will be set up.				
Extension proposal for awning and drawings presented for viewing. Motion: to build the proposal for the awning and spending up to \$1000.	Warren Mackaway	Stephen Schwetz	Yes	

Next Scheduled meeting

Location: Seahampton RFB
40 George Booth Dr
Seahampton NSW 2286

Date: 15/01/2017

Est. Start Time: 1300 hrs

SEAHAMPTON RURAL FIRE BRIGADE

INCOME AND EXPENDITURE ACCOUNT

for the operating month of October 2016
ABN # 49 277 075 131

	Expenditure	Income	Balances
GENERAL ACCOUNT - c/fwd balance	\$ 400.59		
Wix Website Renewal \$194.00 USD	254.67		
Woolies Canola Oil - Warren Mackaway	3.70		
Transfer from Gift Account - Operational		387.68	
Jaycar Invoice - Batteries - Warren Mackaway	29.90		
Sim cards for tablets in trucks - Sam Berry	19.80		
	<u>308.07</u>	<u>387.68</u>	\$ 480.20
SOCIAL ACCOUNT - c/fwd balance	\$ 465.62		
Vending Machine Woolies - Warren Mackaway	49.00		
Sept Lunches Reimbursement - Chris Smith	2.00		
Lunches - Chris Smith	27.99		
Vending Machine		93.00	
	<u>78.99</u>	<u>93.00</u>	\$ 479.63
GIFT ACCOUNT - c/fwd balance	\$ 16,776.82		
Transfer to General Fund - operational monies	\$ 387.68		
	<u>387.68</u>	<u>0.00</u>	\$ 16,389.14
DGR ACCOUNT (RFS held) - c/fwd balance	\$ 2,476.68		
Interest received - Not Obtainable			
	<u>0.00</u>	<u>0.00</u>	\$ 2,476.68

SEAHAMPTON RURAL FIRE BRIGADE AUGUST - ACCOUNT SUMMARY

BANKED MONIES		
General Account	\$ 480.20	
Social Account	\$ 479.63	
Gift Account	\$ 16,389.14	
DGR Account	\$ 2,476.68	\$19,825.65
TOTAL MONIES HELD BY BRIGADE		\$19,825.65

VENDING MACHINE - previous month balance	\$ 1,514.14		
Sales		93.00	
Purchases	49.00		
	<u>49.00</u>	<u>93.00</u>	\$ 1,558.14