



## Meeting Minutes - Seahampton

**Meeting:** EXECUTIVE MEETING – Ref # 2017AUGUST  
**Chaired by:** Stephen Schwetz - President  
**Minutes by:** Kerrie Schwetz - Secretary  
**Location:** Seahampton RFB  
 40 George Booth Dr  
 Seahampton NSW 2286  
**Date:** 20/08/2017  
**Start Time:** 1007 hrs  
**Finish Time:** 1046 hrs

### Minutes

If an item in a meeting is not an action enter "N/A" in the Owner and Due Date columns.  
 The use of \* preceding is a time reference to the duration into the meeting recording at which the action was taken.

### Attendees

Warren Mackaway	Stephen Schwetz	Kerrie Schwetz
Anton Glover	Sam Dart	Col Dennis
Ben Wright		

### Apologies

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

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

## Minutes from Previous Meeting

Business Arising	Action Completed	Date Completed
<i>The vending machine is faulty again and tripping out the electricity at the station. <b>Mark Hocking will investigate the costs of replacing the unit or repairing it.</b></i>	N/A - New circuit breakers have been installed and this should resolve the issue.	August 2017
<i>The parking lines the station will need to fix as council does not cover this. Council should also be notified that the air conditioning units are tripping out the station.</i>	No - to be done during working bee  Yes - Issue resolved by installing new circuit breakers	August 2017
<i>Send letter of intent to Chris Smith and Scott Oliver</i>	No	
<i>Peter Hill is now due for voting as an ordinary member, Colin Dennis will have a personal talk with Peter about his suitability in the brigade.</i>	No opportunity as yet	
Presentation of correspondence from July 2017 - attached to previous minutes	Yes	30 July 2017

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	Col Dennis	Anton Glover	Carried

## Executive Correspondence In

Date	Topic:
18/07/2017	Membership approved by MCU - Matthew McDermott
25/07/2017	Resource Notifications
31/07/2017	Give for Good Program
13/08/2017	Interest in Joining

## Executive Correspondence Out

Date	Topic:
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25/07/2017	Station Internet
30/07/2017	Give for Good Program
31/07/2017	Times Emails
07/08/2017	Leave of Absence Fundraising Activities

## Correspondence Actions

Business Arising	Action Completed	Date Completed

Correspondence - Accepted	Moved	Seconded	Carried/Voting Notes
Motion: The Correspondence presented be accepted	Ben Wright	Anton Glover	Carried

## Electronic Motions/Payment Requests

Motion/Payment Request Description	Outcome
Approval to Spend Brigade Funds (Scouts BBQ - Col Dennis)	Approved

## General Business

Discussions & Details of Motions	Moved	Seconded	Carried/Voting Notes	Due Date
<p>Clarification is requested re organisation of crews for Hazard Reductions and relief crews for ongoing incidents in our area. This was brought up due to a member posting to the Facebook group re when relief crews would be required for the incident on 18th August and additional information passed on from an informal discussion with Shane Saxby at the station.</p> <ol style="list-style-type: none"> <li>1. Re notification for Hazard Reductions: the Google form will go out via Col Dennis (or Stephen Schwetz by delegation) only. In Col's absence Warren Mackaway will either create the form or request Stephen to do so.</li> <li>2. Re Crew selection for operational requests: This is the responsibility of the Captain unless he is unavailable, in which case this will be delegated down the chain of command starting with SDC Warren Mackaway.</li> </ol>				

<p>3. Re Operational decisions and information: information is to be passed immediately to an Officer of the brigade NOT to the brigade members. Only officers are to distribute information regarding operational requirements to the brigade members as applicable.</p>				
<p>The drinking water tank is low and requires filling. Request to be sent to Fire Control via Kerrie Schwetz.</p>				
<p>Col Dennis to discuss with Peter Hill his suitability as a member of the brigade.</p>				
<p>The quality of our current security camera system is too low for the footage to be useful. Recently the police requested vision from our carpark to read a registration plate but the recording was too grainy.</p> <p>It was decided that the Give for Good program could fund replacement cameras instead of the outdoor area as originally discussed. Stephen will get quotes for new cameras and ensure the proposal is sent before the closing date on the 25th of August.</p>				
<p>Stephen Schwetz to organise a date for a working bee to be held at the station to help with the new outdoor area and other jobs around the station.</p>				

### Next Scheduled Meeting

**Location:** Seahampton RFB  
40 George Booth Dr  
Seahampton NSW 2286

**Date:** 17/09/2017

**Est. Start Time:** 1000 hrs