



## Meeting Minutes - Seahampton

**Meeting:** GENERAL MEETING – Ref #2017SEP  
**Chaired by:** Stephen Schwetz - President  
**Minutes by:** Kerrie Schwetz - Secretary  
**Location:** Seahampton RFB  
 40 George Booth Dr  
 Seahampton NSW 2286  
**Date:** 17/09/2017  
**Start Time:** 1334 hrs  
**Finish Time:** 1407 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	Stephen Schwetz	Colin Dennis
Ben Wright	Anton Glover	Sam Dart
Val Dennis	Kent De Lange	Josh Codner
Angie Hesketh	Ryan Domandl	Mick Zerbes
Peter Hill	Rhys Whitehorn	Hark Hocking
Michael Scales	Geordie Farish	

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

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

## Apologies

Sam Hedley	Sam Berry	Chris Smith
Debbie Young		

## Minutes from Previous Meeting

Business Arising	Action Completed	Date Completed
Lines for parking still outstanding		
BA bags to be investigated by Mark / Sam Dart		

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	Kent De Lange	Carried

## Correspondence In

Date:	Topic:
21/08/17	Cancellation of ORD Course - 9 and 10 September 2017
22/08/17	HR Cancellation - Outlet (Eraring)
22/08/17	Updated Ops Day Schedule and Site Map
23/08/17	HR Resources update for this weekend - Aug 26 and 27
23/08/17	HR Resource request from NPWS - for Thursday Aug 31, Friday and Saturday Sept 1 and 2
24/08/17	Pre Season checks to brigade welfare kits
24/08/17	2017 Lower Hunter Field Day
25/08/17	Dyce Rd HR Joining Instructions
28/08/17	First Aid attendance list
28/08/17	Bunning Creek Hazard Reduction Burn Resources
29/08/17	PPC
29/08/17	Community Service Awards - Rotary
29/08/17	Course nomination closing dates

29/08/17	Hallards road hazard reduction resources for Thursday 31st and Saturday and Sunday 1st and 2nd
31/08/17	August 2017 Vehicle Logs
31/08/17	Joining instructions - Bunning creek (Yarramalong)
1/09/17	Update: joining instructions - Bunning Creek (Yarramalong)
4/09/17	Lower Hunter Firefighters Walk for life
4/09/17	Wildfire Behaviour
4/09/17	Bunning Creek HR Resource Request for this Thursday Sept 7
4/09/17	Resources required for the Phegans Bay HR - Saturday Sept 9
5/09/17	Operational Brief
6/09/17	Permit officer briefing sessions
6/09/17	Vehicle welfare boxes
6/09/17	Joining Instructions - Bunning Creek HR
7/09/17	Urgent - Resources required for tonight from 17:30 - 23:00
7/09/17	Bunning Creek (Yarramalong) Hazard Reduction resources for Thursday September 7th
7/09/17	Resources required for the Outlet HR at Eraring - Friday September 8th
7/09/17	Get ready resources
7/09/17	Updated HR resources for this Friday and Saturday (8th and 9th)
7/09/17	Pre-emptive strike team deployment for Friday and Saturday
7/09/17	Immediate attention - cancellation of tomorrow's HR
8/09/17	Resources required for Outlet HR at Eraring 10th September
8/09/17	Wyee RFS Fundraiser "Pennies for Benny"
8/09/17	Resource Table of Brigades Assigned and vacant positions
8/09/17	Volunteer Rescue Association
8/09/17	Wollombi Joining Instructions
8/09/17	Phegans Bay HR Cancelled
9/09/17	Joining Instructions - Outlet HR Eraring Sunday 10th Sept
11/09/17	Pre Emptive arrangement for this Wednesday the 13th
25/08/17	Newcastle Permanent Bank Statements
7/09/17	Australian Business Register - Check Details
22/08/17	Newcastle Permanent Updated Terms and Conditions

## Correspondence Out

Date:	Topic:
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### Correspondence Actions

Business Arising	Action Completed	Date Completed

Correspondence - Accepted	Moved	Seconded	Carried/Voting Notes
Motion: The Correspondence presented be accepted	Ben Wright	Mark Hocking	Carried

### 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	Mick Z	Val	Carried

### Workplace Health and Safety

Business Arising	Action Completed	Date Completed

Discussions & Details of Motions	Moved	Seconded	Carried/Voting Notes	Due Date
<p>Drinking water tank requires cleaning after sediment was stirred up during filling. The water is now dirty and undrinkable and is also blocking up toilets.</p> <p>Action: contact John Muirhead and request maintenance be performed and fresh water filled. In the interim members are advised to drink only bottled water.</p>	Ben Wright	Mark Hocking	Carried	

## General Business

Discussions & Details of Motions	Moved	Seconded	Carried/Voting Notes	Due Date
Newcastle Permanent Introducer Program -- we are now signed up for this and receive a \$600 donation for referrals who are approved for and accept either a home or personal loan				
Tough Mudder - no details as yet. Kerrie to follow up with Leigh Pilkington.				
<p>Price for sleepers for retaining wall, estimated completion for less than \$100.</p> <p>Motion to approve expenditure up to \$100 for retaining wall</p>	Warren Mackaway	Stephen Schwetz	Carried	
Members are reminded to keep a better eye on radios on the fireground as our portable GRN radio has been lost and another new radio has been broken in the last few weeks.				
Members are reminded to take rubbish with them when leaving the truck and not leave it for others to take care of				
Nathan Hudson has been accepted as a probationary member (is a former member who moved away and has now returned to the area)				
Motion: To accept Rhys Whitehorn as a regular member of the brigade (as recommended by the executive)	Col Dennis	Val Dennis	Carried	
Motion: To accept Trent Culhane as a regular member of the brigade (as recommended by the executive)	Col Dennis	Geordie Farish	Carried	
Member emails: all members now have an email address in the format				

<a href="mailto:firstname.lastname@seahamptonrfb.com">firstname.lastname@seahamptonrfb.com</a> - anyone not receiving or having issues with emails should see Steve				
Injury to Mick Zerbes on the fireground - members are reminded to take care and report all injuries				
Leave of Absence conditions - it has been agreed by the Executive that any leave of absence granted will include all brigade activities including training and fundraising. This is due to lack of clarity on whether members are covered by workers compensation during a leave of absence. This decision is final and applies to all future granted leave.				
Fundraising opportunities: Sonia is discussing with a pet shop set to open near the new Caltex in Cameron Park and Stephen has discussed some community engagement and fundraising activities at the opening of the new complex.				
Raffle: after discussions with Caltex a motion was presented to purchase two fuel cards (\$1,000 and \$250) with Caltex donating the third prize of \$150. Tickets to be limited to 400 at \$10 each.  Motion: to purchase \$1,250 in fuel cards	Mark Hocking	Ben Wright	Carried	

### Next Scheduled meeting

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

**Date:** 15/10/2017

**Est. Start Time:** 1300 hrs