



Meeting Minutes - Seahampton

Meeting: GENERAL MEETING – Ref #2017OCT
Chaired by: Stephen Schwetz - President
Minutes by: Kerrie Schwetz - Secretary
Location: Seahampton RFB
 40 George Booth Dr
 Seahampton NSW 2286
Date: 15/10/2017
Start Time: 1210 hrs
Finish Time: 1257 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

Kerrie Schwetz	Warren Mackaway	Ryan Domandl
Val Dennis	Colin Dennis	Sam Hedley
Sam Dart	Rhys Whitehorn	Ben Wright
Rob Beath	Geordie Farish	

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

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

Apologies

Mark Hocking	Michael Zerbes	Angie Hesketh
Kent De Lange	Anton Glover	Michael Scales

Minutes from Previous Meeting

Business Arising	Action Completed	Date Completed
Correction to Warren's attendance at meeting		
Correct 'Hark' to Mark		

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	Ben Wright	Val Dennis	

Correspondence In

Date:	Topic:
19/10/2017	Helpers Needed - Australian Fire Cadet Championships 2017
20/10/2017	Course Nomination Closing Dates
22/10/2017	Availability for Saturday 23 September
24/10/2017	BAP for McDonald's McHappy Day Edgeworth
25/09/2017	Central Coast District Staff Roles & Responsibilities
25/09/2017	Information Required For BIRS And In SITREPS To Comms
26/09/2017	New Generation PPC
26/09/2017	Repairs and Requisitions From OPS Safety Days
27/09/2017	Safety Advisor Required ASAP
27/09/2017	Lake Macquarie Proposed Road Closure
27/09/2017	Immediate Resource Deployment To Mid Coast
27/09/2017	P2 Smoke Masks
27/09/2017	Effects of Heat
27/09/2017	Medical Clearance for Fire Fighting Activities
28/09/2017	Second Repairs and Requisitions From OPS Safety Day

4/10/2017	Newcastle Jets 'Local Heroes Day' - 15th October 2017 - McDonald Jones Stadium
5/10/2017	Community Engagement Resourcing
5/10/2017	Damage to Vehicle
6/10/2017	Newcastle Jets 'Local Heroes Day' - 15th October 2017 - McDonald Jones Stadium
9/10/2017	Restriction of Fire Permits
9/10/2017	Senior Management Team Meeting Minutes - 21 September 2017
9/10/2017	Local Heroes Day - 15th October 2017
11/10/2017	Cancellation of TFT Course 25, 26, 28 and 29 October 2017
11/10/2017	Com Engagement: First New Lambton Cubs - Scout Visit
11/10/2017	Fatigue Management Presentation - Tabled at recent SMT
12/10/2017	All members fatigue management
12/10/2017	Station visit, Seahampton Rural Fire Brigade
13/10/2017	Safety Warning
13/10/2017	Fatigue Management
13/10/2017	Tough Mudder
13/10/2017	Police & Emergency Services Regatta, Lake Macquarie 2017

Correspondence Out

Date:	Topic:
27/09/2017	BAP for McHappy Day
9/10/2017	Request for Community Education Resources
9/10/2017	BAP for Local Heroes Day. Jets.
9/10/2017	Local Heroes Day - 15th October 2017
12/10/2017	Com Engagement: First New Lambton Cubs - Scout Visit
12/10/2017	Station Visit, Seahampton Rural Fire Brigade
13/10/2017	Tough Mudder

Correspondence Actions

Business Arising	Action Completed	Date Completed
New Lambton Cubs Station visit to be organised by Kerrie and Anton with assistance from Col		

Correspondence - Accepted	Moved	Seconded	Carried/Voting Notes
---------------------------	-------	----------	----------------------

Motion: The Correspondence presented be accepted

Warren
Mackaway

Ben Wright

Captain's Report

See Attached Report as tabled.

President's Report

See Attached Report as tabled.

Treasurer Report

See Attached Report as tabled.

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	Geordie Farish	Ben Wright	

Workplace Health and Safety

Business Arising	Action Completed	Date Completed

Discussions & Details of Motions	Moved	Seconded	Carried/Voting Notes	Due Date
P2 Masks - info to be printed and displayed in a prominent position				
Effects of heat - info to be printed and displayed in a prominent position				
Medical Clearance - to return from illness or injury 'fit to return to normal firefighting activities' must be stated on				

medical clearance certificate. A worksheet is available to assist your doctor when completing the certificate.				
Try not to use grab handle of driver's side of Cat 1 - Fire Control are looking in to fixing the issue, in the meantime Warren will attempt to remove the handle to prevent accidental injury.				

General Business

Discussions & Details of Motions	Moved	Seconded	Carried/Voting Notes	Due Date
Facebook posts in brigade group - please stick to brigade business. Stephen to put out a reminder.				
<p>Money raised from McHappy Day was \$23.35. Moved to forward money to McDonald's as a donation toward McHappy Day.</p> <p>Opinion raised that if people intended it for McHappy day they'd have given it to them and not put into our donations, when giving the money it was intended for Seahampton RFB.</p> <p>\$23.35 donation to be made from Seahampton RFB to McHappy Day once the donations have been banked.</p>	Warren	Ben	<p>6 For</p> <p>3 Against</p> <p>2 Abstained</p> <p>Carried</p>	
Tools going missing that Warren brought in for use at station - if anyone has borrowed a stilson set or anything else please return to Warren.				
Damage to tankers email - it is understood that no damage is deliberate however the rules set out in the email <u>must</u> be followed, including use of a guide when reversing. The guide does not have to direct the drive necessarily but can identify hazards or objects that the driver can not see. This includes reversing into the truck bays in the station.				
Fatigue Management - if you are unwell, on medication, etc. stay at home, always follow IMSAFER. We are requested not to sit at station on very hot days as it increases fatigue and you may be ineligible for a strike team etc if you choose to do so.				
Sign on sheet - please ensure you write legibly so Colin can read and record details.				

Crew calendar / crew changes. Some small changes have been made to add people to more suitable crews. Col will speak to people and post on facebook. Anyone can attend station on any crew's weekend, all are always welcome. The listed crew will get priority on the truck.				
Tough mudder - Kerrie to advise ASAP, Leigh Pilkington will send details by Monday.				
Stephen moved the next meeting to the 18th due to Tough Mudder. Executive meeting to be decided at a later date, can be called at any time. Kerrie to post the change on Facebook within 21 days of next meeting.				
Start thinking about ideas for the Christmas Party and bring them to the next meeting.				
1st New Lambton Cubs will be visiting our station on the 26th from 1830 to 2000. A google form will go out for members to indicate attendance.				
Please use emergency crews / MyRFS to indicate that you are responding. Crew Leaders will check the board and wait an extra couple of minutes for you to arrive if they can.				
Ernest Stazek - has been probationary for some time, executive recommend not accepting as an ordinary member. Col moved to remove from register and notify Fire Control	Colin Dennis	Ben Wright	Carried (0 against)	
Rob Beath - Extend probation for another 3 months to attend more meetings (minimum of 3) and attend 15 crew weekends or training days or community events.	Colin Dennis	Stephen Schwetz	Carried (0 against)	
Scott Oliver - put out letter of intent, no response in 2 months. Fire Control to be advised.	Stephen Schwetz	Sam Dart	Carried (0 against)	

Next Scheduled meeting

Location: Seahampton RFB
40 George Booth Dr
Seahampton NSW 2286

Date: 18/11/2017

Est. Start Time: 1300 hrs

**SEAHAMPTON RURAL FIRE BRIGAGE
INCOME AND EXPENDITURE ACCOUNT**

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

	Expenditure	Income	Balances
GENERAL ACCOUNT - c/fwd balance	\$ 790.11		
Member Fees - Mixed		20.00	
Woolworths Coffee - Warren Mackaway	35.55		
Super Cheap Auto Grease - Warren Mackaway	12.99		
Bunnings Toilet Flusher - Col Dennis	19.95		
Wollombi Strike Team Meal - Stephen Schwetz	47.90		
Member Fee - Chris Smith		5.00	
Member Fee - Brittnie Iles		5.00	
Member Fees - Stuart McCash		5.00	
Sim cards for tablets in trucks - Sam Berry	19.80		
Sim cards for tablets in trucks - Return		19.80	
	<u>136.19</u>	<u>54.80</u>	\$ 708.72
SOCIAL ACCOUNT - c/fwd balance	\$ 616.89		
Cubs BBQ Woolies - Col Dennis	131.60		
Cubs BBQ Return Funds		176.00	
Vending Machine Coles - Warren Mackaway	63.60		
Meeting Lunch - Warren Mackaway	28.35		
Vending Machine - August		33.50	
Vending Machine - September		47.00	
	<u>223.55</u>	<u>256.50</u>	\$ 649.84
GIFT ACCOUNT - c/fwd balance	\$ 16,088.92		
Donation - Goal Professional Services		550.00	
Donations - Get Ready Weekend		1,419.80	
Bunnings - Awning Motion - Warren Mackaway	\$ 32.48		
	<u>32.48</u>	<u>1,969.80</u>	\$ 18,026.24
DGR ACCOUNT (RFS held) - c/fwd balance	\$ 2,606.42		
Interest received		4.87	
	<u>0.00</u>	<u>4.87</u>	\$ 2,611.29

**SEAHAMPTON RURAL FIRE BRIGADE
AUGUST - ACCOUNT SUMMARY**

BANKED MONIES			
General Account	\$ 708.72		
Social Account	\$ 649.84		
Gift Account	\$ 18,026.24		
DGR Account	\$ 2,611.29	\$21,996.09	
TOTAL MONIES HELD BY BRIGADE		<u>\$21,996.09</u>	

VENDING MACHINE - previous month balance	\$ 2,093.54		
Sales		80.50	
Purchases	63.60		
	<u>63.60</u>	<u>80.50</u>	\$ 2,110.44

FRONT AWNING MOTION - upto \$1000.00	\$ 577.19		
Purchases	32.48		
	<u>32.48</u>	<u>0.00</u>	\$ 544.71