**Meeting Minutes - Seahampton**

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| **Meeting:** | GENERAL MEETING – Ref #2018MayGeneral |
| **Chaired by:** | Stephen Schwetz - President |
| **Minutes by:** | Kerrie Schwetz - Secretary |
| **Location:** | Seahampton RFB  40 George Booth Dr  Seahampton NSW 2286 |
| **Date:** | 27/05/2018 |
| **Start Time:** | 1329 hrs |
| **Finish Time:** | 1445 hrs |
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# 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**

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| Colin Dennis | Val Dennis | Sam Dart |
| Mark Hocking | Nathan Vincer | Anton Glover |
| Kerrie Schwetz | Stephen Schwetz | Warren Mackaway |
| Peter Hill | Geordie Farish |  |

**Apologies**

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| Kent De Lange | Ben Wright | Michael Zerbes |
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**Minutes from Previous Meeting**

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| Business Arising | Action Completed | Date Completed |
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| 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 | Geordie Farish | Val Dennis | Carried |

**Correspondence In**

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| Date: | Topic: |
| April 17, 2018 at 10:51AM | Sugarvalley Neighbourhood Centre Community Conversation day 20.04.18 |
| April 17, 2018 at 10:54AM | Fwd: Sugarvalley Neighbourhood Centre Community Conversation day 20.04.18 |
| April 17, 2018 at 01:51PM | HR Resources Required For This Sunday |
| April 19, 2018 at 12:34PM | Fwd: Cylinders |
| April 19, 2018 at 12:49PM | Re: Cylinders |
| April 20, 2018 at 09:49AM | REQUEST FOR HR RESOURCES - NORTHERN BEACHES |
| April 20, 2018 at 11:46AM | RE: REQUEST FOR HR RESOURCES |
| April 20, 2018 at 12:04PM | FW: Kariong Captains Meeting |
| April 23, 2018 at 03:10PM | Upcoming Courses |
| April 30, 2018 at 03:27PM | Safety Concerns for Emergency Service workers Mooney Mooney Bridge |
| May 02, 2018 at 02:19PM | Course attendance sheets for Trim Fallen Trees and Rural Fire Driver and Joining Instructions |
| May 07, 2018 at 10:36AM | Damage Report Seahampton 1 |
| May 07, 2018 at 06:35PM | SEAHAMPTON - Outstanding Fire Reports |
| May 07, 2018 at 07:25PM | FW: SEAHAMPTON - Outstanding Fire Reports |
| May 08, 2018 at 09:21AM | Central Coast Volunteer Appreciation Day - RSVPs |
| May 16, 2018 at 04:37PM | CABA Cylinder Exchange |
| May 16, 2018 at 05:56PM | Re: CABA Cylinder Exchange |
| May 17, 2018 at 08:19AM | Trim Fallen Trees Recertification Attendance Sheet and Joining Instructions |
| May 17, 2018 at 09:30AM | RE: CABA Cylinder Exchange |
| May 17, 2018 at 10:54AM | Re: CABA Cylinder Exchange |
| May 19, 2018 at 10:59AM | CABA Cylinder Removal |
| May 20, 2018 at 05:05PM | 2018 Central Coast Championship |
| May 21, 2018 at 01:48PM | Resources required for Hazard Reduction this Wednesday at Lake Munmorah |
| May 22, 2018 at 10:46AM | Roll out of BA users online logging system |
| May 22, 2018 at 11:50AM | Final Resources for the Saliena Ave North HR |
| May 22, 2018 at 01:42PM | Macquarie St West HR- Friday 25/5/2018 |
| May 24, 2018 at 11:28AM | Resourcing for the Macquarie St West HR- Friday 25/5/2018 |
| May 24, 2018 at 12:10PM | Off Road Driver (ORD) Attendance Sheet and Joining Instructions |
| May 24, 2018 at 07:15PM | Central Coast Championships 2018, Simulated tree felling event |
| May 25, 2018 at 11:18AM | Norah Head 2018 Site Saturday 26/5/2018 |
| May 25, 2018 at 01:38PM | Simmons Close HR Sunday 27/5/2018. |

**Correspondence Out**

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| Date: | Topic: |
|  | General Meeting Minutes April |

**Correspondence Actions**

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| Business Arising | Action Completed | Date Completed |
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| Correspondence - Accepted | Moved | Seconded | Carried/Voting Notes |
| Motion: The Correspondence presented be accepted | Warren Mackaway | Val Dennis | Carried |

**Captain’s Report**

See Attached Report as tabled.

**President’s Report**

See Attached Report as tabled.

**Treasurer Report**

See Attached Report as tabled.

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| Business Arising | Action Completed | Date Completed |
| Motion to reimburse Warren payment for meeting lunch $54.60.  Moved: Mark Hocking Seconded: Colin Dennis  Motion Carried |  |  |

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| Treasurer’s Report - Accepted | Moved | Seconded | Carried/Voting Notes |
| Motion: The Treasurer’s Report be accepted & any bills as listed be paid | Val Dennis | Anton Glover | Carried |

**Workplace Health and Safety**

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| Business Arising | Action Completed | Date Completed |
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| Discussions & Details of Motions | Moved | Seconded | Carried/Voting Notes | Due Date |
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**General Business**

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| Discussions & Details of Motions | Moved | Seconded | Carried/Voting Notes | Due Date |
| Clean the men’s toilet seat, otherwise replace as requested by some members. |  |  |  |  |
| Budget for the AGM meals: $200 | Mark Hocking | Warren Mackaway | Carried |  |
| Notice to RSVP if coming to lunch to be put on Facebook asap (Stephen) |  |  |  | 30/05/2018 |
| Peter Hill’s membership review:  Col has advised he MUST attend the next BF assessment in Lake Macquarie and if he does not pass we will consider whether he stays.  Has been attending training and putting in effort but is still not competent.  Previous minutes clearly states he is to complete a BF assessment and was not to have his probation renewed beyond January.  Discussion as to whether we failed to organise an assessment or he failed to take the initiative. He has been consulting with Col and Col didn’t believe he had completed enough skill cards to be prepared for assessment.  When previously stated he must complete an assessment within the allocated time, we failed to organise an assessment and therefore the statement is no longer applicable.  Continue probation for a period of 3 months. In that time if an assessment is not scheduled at a suitable time we will encourage him to ask for an assessment on demand.  If he is not yet competent in most areas (as opposed to a couple of minor issues) | Stephen Schwetz | Warren Mackaway | 6 for 2 against 1 abstained  Carried |  |
| Raffle tickets - extend the draw date an extra 3 months to late September 2018  Everyone to return books and money and we will re-arrange | Stephen Schwetz | Geordie Farish | Carried |  |
| Stocking of Support 7B with equipment so that it is ready to take on jobs. Col is keeping a list of equipment to ensure our equipment is taken back off when we return it.  Cat 1 is at O’Neills/National Hexham, Steve will stop in and get the Welfare kit off, or Warren will do on a Monday during IRU. A small esky is to be put on S7B for brigade use. |  |  |  |  |
| Please be sure the back door handle is in the locked position. |  |  |  |  |
| Please keep paper towel in the allocated place, not in the tools area of the Cat 1 bay. It is kept above the sink and if you take one replace it from upstairs. |  |  |  |  |
| The fridge needs cleaning out, make sure you clean out your food. |  |  |  |  |
| Remember to put the hand brake on the Cat 7! The charging cable and plug have been repaired. |  |  |  |  |
| Geordie - as per discussion with Cameron Park and Killingworth we have been invited to participate in a social team building activity between the brigades. It has been suggested we organise the first year and it will be barefoot bowls at Edgeworth BC  Geordie will find out costs etc. and approach Wakefield. Members are to fund themselves.  Each year the hosting brigade will purchase a trophy to go to the winning team. |  |  |  |  |
| Member services are currently under responsibility of the VP but after this AGM we will not have a VP. Who will take on the role.  If it is to be an administrative role it needs to be raised at the AGM, otherwise it will be allocated to an executive member at the next meeting.  For discussion at the next executive meeting. |  |  |  |  |
| Col wants to hold an additional general meeting immediately following the AGM to vote on Nathan’s probationary status and any other urgent issues. |  |  |  |  |
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**Next Scheduled meeting**

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| **Location:** | Seahampton RFB  40 George Booth Dr  Seahampton NSW 2286 |
| **Date:** | \_\_/\_\_/\_\_\_\_ |
| **Est. Start Time:** | 1300 hrs |