



Meeting Minutes - Seahampton

Meeting: GENERAL MEETING – Ref # 2017MAY
Chaired by: Mark Hocking - President
Minutes by: Stephen Schwetz
Location: Seahampton RFB
 40 George Booth Dr
 Seahampton NSW 2286
Date: 21/05/2017
Start Time: 14:13hrs
Finish Time: 15:19 hrs

Minutes

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

Attendees

Mark Hocking	Sam Dart	Val Dennis
Colin Dennis	Debbie Young	Ryan Domandl
Sonia Wright	Ben Wright	Peter Hill
Sue Rishman	Michael Zerbes	Trent Culhane
Warren Mackaway	Stephen Schwetz	Kerrie Schwetz

Apologies

Josh Codner	Sam Hedley	Brittnie Iles
Anton Glover	Will Fosdick	Kent DeLange
Sam Berry	Rob Beath	Michael Scales

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

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	Val Dennis	Warren Mackaway	Yes

Correspondence In

Date:	Topic:
26 Apr	FW: RFSA presentations and Representatives
27 Apr	Transition to Centralised Disptach - Central Coast
27 Apr	FW: Expression of Interest - 2017 Volunteer Leadership Programs
28 Apr	FW: The Lake Macquarie & Central Coast 2017 Volunteer Appreciation Day
28 Apr	BA Course
3 May	Pager Abbreviations
3 May	Extinguisher Inspections
3 May	Lake Macquarie CABA Cylinder Requests
4 May	Fwd: Minimum response CABA
4 May	Upcoming Courses
8 May	FW: FineLines Laser Technologies offer to all defence and services personnel
8 May	Yellow Shirts
8 May	Hazard Reduction Resource Requirements.
9 May	FW: You're invited to participate in a Health and Fitness survey
10 May	Resource Requirements For NPWS HR - This Wednesday May 10th
10 May	AF course
11 May	AF Course
11 May	Nomination forms
12 May	FW: Trivia Night for Peninsula Rural Fire Brigade 29th of July 2017
12 May	Nomination Form for RFD and ORD July at Lake Macquarie
12 May	GL 14
12 May	Return of Fire Safety Permit Books
15 May	Kariong CBD course
16 May`	Resource Request Form

Correspondence Out

Date:	Topic:
26 Apr	FW: RFSA presentations and Representatives
27 Apr	Transition to Centralised Disptach - Central Coast
27 Apr	FW: Expression of Interest - 2017 Volunteer Leadership Programs
28 Apr	FW: The Lake Macquarie & Central Coast 2017 Volunteer Appreciation Day
29 Apr	Central Coast Group 1
1 May	MyRFSCrew
3 May	Pager Abbreviations
3 May	Lake Macquarie CABA Cylinder Requests
4 May	Fwd: Minimum response CABA
8 May	FW: FineLines Laser Technologies offer to all defence and services personnel
8 May	Yellow Shirts
9 May	FW: You're invited to participate in a Health and Fitness survey
11 May	Training
11 May	More Training
12 May	Return of Fire Safety Permit Books
15 May	Training
16 May	Resource Request Form

Correspondence Actions

Business Arising	Action Completed	Date Completed

Correspondence - Accepted	Moved	Seconded	Carried/Voting Notes
Motion: The Correspondence presented be accepted	Reference Only		Not Tabled At Meeting

Captain's Report

Good Afternoon All

Over the past month we have seen some changes in how we operate; the district has adopted the Centralised Dispatch, combining the Gosford LGA, Wyong LGA and Lake Macquarie LGA into one district called the Central Coast how training is advertised and delivered.

Some changes that are coming into effect for our district is the amount of organised group training (group 1 brigades training together in 1st aid, oxy resus, SWR and BA), the new response schedule will benefit at times and then disadvantage us at others we just have to roll with the punches although all the captains have been communicating with group 1 to address these issues.

With the AGM only 1 month away the brigade executive have sat down and addressed the active member test, the following members have been deemed active / financial and are able to vote for all positions in the brigade

- Sam Berry,
- Colin Dennis,
- Warren Mackaway,
- Mark Hocking,
- Sam Dart,
- Anton Glover,
- Ben Wright,
- Brittnie Iles,
- Michael Zerbes,
- Ryan Domandl,
- Stephen Schwetz, and
- Val Dennis

All other members are deemed non active and can only vote on Administration if they are Ordinary and financial. (There will be a list sent out via email)

Huge congratulations to those members who have completed specialised courses over the past 2 months enabling the brigade to respond with more qualified members to SWR and BA incidents.

There are a range of courses coming up,

- Advanced Fire Fighter, Nominations close 31st May.
- Crew Leader Village, Nominations close 14th June.
- Crew Leader Supervision, Nominations close on 12th July.
- Group Leader, Nominations close on 12th July and
- Trim Fallen Trees Recertification, Nominations close on 24th May.

Please check the board in the kitchen and also the prerequisites before nominating for the courses.

I want to remind all members of the email I sent on the 1st of May 2017 with the subject MyRFSCrew and the push for an app called PushOver as we are now on the centralised dispatch system it's important to take note of this email and its contents as the issue of pagers could affect a large number of members.

The new minimum response where there is a dual agency response (FRNSW/RFS), two RFS brigades will be paged along with a GO. If three RFS appliances come on air it will be up to the discretion of the 'IC' and/or the 'DO' to respond the 3rd appliance. As with any incident, specific situations will dictate the overall response of resources to a given incident. The 'DO' will make a determination, based upon given information, regarding what is appropriate.

The AGM is set for the 18th of June at 1300hrs I wish to inform everybody your votes should not be based on the popularity of a person it should be based on who should and will do the best in that position as this year every position is up for re-election I'd like all members to think of people suitable for positions and encourage

nominations to be filled for those positions.

Thankyou,
Sam Berry
Captain

President's Report

Good afternoon all,

A short and sweet report today. There is still no update to the release of the new constitution, meaning that the 2017 AGM and all positions are based on the current Constitution and rules. As soon as the new constitution is released, the Information will be relayed and a special general meeting will be established for adoption.

Nominations for 2017 AGM positions are open from close of the meeting today and will close midday one week before the AGM. Anyone may be present when the nomination box is opened and the list is generated. Good luck to all those putting in nominations.

Cheers,
Mark Hocking
President

Treasurer Report

See 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	Mark Hocking	Warren Mackaway	Yes

Workplace Health and Safety

Business Arising	Action Completed	Date Completed
Parking Truck into Bay. Make sure on the right side of line for passenger side room to open door.		
Parking at Station. Do not Park in front of the Truck Bays.		

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

General Business

Discussions & Details of Motions	Moved	Seconded	Carried/Voting Notes	Due Date
Peter Hill; Fundraising with delivering telephone books. Is this progressing. Mark to raise with Anton				
Debbie Young; Fundraising opportunities.				
Peter Hill to check with Woolworths BBQ venues				
Ben Wright; BA Clocks are in the post.				
Colin Dennis; Letter of thanks from West Wallsend Anzac day. Thanks to all members that attended the successful event.				
Sam Dart; Still looking for BA Bags. Anton is looking too.				
Brigade to organise Clean-up day/Working Bee (June / July)				
Warren Mackaway to liaise with fire control to get access to a vehicle to take metal to recyclers				
Warren to arrange to scrap old extinguishers based on info provided by Sue that Chubb do not need them returned.				
Ben Wright is organising a combined training day with Wakefield - currently 25 th June. Possibilities that this date will be changing. Will run by Training officer while it is planned.				
Anton Glover; Repainting yellow lines in car park and truck bays. Mark Hocking to liaise with fire control to have council to attend to replacing edges of car park. Also have council see if they can attend to car park lines				
Be aware of where and how you are parking while at station, and do not park across driveways or spread out on grass areas so others cannot fit..				
Motorcycle Parking. Be mindful of where you are parking, and if parking on pavers, ensure there is plenty of room for members to walk around bike and access station.				
Ernest Staszek – Motion to extend Ernest Staszek Probation for a term of 3 months	Ben Wright	Sonia Wright	Carried	Review: 21/08/17 (August Meeting)
Angela Hesketh – Motion to remain member pending review and revote in 3 months.	Sam Dart	Warren Mackaway	Carried. 2 Against	Review: 21/08/17 (August Meeting)
Carl Hudson – Recommend to not accept membership. Motion to remove Probationary Member Carl Hudson	Col Dennis	Ben Wright	Carried	

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.				
Shaun Hollis – Motion to accept as ordinary member	Warren Mackaway	Ben Wright	Carried	
Will Fosdick – Motion to not accept as ordinary dual member of Seahampton Brigade 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.	Col Dennis	Warren Mackaway	Carried	
Alex Gregg – Send Letter of Intent	Warren Mackaway	Ben Wright	Carried	
Drying Pole – Motion for executive to arrange for relocation of saddle to a suitable location.	Mark Hocking	Ben Wright	Carried	
Drying Saddle – Motion to allow expenses of \$100 to allow for new hose saddle and relocation. Assigned to Warren and Col.	Warren Mackaway	Col Dennis	Carried	

Next Scheduled meeting - AGM

Location: Seahampton RFB
40 George Booth Dr
Seahampton NSW 2286

Date: 18/06/2017

Est. Start Time: 1300 hrs

SEAHAMPTON RURAL FIRE BRIGADE

INCOME AND EXPENDITURE ACCOUNT

for the operating month of April 2017
ABN # 49 277 075 131

	Expenditure	Income	Balances
GENERAL ACCOUNT - c/fwd balance	\$ 294.23		
Degreaser	4.00		
BA Cleaning Wipes	14.81		
Coffee	20.00		
Chains	8.50		
Sam Berry ??	19.80	19.80	
	<u>67.11</u>	<u>19.80</u>	\$ 246.92
SOCIAL ACCOUNT - c/fwd balance	\$ 405.17		
Vending	5.50		
Vending	28.00		
Vending banking - March		86.90	
Vending banking - April		126.00	
	<u>33.50</u>	<u>212.90</u>	\$ 584.57
GIFT ACCOUNT - c/fwd balance	\$ 16,934.93		
Vending transfer to Warren - wrong account	\$ 56.40		
	<u>56.40</u>	<u>0.00</u>	\$ 16,878.53
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 APRIL - ACCOUNT SUMMARY

BANKED MONIES			
General Account	\$ 246.92		
Social Account	\$ 584.57		
Gift Account	\$ 16,878.53		
DGR Account	\$ 2,476.68	\$20,186.70	
 		<u>\$20,186.70</u>	
TOTAL MONIES HELD BY BRIGADE		<u>\$20,186.70</u>	

VENDING MACHINE - previous month balance	\$ 1,892.87		
Sales		212.90	
Purchases	89.90		
	<u>89.90</u>	<u>212.90</u>	\$ 2,015.87

SEAHAMPTON RURAL FIRE BRIGAGE

INCOME AND EXPENDITURE ACCOUNT

for the operating month of March 2017

ABN # 49 277 075 131

	Expenditure	Income	Balances
GENERAL ACCOUNT - c/fwd balance	\$ 294.23		
Sim cards for tablets in trucks - Sam Berry	19.80	19.80	
	<u>19.80</u>	<u>19.80</u>	\$ 294.23
SOCIAL ACCOUNT - c/fwd balance	\$ 436.25		
March lunch	31.08		
	<u>31.08</u>	<u>0.00</u>	\$ 405.17
GIFT ACCOUNT - c/fwd balance	\$ 16,934.93		
	<u>0.00</u>	<u>0.00</u>	\$ 16,934.93
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

MARCH - ACCOUNT SUMMARY

BANKED MONIES

General Account	\$ 294.23		
Social Account	\$ 405.17		
Gift Account	\$ 16,934.93		
DGR Account	\$ 2,476.68	\$20,111.01	

TOTAL MONIES HELD BY BRIGADE

\$20,111.01

VENDING MACHINE - previous month balance	\$ 1,892.87		
Sales			
Purchases			
	<u>0.00</u>	<u>0.00</u>	\$ 1,892.87



SEAHAMPTON RURAL FIRE BRIGADE

Subject: 2017 AGM Official Notification and Nomination Information

Date: 21 / 05 / 2017

Dear Members,

All members of Seahampton Rural Fire Brigade are advised that the Annual General Meeting will be held at Seahampton Rural Fire Brigade Station on Sunday 18th June 2017, commencing at 1300 hours. The main purpose of this meeting is the election of Brigade Operational (for the next 2 years) and Administrative Positions (for the next year). We urge all members to be in attendance. Lunch (from 12pm) and afternoon tea will be supplied.

Please see below agenda for the 2017 AGM:

- Apologies
- Minutes of the previous Annual General Meeting
- Business arising from the minutes
- Correspondence - AGM
- Business arising from the correspondence
- Reports; Captain, President, Treasurer and Audit, Secretary, and all others
- Election of Office Bearers
- Operational Positions – These positions are elected by all ACTIVE Members;
Captain, Senior Deputy Captain, Deputy Captain X 6
- Administrative Positions – These positions are elected by all ORDINARY Members;
President, Vice President, Secretary, Treasurer, Community Safety Officer, Welfare Officer, Training Officer, First-Aid Officer, Equipment Officer, BA Officer, Safety Officer, 3 x Field Representatives, 3 x Permit Issuing Officers.
- Elect an RFSA delegate (Rural Fire Service Association)
- Appointment of Auditor
- Annual Fee for the year 2017/2018. This is due 90 days after the AGM as per brigade rule.
- General Meeting Dates for 2017/2018
- Review constitution & existing brigade rules
- Business with notice. In writing and given to the Secretary prior to the AGM
- Close of Meeting

Immediately following AGM will be an Emergency Evacuation Drill for all members

Proxy Voting

As per 7.1.9 of the Brigade Constitution, if for any reason you cannot attend the AGM but are eligible to vote, you may do so by Proxy by submitting in writing to the Secretary who you have chosen to complete voting on your behalf. Advise your chosen delegate of your choices for the vote. The chosen delegate will then complete your voting on the day.

A member can only vote on behalf of up to two (2) other members.

Nominations for Positions

Nominations must be in the nomination box at the Station, before Close of Nominations at 1200 hours on Sunday 11th June 2017. At the close of nominations, the box will be opened by the President and Secretary, where all valid nominations will be posted on the notice board and emailed for all to view and make decisions for voting at the AGM. Anyone is welcome to attend the opening of the nomination box. Only if no formal nominations are received for a position will they be taken from the floor at the AGM. Nomination forms may be copied or spares obtained from the station. Please note that nomination forms must be signed and dated by the person nominating, the person nominated, and a seconder. You can nominate yourself for a position. Please note that proper 'first past the post' voting will be enforced. This means that if there is only one person nominated for a position they automatically gain that position without a vote.

Membership fee for 2017/2018 must be paid by the 16/09/2017, as per Brigade Rule 6.

For further information, or clarification on this information, feel free to contact me on presidentsrfb@gmail.com or the Secretary on secretarysrfb@gmail.com.

Thank you,



Mark Hocking
President
Seahampton Rural Fire Brigade

Nominating for a position

An election of officers of the brigade is an important process and must be followed correctly as it directly impacts upon the functioning and management of the brigade. The constitution sets out the minimum requirements that must be followed when conducting elections.

To assist in meeting the requirements of the constitution and to make the elections run easier the brigade has for many years used a nomination form, which is filled in prior to the election and placed in a nomination box. One week before the election the box is opened by the Secretary and nomination forms are checked, collated, and then distributed to members so that members can see who is running for which position, and start to form a view about how they'll vote, if there is more than one person running for a position. Nomination forms are kept in case the Returning Officer (usually a staff member from the district office) wishes to view them. Anyone and everyone is welcome to attend when the Secretary opens the nomination box.

It is important that the nomination form is filled in correctly, and completely. A nomination form that is not filled in correctly or completely will be declared invalid, and your nomination will not be counted.

Instructions

1. Write your full name after the word I.
2. Fill in the nominee's full name. If you are nominating yourself, write your full name again here.
3. Circle only one position.
4. Write your full name again, followed by your signature, and the date.
5. You need another member to second the nomination, so find another member who agrees with your nomination and ask them to write their name, signature and date in the "seconded by" section.
6. The nominee must accept the nomination, except if you have self-nominated. Ask the nominee to write their name, signature and date in the acceptance section of the form. If you have self-nominated, there is no requirement to fill in the acceptance section.
8. Place the nomination form in the box.

If you have any questions about the process please speak to a member of the Executive Committee.

Election Nomination Form

I, nominate for the position of:
(Your full name) (Nominee's full name)

- | | | |
|-------------------------------|---------------------------------|------------------------------------|
| Captain | Senior Deputy Captain | Deputy Captain |
| President | Vice President | Secretary |
| Treasurer | Training Officer | Safety Officer |
| Equipment Officer | Community Safety Officer | Breathing Apparatus Officer |
| First Aid Officer | Welfare Officer | Field Representative |
| Permit Issuing Officer | | |

Signed;
(Your full name) (Signature) (Date)

Seconded by;
(Seconder's full name) (Seconder's signature) (Date)

This section is not required if you are self-nominating.
Acceptance; I accept the nomination for the position circled above.

.....
(Nominee's full name) (Nominee's signature) (Date)

Election Nomination Form

I, nominate for the position of:
(Your full name) (Nominee's full name)

- | | | |
|-------------------------------|---------------------------------|------------------------------------|
| Captain | Senior Deputy Captain | Deputy Captain |
| President | Vice President | Secretary |
| Treasurer | Training Officer | Safety Officer |
| Equipment Officer | Community Safety Officer | Breathing Apparatus Officer |
| First Aid Officer | Welfare Officer | Field Representative |
| Permit Issuing Officer | | |

Signed;
(Your full name) (Signature) (Date)

Seconded by;
(Seconder's full name) (Seconder's signature) (Date)

This section is not required if you are self-nominating.
Acceptance; I accept the nomination for the position circled above.

.....
(Nominee's full name) (Nominee's signature) (Date)