



NSW RURAL FIRE SERVICE

Meeting Minutes - Seahampton

Meeting: GENERAL MEETING – Ref #2017JAN
Chaired by: Warren Mackaway - Vice President
Minutes by: Anton Glover - Secretary
Location: Seahampton RFB
40 George Booth Dr
Seahampton NSW 2286
Date: 15/01/2017
Start Time: 13:24hrs
Finish Time: 13:52hrs

Minutes

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

Attendees

Anton Glover	Warren Mackaway	Michael Zerbes
Sam Dart	Sam Clempson	Peter Hill
Alex Gregg	Ryan Domandl	Debbie Young

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

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

Geordie Farish	Sonia Wright	Ben Wright
Kerrie Schwetz	Sam Berry	Stephen Schwetz

Apologies

Sam Hedley	Susan Rishman	Stuart Mccash
William Fosdick	Michael Scales	Colin Dennis
Val Dennis	Mark Hocking	Chris Smith

Minutes from Previous Meeting

Business Arising	Action Completed	Date Completed
The air conditioning in the Cat1 had been fixed, but since the electrical problems it has since started working incorrectly. The Cat7 has not yet been looked at.		
The station has received 2 new radios as replacements, Sam Berry has since ordered 5 more.		

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	Kerrie Schwetz	Yes

Correspondence In

Date:	Topic:
22/11/2016	Resource Requirements - Apple Peppermint Hazard Reduction
23/11/2016	Resource Requirements (And Confirmations) - Apple Peppermint Hazard Reduction
22/11/2016	Access to Seahampton station for hygiene Services
24/11/2016	Operational Brief
24/11/2016	Apple Peppermint HR - Final Resource Allocation

3/12/2016	Activity Proposal - Carols
3/12/2016	Activity Proposal - Santa Visit Health Services
3/12/2016	Activity Proposal - Santa Visit Edgeworth Mall
3/12/2016	Activity Proposal - Sata Run
5/12/2016	Incident summary sheet delays
8/12/2016	WARNING Red Back Spiders
9/12/2016	Santa Run TOP & FAQ
9/12/2016	STUFF YOUR CHOPPER" CHALLENGE
10/12/2016	New Zone name
12/12/2016	Ordering of CABA Log Books (Operator and Checks)
12/12/2016	FINAL Naming of our New Zone - Incorporating Lake Macquarie, Wyong and Gosford Districts
14/12/2016	Strike Team Confirmation
15/12/2016	Killingworth Christmas party
16/12/2016	STUFF YOUR CHOPPER" CHALLENGE
16/12/2016	Opportunity to represent the NSW RFS at a Sydney Kings NBL game
16/12/2016	Invitation to BBQ breakfast - LMFCC 23 December 2016
21/12/2016	**REMINDER** BBQ breakfast - LMFCC 23 December 2016
21/12/2016	Operational Brief - NBN, u-turns and grain harvest guide
23/12/2016	BMT Presentation
23/12/2016	RFSA Lakes Branch - Facebook page
23/12/2016	Draft SS 2.1.2 Brigade Constitution v3.0, Constitution and Handbook - further consultation closing 31 January 2017
23/12/2016	Globally Harmonised System (GHS) Update - Hazardous Chemical Information
03/01/2017	EOI - Regional Discipline Panel Member - Region East
06/01/2017	Operational Brief
06/01/2017	RFSA Branch Meeting - Wednesday 11 January 2016 - Wakefield Station
06/01/2017	Access to Lake Macquarie Store
09/01/2017	State Instructor EOI

09/01/2017	2017 Instructor - Professional Development Workshop series
11/01/2017	Lakes Branch AGM – RFSA
11/01/2017	Young Endeavour Youth Scholarship Opportunity
12/01/2017	TOBAN GREATER HUNTER
13/01/2017	BF Course

Correspondence Out

Date:	Topic:
22/11/2016	Activities in you area
23/11/2016	Access to Seahampton station for hygiene Services
28/11/2016	Brigade Awards Vote
3/12/2016	Activity Proposal – Carols
3/12/2016	Activity Proposal - Santa Visit Health Services
3/12/2016	Activity Proposal - Santa Visit Edgeworth Mall
3/12/2016	Activity Proposal - Santa Run
16/12/2016	Santa is Coming
18/12/2016	Carols By Candlelight
29/12/2016	Draft Constitution for Consultation
8/01/2017	Name Our District

Correspondence Actions

Business Arising	Action Completed	Date Completed

Correspondence - Accepted	Moved	Seconded	Carried/Voting Notes
Motion: The Correspondence presented be accepted	Stephen Schwetz	Ben Wright	Yes

Captain's Report

Good Afternoon All,

Welcome back after the festive season I hope you have all been safe and well over this time. It's the first time in years that we have not been activated on Christmas day or New Years day.

A reminder to all, as the months and temperatures become warmer you will see an increase of fire activity in the area and operational request needing to be filled. I would like to acknowledge the membership basis at present and your commitment to fulfil operational request at such short notice.

A member is required to attend 8% of brigade activities being:

- Brigade training events (organised by the brigade not Fire Control)
- Crew weekends (only days that are on the crew Calendar Saturday, Sunday)
- Community Events (organised by the brigade or Fire Control)

REQUIRED NUMBER IS : 2.72

A member is required to attend 10% of incident calls and operational request:

- Incident Calls (will only be recorded if you attend the incident or the station and are available to respond if required until no further units are needed. – NOT IF YOU SHOW UP PUT YOUR NAME ON THE SHEET AND THEN LEAVE)
- Operational Request (These are sent from fire control and are for HR's or Deployments)

REQUIRED NUMBER IS :12

A member is required to attend 50% of meetings including 1 apology:

- Brigade meetings (calculated on number of meetings the brigade has held General /AGM)

REQUIRED NUMBER IS : 3

These stats are current to today's date and will be counted from the 14th of May 2016 to the 21st of May 2017 (1 month out from the AGM). It should be in everyone's interest to be active come may 2017 as the next AGM is an election for Field Officers and Administration positions. To be active you are required to be financial and meet the active test listed above.

The Lake Macquarie BF course is set for 17th till 19th of Feb 2017, new members requiring this qualification should place their name on the course. I Would like to welcome both Gordie Farish and Carl Hudson to the brigade they have cleared MCU. As per my email we now have a portable GRN in the Cat 7 please remember we only have 1 radio battery at present for this unit. We are looking at creating a new database for better brigade management where we will log into a portal and can access all areas needed from ordering gear to filling in FIRS, to tracking members attendance, It should be a one stop shop.

President's Report

Good Afternoon All,

Welcome back to the start of a new year. I hope all members had a great time with family and friends over the Christmas and New Year holidays.

We had a good December with the completion of the 2016 Santa Run around Seahampton and O'donnelltown. We also were given 2 donations to the value of \$55.00 during the Santa Run. Also the Salvo's Christmas Carols and fireworks at Macquarie College. Thank you for the great turnout by members who were able to commit to make these events so successful.

I would like to remind all that the New Draft Brigade Constitution has been released and it looks like being the final draft before brigade implementation by July 2017. For this too be implemented by our AGM, the new brigade rules that suit the updated draft will need to be reviewed and adopted by the brigade in the near future. Most rules and standing orders that were presented and passed back in February 2016 still stand and will be adopted, but there are several new or reworded versions that will need to be presented, discussed, and voted on before adopting. These will be presented to the general membership for discussion, modification, and adoption during a Special General Meeting in the near future. Notice for this meeting will be presented once we have a firm date.

Some stats for our social media sites and community engagement list are as follows;

- Facebook Community Page: 1617 Likes/followers (as of Jan 15, 2017) This number has grown by 55 in the past 12 months.
- Community Email List: 50 local community members (as of Jan 15, 2017) This list is used to disperse information to our immediate community members about incidents, warnings, Comm-Ed, Brigade info for Community, etc.

I hope 2017 is a great year for our brigade and that we continue to grow even further.

Cheers,

Mark Hocking
 President
 Seahampton RFB

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	Sam Clempson	Ben Wright	Yes

Workplace Health and Safety

Business Arising	Action Completed	Date Completed

Discussions & Details of Motions	Moved	Seconded	Carried/Voting Notes	Due Date
Air conditioning is already noted in business arising in the minutes from the previous meeting.				
Batteries for radios on the trucks need to be replaced when they have been used.				
Cat 7 still has wheel vibration, it is however "fixed" to the best of workshops abilities. The different wheels and possible mud in the rim is the plausible cause.				

General Business

Discussions & Details of Motions	Moved	Seconded	Carried/Voting Notes	Due Date
Stephen Schwetz asks if we are still operating under a team and not zoned yet. It was confirmed we are still the lakes team and that members are also reminded to vote as much as possible.				
Tablet on cat 7 is taken out for the day to be hard charged and then re installed in the truck.				
Possibility of buying new dash cameras for the truck is being considered as they are still faulty.				
Motion: Sam Berry to investigate new dash cam replacements.	Sonia Wright	Sam Clempson	Yes	
Anton Glover to offer possible assistance in pricing when required models are proposed.				
IRU setup is now changing, the brigade is required to nominate to fire control on which days we would like to run IRU. If members know when they are available, they need to tell Warren Mackaway a month in advanced.				
Operational brief on U-turn bays has been sent out again and drivers should read the this.				

Mark Hocking has asked about fundraising. The committee will be meeting after the general meeting to discuss possible opportunities.				
Warren Mackaway asks for EOI for helping to build the entrance walk way to the station. A few members raised their hands and Warren Mackaway was pleased with numbers.				

Next Scheduled meeting

Location: Seahampton RFB
40 George Booth Dr
Seahampton NSW 2286

Date: 19/02/2017

Est. Start Time: 1300 hrs

SEAHAMPTON RURAL FIRE BRIGAGE

INCOME AND EXPENDITURE ACCOUNT

for the operating month of November 2016

ABN # 49 277 075 131

	Expenditure	Income	Balances
GENERAL ACCOUNT - c/fwd balance	\$ 480.20		
Woolies - Welfare - Warren Mackaway	22.00		
Bunnings - KeeperKeeper Keys - Warren Mackaway	5.40		
Bunnings - Grinder - Warren Mackaway	21.25		
Bunnings - Compressor Hose - Warren Mackaway	36.96		
Newcastle Safety Servicing - BA Inserts	133.63		
Bunnings - Esky Repair - Warren Mackaway	37.04		
Costco - Paper - Mark Hocking	63.98	2,185.14	
Lions Club Donation - Radio - Deposit to Incorrect Account		340.06	
Transfer from Gift Account - Operational			
Sim cards for tablets in trucks - Sam Berry	19.80		
	<u>340.06</u>	<u>2,525.20</u>	\$ 2,665.34
SOCIAL ACCOUNT - c/fwd balance	\$ 479.63		
Vending Machine Woolies - Warren Mackaway	22.90		
Lunches - Chris Smith	42.93	89.50	
Vending Machine			
	<u>65.83</u>		\$ 503.30
GIFT ACCOUNT - c/fwd balance	\$ 16,389.14		
Transfer to General Fund - operational monies	\$ 340.06	<u>89.50</u>	
Lions Club Donation - Cheque			
Transfer from General Fund - Lions Club			
Donation - Radio - Transfer to Correct Account	<u>340.06</u>	200.00	\$ 18,434.22
	\$ 2,476.68	2,185.14	
DGR ACCOUNT (RFS held) - c/fwd balance			
Interest received - Not Obtainable		<u>2,385.14</u>	
	<u>0.00</u>	<u>0.00</u>	\$ 2,476.68

SEAHAMPTON RURAL FIRE BRIGADE AUGUST - ACCOUNT SUMMARY

BANKED MONIES

General Account	\$ 2,665.34		
Social Account	\$ 503.30		
Gift Account	\$ 18,434.22		
DGR Account	\$ 2,476.68	\$24,079.54	

TOTAL MONIES HELD BY BRIGADE

\$24,079.54

VENDING MACHINE - previous month balance	\$ 1,558.14		
Sales		89.50	
Purchases	22.90		
	<u>22.90</u>	<u>89.50</u>	
			\$ 1,624.74

SEAHAMPTON RURAL FIRE BRIGAGE

INCOME AND EXPENDITURE ACCOUNT

for the operating month of December 2016 ABN
49 277 075 131

	Expenditure	Income		Balances
GENERAL ACCOUNT - c/fwd balance	\$ 2,665.34			
Transfer from General Fund - Lions Club Donation				
- Radio - Transfer to Correct Account	2,185.14			
Recredit owed funds - Stephen Schwetz		4.10		
Santa Run Donations		55.00		
Nuts Bunnings - Warren Mackaway	2.74			
Bags Coles - Warren Mackaway (remainder from coles gift card)	3.92			
Sim cards for tablets in trucks - Sam Berry	19.80			
	<u>2,211.60</u>	<u>59.10</u>	\$	512.84
SOCIAL ACCOUNT - c/fwd balance	\$ 503.30			
Vending Machine Coles - Warren Mackaway	9.00			
Vending Machine Coles - Warren Mackaway	38.00			
Vending Machine Reject Shop - Warren Mackaway	10.00			
Santa Run Lollies Motion - Bibina - Warren Mackaway	89.75			
Firefighter of the Yr Plaque Motion - Purnell - Mark Hocking	52.00			
Vending Machine Deposit		229.50		
Vending Machine Coles - Warren Mackaway	24.20			
	<u>222.95</u>	<u>229.50</u>	\$	509.85
GIFT ACCOUNT - c/fwd balance	\$ 18,434.22			
Gencom Radio Purchase	\$ 2,185.14			
	<u>2,185.14</u>	<u>0.00</u>	\$	16,249.08
DGR ACCOUNT (RFS held) - c/fwd balance	\$ 2,476.68			
Interest received - Not Obtainable	0.00	0.00	\$	2,476.68

SEAHAMPTON RURAL FIRE BRIGADE AUGUST - ACCOUNT SUMMARY

BANKED MONIES

General Account	\$ 512.84			
Social Account	\$ 509.85			
Gift Account	\$ 16,249.08			
DGR Account	\$ 2,476.68	\$19,748.45		
TOTAL MONIES HELD BY BRIGADE		<u>\$19,748.45</u>		

VENDING MACHINE - previous month balance	\$	1,624.77	
Sales			229.50
Purchases	81.20		
	<u>81.20</u>	<u>229.50</u>	
			\$ 1,773.07
CHRISTMAS PARTY - Donated Coles Voucher			
	\$	300.00	
Christmas Party - Receipt 1	253.43	Christmas Party - Receipt 2	35.49
Coles Welfare Kits			6.00
		Coles General - tidy bags (remainder from general account)	5.08
	<u> </u>	<u> </u>	<u>0.00</u>
			300.00
			\$ -