



SEAHAMPTON RURAL FIRE BRIGADE MEETING MINUTES

Meeting Type:	General	Date:	18/8/13
Location:	Station	Time Opened:	13:11
Chairperson:		Mark Hocking	
Minutes Reference Number:			

Members In Attendance		
Mark Hocking	Sam Berry	Sonia Wright
Krystal Davis	Warren Mackaway	Jen Asquith
Scott Finlay	Chris Smith	Sam Dart
Ian Douglas	Matt Stewart	Jonathon Wilson
Josh Webber	Debra Douglas	

Apologies		
Jay Beattie	Michelle Hudson	Carl Hudson
Nathan Hudson	Michael Ison	Alistair Harding
Dave Cox	Col Dennis	Val Dennis
Anthony Duff	Rebecca Parkes	Clinton Harris
Mick Cooksley (F/C)	Ben Wright (F/C)	
Motion: That the Apologies be Accepted.		
Moved:	Warren Mackaway	Seconded: Mark Hocking
Carried?	Y	

Minutes From Previous Meeting		
Motion: That the minutes of the previous meeting be accepted as true & correct.		
Moved:	Warren Mackaway	Seconded: Mark Hocking
Carried?	Y	

Business Arising From Previous Minutes			
Discussion & Details Of Any Motions, Including Mover & Seconder	Vote Carried?	Task Assigned To	Due Date
NIL			

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

Correspondence In				
Rfsa grant scheme approval –July		Letter from Clayton Barr RE- state flag -July		
Cadbury Fundraiser form- July		Sugarloaf accountants –July		
Resignation from John Davis-July		Letter from Exec support officer RE-RFS flag July		
Ops Safety day – July		Brigade of the Year nomination form		
Shortland scout group thank you letter – August		Aust charities commission registration form		
Correspondence Out				
Community engagement resource order form		Activity proposals x 6		
Training nomination forms x 2		Reimbursement request with approval		
Cameron park thank you		Donation request x 3		
Motion: That the Correspondence be accepted.				
Moved:	Warren Mackaway	Seconded:	Scott Finlay	Carried? Y

Business Arising From Correspondence				
Discussion & Details Of Any Motions, Including Mover & Seconder		Vote Carried?	Task Assigned To	Due Date

Captain's Report				
Summary:		Please see attached report and activity report		
Discussion & Details Of Any Motions, Including Mover & Seconder		Vote Carried?	Task Assigned To	Due Date
Motion: That the Captain's Report be accepted.				
Moved:	Ian Douglas	Seconded:	Warren Mackaway	Carried? Y

President's Report				
Summary:		Please see attached report		
Discussion & Details Of Any Motions, Including Mover & Seconder		Vote Carried?	Task Assigned To	Due Date
Motion: That the President's Report be accepted.				
Moved:	Sam Berry	Seconded:	Matt Stewart	Carried? Y

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

Treasurer's Report					
Summary:	Please see attached reports				
	Discussion & Details Of Any Motions, Including Mover & Seconder	Vote Carried?	Task Assigned To	Due Date	
Motion: That the Treasurer's Report be accepted & bills as listed be paid.					
Moved:	Matt Stewart	Seconded:	Chris Smith	Carried?	Y

General Business				
	Discussion & Details Of Any Motions, Including Mover & Seconder	Vote Carried?	Task Assigned To	Due Date
	Mark Hocking Moved to remove ALLAN GARFOOT from brigade - Seconded – Warren Mackaway	Y		
	Mark Hocking Moved to remove COLIN IRWIN from brigade - Seconded – Sam Berry	Y		
	Mark Hocking moved to send Letter of Intent to following members, ASHLEIGH WILLIAMS, CARL HUDSON, DAVE COX, SCOTT COLEFAX, OLIVER KENYON, STUART McCASH - Seconded – Warren Mackaway	Y		
	Val Dennis asked to put to members regarding new hot/cold water dispensing system. It was decided that we will keep current system and revisit at a later date if needed	N		
	Donations hat is currently at West Wallsend Workers Club. At the end of month, we will consider moving it to Edgeworth Bowling Club or Edgeworth Tavern.			
	Accepting of probationary members to ordinary members Krystal Davis – Moved to accept- Mark Hocking seconded – Chris Smith. NOTE- Warren Mackaway abstained	Y		
	Kim Davis- Mark Hocking moved not to accept and removed as not a fit and proper member - Seconded – Sam Berry.	Y		
	Jonathon Wilson- Sam Berry moved to extend probationary period by 3 months only – Seconded - Mark Hocking	Y		
	Shane Davis- Mark Hocking moved to not accept and remove as not a fit and proper member – Seconded – Sam Berry	Y		
	Social committee/group- the brigade exec to make decision on events. no need to form a group as everything gets put to members in meetings anyway			
	Sam berry moved a motion for \$250.00 to purchase updated 8 Camera Security System for station. seconded by Warren Mackaway	Y	Sam Berry	Sep 13 general meeting
	Fundraising suggestion is ALDI Toronto. ALDI are willing to supply bread and some sausages. Maybe purchase soft drink from ALDI to also promote them. Mark Hocking suggested maybe trial bbq for 2 months running on a Saturday to see if we can recover initial cost and to get a bench mark on how much we can make out of bbqs before making it a permanent fundraiser. Sam Berry to get more information, costings and get back to brigade by next general meeting		Sam Berry	Sept 2013 general meeting
	Crew calenders suggestions of maybe implementing crew			

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leader in charge for whole week rather than just weekend to cover the now Wednesday night training. At this stage it's a thought but members say current system works			
Digital Display for station- 2 small computer screen size and 1 television size to display current weather, current incidents during fire season. Matthew Stewart asked cost. Josh Codner suggested money from fundraiser might help to pay for this if brigade goes ahead. Sam Berry to get more information for members for next general meeting		Sam Berry	Sept 2013 general meeting
Fuel storage- Jerry cans of fuel are not supposed to be kept in truck bay so suggestion that we organise a fuel shed or storage shed for these items. Discussed must hold a minimum of 8 jerry cans. Size of shed approx. 2m x2m. Matthew Stewart to contact suppliers for cost of fuel shed & or fuel storage for next general meeting		Matthew Stewart	Sept 2013 general Meeting
Meeting notified Jonathon Wilson of extension of probationary period by 3 months Jonathon was fine with this.			
Warren Mackaway- Confidence in Sam Berry as captain in regards to all his work in getting the pumper for the brigade whilst cat 1 is getting fixed			
Debbie Douglas- will be unavailable Sept/October			
Matt Stewart- will be unavailable for call outs for next 8 weeks due to shoulder sugery			
Jen Asquith- im back			
Sam Berry-31/8/2013 is safety ops day asking for available members			
Mark Hocking- another scout visit coming up on 02/09/2013 asking for members to be available to make this visit as successful as last visit			

Meeting closed @ 14:20pm hours

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



SEAHAMPTON RURAL FIRE BRIGADE

40 George Booth Drive

Seahampton NSW 2286

Ph/Fax: 02 4955 1979

Web: <http://www.seahamptonrfb.org.au>

18/08/2013

Good Afternoon,

I would like to thank all the members that have been actively putting in around the station. The efforts by all members attending for a fire call when we only had a Cat 7 was noticed district wide, and has been very much appreciated. Apparently we are meant to be getting out cat 1 back in the next couple of weeks however nothing is set in concrete as to a final date. We have had exceptional feedback regarding the scout visit and was noticed that the set up was incredible.

On average we have around 6-9 members turning up from pager activation and have an average of 75% of calls being responded to within 7 minutes or less.

I would like to welcome all newer members and the guys turning up to regular training that has commenced two weeks ago. Any further training will be posted via facebook and email as some members haven't received any notification..

Sam Berry
Seahampton RFB
Captain

0458840888
Seahampton.captain@lakesteamrfs.org.au

Seahampton Rural Fire Brigade - Activity Report

For Period: 21/07/2013 To: 18/08/2013

Incident Category and Types				
Category	%	Incident	%	Qty
Bush	30%			
		Bush Fire	30%	6
False Alarm	10%			
Village	60%	Good Intent	10%	2
		Motor Vehicle Accident	25%	5
		Motor Vehicle Fire	30%	6
		Oil/Fuel Spill	5%	1
Total Calls:				20

Turnouts		
Time	Qty	%
0	2	13%
3	2	25%
5	2	38%
6	2	50%
7	4	75%
8	1	81%
9	1	88%
10	1	94%
13	1	100%
Total:	16	

Areas		
Brigade Name	Qty	%
Awaba	1	5%
Cameron Park	5	25%
Cooranbong	1	5%
FRNSW	2	10%
Killingworth	4	20%
Seahampton	7	35%
Total Calls:		20

Incident Category and Types - YTD				
Category	%	Incident	%	Qty
Bush	30%			
		Bush Fire	20%	20
		Grass Fire	6%	6
		Small Roadside Fire	3%	3
False Alarm	10%			
		Automatic Fire Alarm	2%	2
		Good Intent	8%	8
Village	60%			
		Bin Fire	2%	2
		Garage Fire	1%	1
		Motor Vehicle Accident	28%	27
		Motor Vehicle Fire	24%	24
		Oil/Fuel Spill	3%	3
		Rubbish Fire	1%	1
		Tree Down	1%	1
Total Calls:				98

Turnouts - YTD		
Time	Qty	%
0	7	9%
1	5	15%
2	3	19%
3	9	30%
4	2	32%
5	8	42%
6	10	54%
7	15	73%
8	8	83%
9	5	89%
10	1	90%
11	4	95%
13	2	98%
14	1	99%
16	1	100%
Total:	81	

Areas - YTD		
Brigade Name	Qty	%
Awaba	7	7%
Benwerrin	4	4%
Cameron Park	20	20%
Cooranbong	2	2%
FRNSW	11	11%
Killingworth	16	16%
Seahampton	30	31%
Wakefield	8	8%
Total Calls:		98

Man Hours		
Type	Hours	%
Primary	41	52%
Support	38	48%
Total:		79

Man Hours - YTD		
Type	Hours	%
Primary	229	42%
Support	312	58%
Total:		541

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

August 2013

PRESIDENT'S REPORT:

I would like to start by thanking everyone involved in the Kindy Visit and Scout Presentation. We Have receive excellent feedback from both the Scout group and the Kindy management and we should be proud of our efforts to make these events happen.

Over the past 2 months, we have had several member applications and so far Sam Hedley (Walarah), Anthony Duff (out west), Rebecca Parkes, Clinton Harris have cleared MCU and we will be seeing them around more and more.

I would like to extend my condolences to Val and Col on the recent passing of Val's brother.

There are new email addresses issued now by fire control. These emails are designed to streamline the information from fire control to the brigades.

All requests for Sam (captain) should be emailed to: seahampton.captain@lakesteamrfs.org.au

All requests for President and Secretary: seahampton.management@lakesteamrfs.org.au

Any email for ALL members should be sent to: seahampton.members@lakesteamrfs.org.au and it will auto-forward to our Seahampton Members email list.

If you have any questions in regards to these email addresses, ask me after the meeting.

Cheers,

Mark Hocking
President
Seahampton RFB

Seahampton RFB Social Club

PO Box 146
West Wallsend
NSW 2286

Profit & Loss [Cash]

July 2012

18/08/2013
11:41:05

Income		
Vending Machine	\$48.10	
Member Subscriptions	\$0.00	
Other	\$0.00	
Total Income		<u>\$48.10</u>
Cost Of Sales		
Food & Drink	\$36.90	
Raw Material Expenses	\$0.00	
Total Cost Of Sales		<u>\$36.90</u>
Gross Profit		<u>\$11.20</u>
Expenses		
Meals for meetings/training	\$57.00	
Christmas Parties	\$0.00	
Member Welfare	\$0.00	
Other	\$0.00	
Wages & Salaries	\$0.00	
Employment Expenses	\$0.00	
Total Expenses		<u>\$57.00</u>
Net Profit (Loss)		<u>-\$45.80</u>

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

2013

Seahampton RFB Social Club

PO Box 146
West Wallsend
NSW 2286

Profit & Loss Statement

July 2012

18/08/2013
11:41:31

Income	
Vending Machine	\$48.10
Member Subscriptions	\$0.00
Other	\$0.00
Total Income	<u>\$48.10</u>
Cost Of Sales	
Food & Drink	\$119.20
Total Cost Of Sales	<u>\$119.20</u>
Gross Profit	<u>-\$71.10</u>
Expenses	
Meals for meetings/training	\$57.00
Christmas Parties	\$0.00
Member Welfare	\$0.00
Other	\$0.00
Wages & Salaries	\$0.00
Employment Expenses	\$0.00
Total Expenses	<u>\$57.00</u>
Net Profit/(Loss)	<u>-\$128.10</u>

To be banked \$140 from vending machine

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Seahampton Rural Fire Brigade

PO Box 146
West Wallsend
NSW 2286

Trial Balance

July 2012

18/08/2013
11:44:47

Page 1

Account	Debit	Credit	YTD Debit	YTD Credit
General Account - Club		\$111.98	\$3,962.54	
Gift Account - Rapid Saver	\$293.45		\$15,140.47	
Petty Cash	\$0.00		\$35.65	
Station Equipment	\$0.00		\$2,818.18	
Furniture & Fixtures at Cost	\$0.00		\$290.77	
GST Collected		\$0.00		\$1.36
GST Paid	\$8.37		\$1,038.03	
GST Rounding		\$0.00		\$8.15
Prior Year's Surplus/Deficit		\$0.00		\$26,627.79
Retained Earnings		\$0.00	\$4,149.93	
Donations		\$227.18		\$1,727.18
Fundraising		\$0.00		\$150.00
Grants & Reimbursements		\$0.00		\$66.10
Interest		\$65.27		\$262.89
Freight	\$0.00		\$13.50	
Supplies - Fundraising	\$0.00		\$170.19	
Supplies - Station/Welfare	\$48.86		\$181.86	
Welfare (Truck Kits)	\$0.00		\$106.35	
Training Catering	\$0.00		\$28.46	
Equipment Maintenance & Rep	\$0.00		\$48.18	
Small Tools	\$0.00		\$129.55	
Hardware	\$0.00		\$74.86	
Supplies - Stationery & Office	\$0.00		\$40.52	
Internet Access	\$45.00		\$180.00	
Postage	\$8.75		\$8.75	
Legal & Accounting	\$0.00		\$250.00	
Misc Expense	\$0.00		\$66.10	
Catering for AGM, etc	\$0.00		\$109.58	
Total:	\$404.43	\$404.43	\$28,843.47	\$28,843.47

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

MBW

Seahampton Rural Fire Brigade

PO Box 146
West Wallsend
NSW 2286

Profit & Loss Statement

July 2012

18/08/2013
11:48:33

Income		
Donations	\$227.18	
Interest	\$65.27	
Total Income		<u>\$292.45</u>
Cost of Sales		
Gross Profit		<u>\$292.45</u>
Expenses		
Supplies - Station/Welfare	\$48.86	
Admin Expenses		
Internet Access	\$45.00	
Postage	\$8.75	
Total Admin Expenses	\$53.75	
Total Expenses		<u>\$102.61</u>
Net Surplus / (Deficit)		<u>\$189.84</u>

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