



# MEETING MINUTES - SEAHAMPTON

**Meeting:** GENERAL MEETING – Ref #14.2014  
**Chaired by:** Ben Wright – Vice President  
**Attendees:** Ben Wright, Sam Berry, Stu McCash, Michael Zerbes, Sam Hedley, Sam Dart, Mick Cooksley, Warren Mackaway, Val Dennis, Col Dennis, Ben Pitkin, Sonia Wright, Jerome Worth, Angie Hesketh, Sue Rishman, Michael Ison, Scott Oliver  
**Location:** Seahampton RFB  
 40 George Booth Dr  
 Seahampton NSW 2286  
**Date and time:** 19/10/2014 1327  
**Minutes by:** Michael Ison - Secretary

## 1 Minutes

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

### Apologies

Kent DeLange	Krystal Miosge	Brieana Norris
Mark Hocking		

Apologies – Accepted	Moved	Carried
Motion: To Accept the apologies as true and correct	Moved: Angie Hesketh Seconded: Warren Mackaway	Yes

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

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

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

## Minutes from Previous Meeting

Business Arising	Carried	Assigned to	Due Date
Motion Raised to accept Kent De Lange as an ordinary member Moved: Warren Mackaway Seconded: Sam Berry	Yes	N/A	N/A
LED Lighting for Cat 1. Waiting on approval from fire control, in relation to modifying the truck. Once approval has been given, pricing will be sourced	Yes	Sam Berry	N/A

Minutes from Previous Meeting - Accepted	Moved	Carried
Motion: The above corrections are made to the previous minutes and the minutes be accepted as true & correct	Moved: Val Dennis Seconded: Sonia Wright	Yes

## Correspondence

Correspondence IN	
RFSA Meeting notification	RFSA Grant Scheme Received
Cat 1 Unavailable 28 <sup>th</sup> October	Operational Brief October 2014 – Traffice Conditions
Lake Mac Support Services Group	Bush fire danger period
Notice of Roadworks Sparkes Road	Drones and Firefighting operation

Correspondence OUT	
Shane Geering – Seahampton PIP (Sam Berry)	Seahampton Data Capture (Mark Hocking)
Bushfire Danger Period	Data Capture for PIP
September Meeting Minutes	Notice of Roadworks Sparkes Road
Drones and Firefighting operations	

Business Arising	Carried	Assigned to	Due Date

Correspondence - Accepted	Moved	Carried
Motion: The Correspondence be accepted as true & correct	Moved: Sonia Wirght Seconded: Sue Rishman	Yes

## Captain's Report

Please See Attached Report

Captain's Report - Accepted	Moved	Carried
Motion: The Captain's Report be accepted	Moved: Val Dennis Seconded: Angie Hesketh	Yes

## President's Report

Please See Attached Report

President's Report - Accepted	Moved	Carried
Motion: The President's Report be accepted	Moved: Warren Mackaway Seconded: Sue Rishman	Yes

## Treasurer Report

Please See Attached Report

Business Arising	Carried	Assigned to	Due Date

Treasurer's Report - Accepted	Moved	Carried
Motion: The Treasurer's Report be accepted & bills as listed be paid	Moved: Sonia Wright Seconded: Stu McCash	Yes

## Workplace Health and Safety

Business Arising	Carried	Assigned to	Due Date
Warren Mackaway – Mick Zerbes hit his head again on the truck.  Incident reports and hazard report forms should be filled in and reported through appropriate channels. Requests raised this way have the best chance to have problems resolved	Yes	Mick Cooksley	14/11/2014
Mick Cooksley – If you use items from the first aid kit ensure that you tell Scott Oliver that items have been used so they can be restocked quickly	Yes	All	ASAP
Ben Wright – status of Fire Ground radios. John Muirhead has radios allocated to us, Warren Mackaway to obtain	Yes	Warren Mackaway	14/11/2014

WHS - Accepted	Moved	Carried
Motion: The WHS be accepted as true and correct	Moved: Jereme Worth Seconded: Val Dennis	Yes

## General Business

Discussions & Details of Motions	Moved	Carried	Assigned to	Due Date
Mick Cooksley – to investigate storing of training BA sets on a hook	Mick Cooksley	Yes	Warren Mackaway and Mick Coolsey	14/11/2014
Col Dennis – Changing of the Fire Danger sign, Can more effort be made by all to ensure that it's updated accordingly as per the 6pm nightly page.	Col Dennis	Yes	All	ASAP
Sonia Wright – Approached by Speers Point Twilight Festival for 28 <sup>th</sup> November, around 8am. Will be required for Truck display. Sonia to look at member availability	Sonia Wright	Yes	Sonia Wright	14/11/2014
Sonia Wright – Fund Raising bands Motion raised – to organise 250 bands to be purchased and sold at \$3 each	Moved: Ben Wright  Seconded: Val Dennis	Yes	Sonia Wright	14/11/2014
Sue Rishman – Welfare kits were out of date when required, a better process needs to be investigated so we are not endangering our lives with spoiled foods.  Mick Cooksley to research and provide information in relation to what should included in ration packs	Sue Rishman	Yes	Mick Cooksley	ASAP
Mick Cooksley – happy to organise a quarterly checklist in relation to inspections of <ul style="list-style-type: none"> <li>• Oxy Viva</li> <li>• First Aid Kit</li> <li>• Defibrillator</li> <li>• Welfare Kits</li> </ul>	Mick Cooksley	Yes	Mick Cooksley	ASAP
Sue Rishman – Food at station can we use what we have before buying new to avoid wasting food and money	Sue Rishman	Yes	All	N/A
Sam Berry – motion to accept Ben Pitkin as an ordinary Member	Sam Berry  Seconded: Sonia Wright	Yes	N/A	N/A
Sam Berry – Northern Group Joint Training is commencing. Training will be with brigades, Seahampton, Cameron Park, Killingsworth and Wakefield  More information to follow	Sam Berry	N/A	N/A	N/A
Sam Berry – Raised motion to reimburse Mark Hocking with \$142.95 for weather station	Moved: Warren Mackaway  Seconded: Sam Hedley	Yes	Sue Rishman	14/11/2014
Sam Berry – Wickham Park Hotel Event – 26 <sup>th</sup> October, members are welcome to attend. There are multiple personal vehicles heading there, please enquire with	N/A	N/A	N/A	N/A

members going to the event, if you require transport to it				
Sam Berry – Extensions are still in discussion, Sam is meeting with Steve Raymond in relation to this and will update once details are known.  Sam Berry – Station Extension update  <ul style="list-style-type: none"> <li>Sam spoke to John Muirhead, Steve Raymond is to organise a meeting with all stakeholders in relation to the direction of the brigade.</li> <li>This could either be the extensions, a cat 9 or AVT units, however we will not know until after the meeting between Steve, Sam and John</li> </ul>	Sam Berry	N/A	N/A	N/A
Sam Berry – Membership for Under 18 year old has been received and he has been accepted. Please note the following brigade rules	Sam Berry	N/A	All	ASAP
Brigade Rules for Under 18's  <ul style="list-style-type: none"> <li>A Guardian/Parent needs to ensure that there is a way for the person under the age of 18 to get to and from the station</li> <li>Epaulets stating the member is under the age of 18 are to be obtained from Fire Control and worn by the member whilst at brigade activities</li> <li>Members are to give under 18's the same respect and privacy that they show to male/female</li> <li>Members are to be aware when getting ready (i.e. changing)</li> <li>There are to be NO initiations</li> <li>Emergency contact numbers are to be readily available to officers and exec members</li> <li>Under 18's are not to be at the station without an officer or member of the executive committee. If no officer or exec member is available, then the parent/guardian is not to leave until one arrives</li> <li>Parent/Guardian can organise written consent for a member to act as a brigade guardian</li> </ul>				

Meeting closed @ 1437

### Next meeting

Date	Start time	Finish time	Location
16/11/2014	1300hrs	1430hrs	Seahampton Station 40 George Booth Dr Seahampton NSW 2286