



# MEETING MINUTES - SEAHAMPTON

**Meeting:** EXECUTIVE MEETING – Ref #11

**Chaired by:** Sam Berry – Chairman Elected (Elected from floor Nominated: Warren Mackaway, Seconded: Michael Ison)

**Attendees:** Sam Dart, Scott Oliver, Warren Mackaway, Sam Berry, Angela Hesketh, Michael Ison, Ben Wright

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

**Date and time:** 21/09/2014 – 1139

**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	

### Minutes from Previous Meeting

Business Arising	Carried	Assigned to	Due Date
Michael Ison and Sam Berry to sign Brigade Subsidy	Yes	Michael Ison/Sam Berry	ASAP
Station access codes – Issues exist with old codes being reused. John Muirhead to work out,	Yes	Scott Oliver/Angela Hesketh/Michael	ASAP

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

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

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

Michael Ison, Scott Oliver and Angela Hesketh are to contact John to organise their codes		Ison	
Fire Ground radio's – John Muirhead is working out new old stock for us. Warren to follow up	Yes	Warren Mackaway	19/10/2014
Cat 1 Fire ground has been installed	N/A	N/A	N/A

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: Angela Hesketh	Yes

## Correspondence

Correspondence IN	
Brigade Email signatures	Wyong Catering email
Group Training – shane saxby	BF Assessment event
Change of date for lakes BMT	PPE/PPC Equipment requests
Ops Safety Day reminder	New Assessment Declaration form
BAO Recert	Wyong BF Course
Volunteer Support Scheme	Roadworks notifications
BAS Now available	

Correspondence OUT	
BMT Agenda	Group training – Training officer
Wyong Catering email address change – sent to all members	BF assessment event – sent to training
PPC/PPE Requests sent to SDC	Ops day reminder sent to officers
BAO recert – sent to training officer	Wyong BF course – Sent to training officer
Volunteer Support scheme	

Business Arising	Carried	Assigned to	Due Date

Correspondence - Accepted	Moved	Carried
Motion: The Correspondence be accepted as true & correct	Moved: Angela Hesketh Seconded: Scott Oliver	Yes

## General Business

Discussions & Details of Motions	Moved	Carried	Assigned to	Due Date
Member Sam Watson has requested to be removed from brigade  Sam Berry to obtain something in writing	Angela Hesketh	Yes	Sam Berry	19/10/2014
Angela Hesketh, Jereme Worth and Kent DeLange are not registered on SAP as Ordinary Kent to be accepted in GM 21/09/2014 Angela Was accepted around April Jereme Worth accepted around April	Michael Ison	Yes	Michael Ison/Mark Hocking	19/10/2014
Michelle Hudson 10 year award – To discuss with Peter Bateup	Sam Berry	Yes	Warren Mackaway	19/10/2014
Motion Raised to accept Ryan Domandl as a probationary member	Sam Berry Seconded: Michael Ison	Yes	Michael Ison/Ben Wright	19/10/2014
Motion Raised to Accept Paul Cheetham as a Probationary Member	Sam Berry  Seconded: Scott Oliver	Yes	Michael Ison/Ben Wright	19/10/2014
Microsoft Licensing – Sam Raised a motion to spend \$13 for a Windows 7 license	Sam Berry  Seconded: Ben Wright	Yes	Sam Berry	19/10/2014
Sam offered to extend Microsoft licensing to other members if interested and to raise at GM if needed	Sam Berry	Yes	Michael Ison	19/10/2014
Sam suggested we look into getting a Visa Debit Card for the general account. Sam to research costs associated with this card type and report back to Executive committee with the best deal for brigade	Sam Berry	Yes	Sam Berry	19/10/2014
Sonia Wright raised a potential fund raising suggestion of purchasing wrist bands for the station. Sam is to research the costs associated with this.  Some concerns exist around ability to sell all of the product, Sam to look at alternatives as well I.E Pavers etc	Sam Berry	Yes	Sam Berry	19/10/2014
Sam raised a suggestion to get pricing from Telstra in relation to best Pre and Post paid plans for the truck tablets to have 3g/4g coverage whilst on the fire ground  Michael to check his contacts Ben to check his contacts  If we are able to get onto Lake Macquarie city councils corporate plan, can this be done?	Sam Berry	Yes	Michael Ison/Ben Wright	19/10/2014
Ben raised a question regarding the requirements to do the BAS. Michael stated that the BAS notification from the ATO has been forwarded to Sue.	N/A	N/A	N/A	N/A
Some Lengthy discussions occurred RE: Teams, Zones districts in relation to brigade funding and the DGR	N/A	N/A	N/A	N/A

account				

Meeting Closed at 1250

### Next meeting

Date	Start time	Finish time	Location
19/10/2014	1100hrs	1200hrs	Seahampton Station 40 George Booth Dr Seahampton NSW 2286