



Meeting Minutes - Seahampton

Meeting: EXECUTIVE MEETING – Ref # 2017APR
Chaired by: Mark Hocking - President
Minutes by: Anton Glover - Secretary
Location: Seahampton RFB
 40 George Booth Dr
 Seahampton NSW 2286
Date: 19/04/2017
Start Time: 18:41
Finish Time: 20:26

Minutes

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

Attendees

Anton Glover	Sam Berry	Warren Mackaway
Sam Dart	Mark Hocking	Col Dennis

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

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

Apologies

Ben Wright	Stephen Schwetz	Sue Rishman
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Members on Leave of Absence

Name:	Duration	Leave of Absence Expiry Date
Angela Hesketh	6 Months	15/04/2017
Krystal Davis	12 Months	18/11/2017
Scott Oliver	6 Months	27/05/2017
Michael Ison	12 Months	30/11/2017
Chris Smith	3 Months	10/06/2017

Minutes from Previous Meeting

Business Arising	Action Completed	Date Completed
Ernest probation extension still needs confirmation.		
Implication from Robert Beath had been made, though the application has now been rectified.		

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	Colin Denis	Warren Mackaway	Yes

Executive Correspondence In

Date	Topic:
20/03/17	Minutes of the Lakes Senior Management Team - 16th March 2017
21/03/17	ICS for IMT's
21/03/17	District Validation - Robert Beath
22/03/17	BMT meetings reminder
23/03/17	Stihl Chainsaw and Concrete Cutter
24/03/17	Stihl Chainsaw and Concrete Cutter
03/04/17	Lake Macquarie BMT meeting minutes

04/04/17	Central Coast Mailbox
10/04/17	Shane Saxby New email

Executive Correspondence Out

Date	Topic:
18/04/17	Activity proposal for ANZAC day

Correspondence Actions

Business Arising	Action Completed	Date Completed

Correspondence - Accepted	Moved	Seconded	Carried/Voting Notes
Motion: The Correspondence presented be accepted	Sam Berry	Warren Mackaway	Yes

Electronic Motions/Payment Requests

Motion/Payment Request Description	Outcome
April Meeting General cancelation	Yes, 7-1
April Executive change of date	Yes, moved to 19/04/17
ANZAC Day Wreath	Yes

General Business

Discussions & Details of Motions	Moved	Seconded	Carried/Voting Notes	Due Date
The March treasurer report will be the final report to be submitted to the auditor. Accepting this report has been moved from the General Meeting to the Executive Meeting for the purpose of being supplied to the auditor.				
Motion: The Treasurer's Report be accepted & any bills as listed be paid.	Warren Mackaway	Anton Glover	Yes	
District detail changes have been accepted.				

<p>Email signatures will/have been changed to Central Coast.</p> <p>Fire control officers have had their emails changed to Central Coast. The Lakes team emails are being monitored for 2 more months then cancelled.</p>				
<p>Angela Hesketh told Warren Mackaway she will start coming up on Mondays now her LOA has finished. Sam Berry will email her about the end of the LOA and the expectations between now and May. If there is no attempt to fulfil the expectations, we will talk about removing her from station books.</p>				
<p>Ernest Staszek is due to for voting next the next General Meeting which will be discussed. Sam Berry will be in contact with Ernest Staszek about the matter.</p>				
<p>Joining dates on the database have been changed to Warren Mackaway's best recollection. Some members still need to check their details entered however, and update if required.</p>				
<p>It was asked if Geordie Farish can get an alarm code for the station. Alarm codes will be discussed later in the meeting, however, Sam Berry will be in contact with CCFC about the matter.</p>				
<p>Jack Parsons is still a member of SRFB. The question was raised due to issues with communication. His intention is to transferred to another brigade.</p>				
<p><u>BMT Meeting Update</u></p> <p>Pager test will remain as a test only now, containing no other information.</p> <p>The Collector mapping app was mentioned, the service wants us brigades to use the app. However, only one person should use at a time. Another issue is the duty officer has only a period of time to use the information and must be informed so as to put onto Icon. At this stage for our brigade, it should not be used.</p> <p>The brigade subsidy now has had concerns raised in regards to the centralised bank account. The \$700 subsidy is no longer going to be given out. The new system under development will work on an application basis for goods required. However, at this time, the reimbursement system currently in place will continue to be used.</p> <p>Staff rolls will change with people assigned to different roles.</p> <p>Group captains have changed. The Central Coast zone is made up of 54 brigades.</p> <p>At the moment, FC is short staffed by 4 positions. This information should be kept in mind.</p>				

<p>As of the 1st April, the burn policy will change for Lake Macquarie. Residents can still have recreational fires in a rural districted. For further information, refer to the distributed memorandum.</p> <p>On the 9th July the championships are on if members want to compete.</p> <p>WHS is cracking down on evacuation drills etc. This will be mandatory at brigade AGM's.</p> <p>The main stores for the zone will be in the middle, being at Wyong. From there, it will be dispatched to the north or south stores for local pick up.</p> <p>Station security is being investigated. They want to change the system for all the stations. But for the moment, it will remain as it is.</p>				
<p><u>Dispatch Meeting Update</u></p> <p>A centralized dispatch will come in effect on May 1st. We are the 13th district to take it on. We will start seeing changing on how incidents are identified.</p> <p>There are 4 categories that identify what type of incident call it is. Pager message will contain, Incident type, address and CAD number.</p> <p>Response for matters like local area etc. will remain with duty officer, the centralized dispatch will send the first 2 closest brigades. Limitations, or "flags", can be put on brigades.</p> <p>Whichever unit arrives on scene first will need to take charge and ownership of the incident. Only the incident controller should communicate to fire-com. A unique name for scene must also be made.</p> <p>Flanking on the radio will Stop.</p> <p>Change details on reporting to FIRS will also happen. All that is needed now is who was on the truck. Dispatch already have all other details needed. As a brigade, we will try to keep our own details of incidents for our own records.</p> <p>No more sub-contracting of jobs will occur. Details are passed though pager and not over the radio or on air. Dispatch will look at the star rating.</p> <p>District coms will man the radios on weekends, public holidays, high fire danger days.</p> <p>Proper professional protocol and terminology for the radio must be used at all times.</p> <p>IRU is now up to the duty officer for local dispatch.</p> <p>ITASC needs to be used at all incidents and to pass information to fire-com.</p> <p>Both NSWRFNS and RFNSW will get information on the incident at the same time.</p>				

<p>Station open and Station Closed to be used. The minimum conditions to call on air is an Officer, an ORD and minimum crew size of 3.</p> <p>There are now 2 GRN channels, we are keeping Lakes and Gosford channels so we can use them when needed and not taking up time on the main channel. Fire grounds are still being worked out, but will be standardised.</p> <p>All calls will be issued via pager. There is an identified issue, not every member has a pager. A way to overcome this can be to have a pager on each truck to accommodate no radio notification. Stephen Schwetz has talked about using the MyRFS Crew as the pager notification combined with a payed app called PushOver. This connects to the MyRFS Crew web page and sorts it all out automatically. It was proposed that the brigade reimbursed the cost of the app. We would be better off in the long run, saving of batteries for pagers etc.</p> <p>Officers will need to be on top of members arriving on scene and if it is off route when the new messages comes through.</p>				
<p>At the next Executive meeting we will discuss who out of the brigade is active and who is not. The old constitution is still in effect, so decisions will run under this.</p>				
<p>PPC issues. Kent De Lange, was told to throw away gear his old gear that he used while on deployment. If he had have done this, we wouldn't have been able to replace it.</p>				
<p>New PPC is available on MyRFS to view. It is Navy in colour. and 1st July available. The PPE will start from Sydney Metro and then filter out to brigades from there.</p>				

Next Scheduled Meeting

Location: Seahampton RFB
40 George Booth Dr
Seahampton NSW 2286

Date: 21/05/2017

Est. Start Time: 1000 hrs

SEAHAMPTON RURAL FIRE BRIGADE

INCOME AND EXPENDITURE ACCOUNT

for the operating month of March 2017

ABN # 49 277 075 131

	Expenditure	Income	Balances
GENERAL ACCOUNT - c/fwd balance	\$ 294.23		
Sim cards for tablets in trucks - Sam Berry	19.80	19.80	
	<u>19.80</u>	<u>19.80</u>	\$ 294.23
SOCIAL ACCOUNT - c/fwd balance	\$ 436.25		
March lunch	31.08		
	<u>31.08</u>	<u>0.00</u>	\$ 405.17
GIFT ACCOUNT - c/fwd balance	\$ 16,934.93		
	<u>0.00</u>	<u>0.00</u>	\$ 16,934.93
DGR ACCOUNT (RFS held) - c/fwd balance	\$ 2,476.68		
Interest received - Not Obtainable			
	<u>0.00</u>	<u>0.00</u>	\$ 2,476.68

SEAHAMPTON RURAL FIRE BRIGADE

MARCH - ACCOUNT SUMMARY

BANKED MONIES

General Account	\$ 294.23		
Social Account	\$ 405.17		
Gift Account	\$ 16,934.93		
DGR Account	\$ 2,476.68	\$20,111.01	

TOTAL MONIES HELD BY BRIGADE

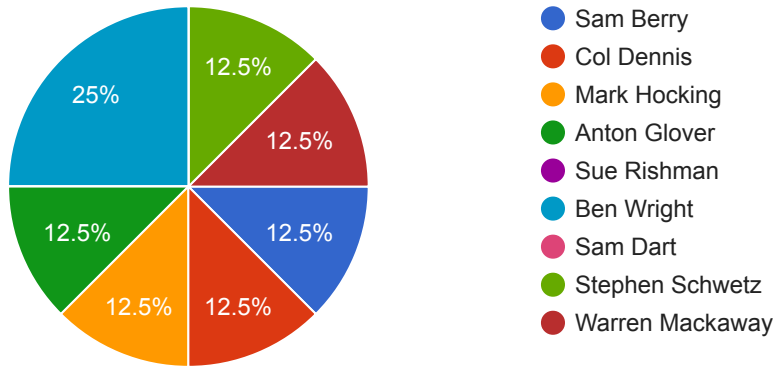
\$20,111.01

VENDING MACHINE - previous month balance	\$ 1,892.87		
Sales			
Purchases			
	<u>0.00</u>	<u>0.00</u>	\$ 1,892.87

Approval to spend brigade funds

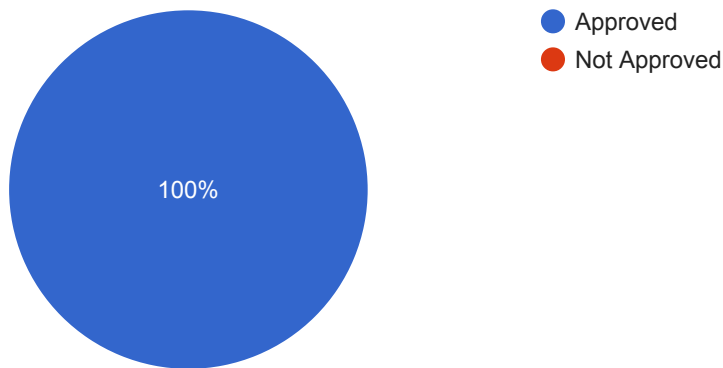
8 responses

Members name (8 responses)



This approval is for upto the value of \$75 of brigade funds being spent for the purchase of an ANZAC Day Wreath for the West Wallsend Ceremony.

(8 responses)



Number of daily responses

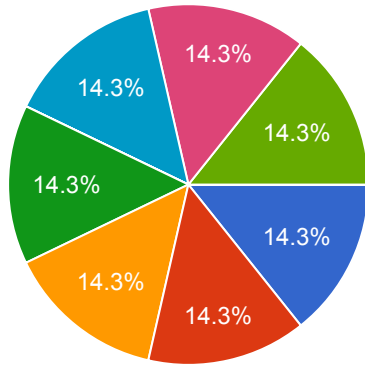
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Moving of April 2017 Meetings

7 responses

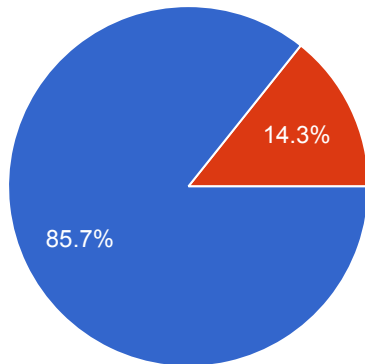
Members name (7 responses)



- Sam Berry
- Col Dennis
- Mark Hocking
- Anton Glover
- Sue Rishman
- Ben Wright
- Sam Dart
- Stephen Schwetz
- Warren Mackaway

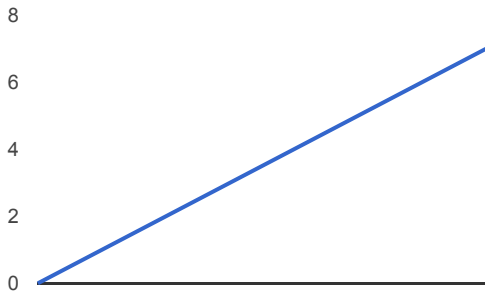
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Option for April 2017 Meetings (7 responses)



- Postpone General meeting until May meeting date, Hold Exec meeting at a decided alternative date.
- Move both meetings to 23rd April.

Number of daily responses



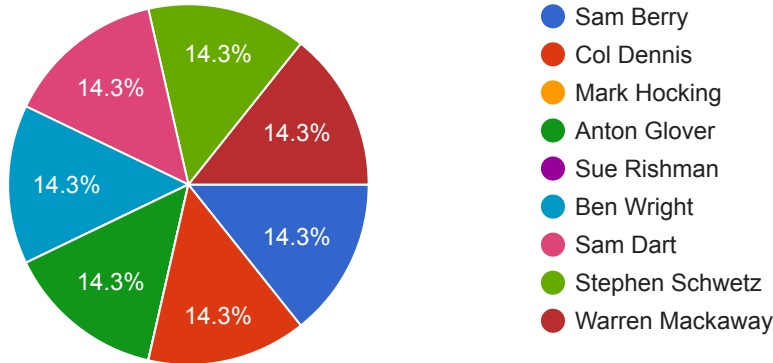
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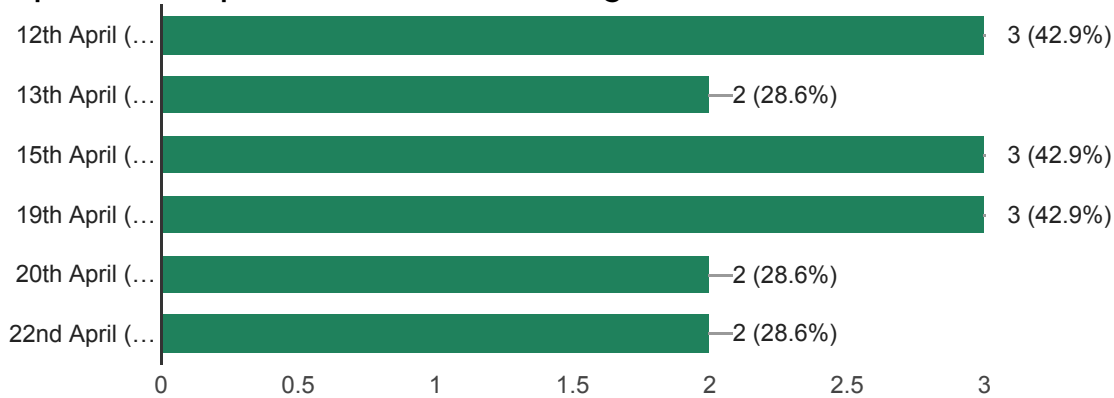
New Date for April 2017 Exec Meeting

7 responses

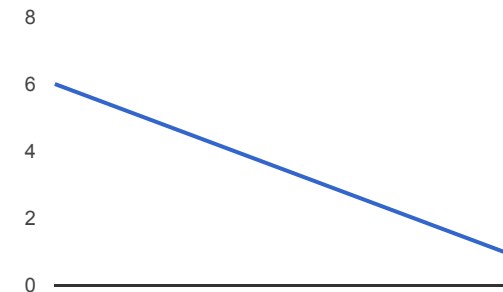
Members name (7 responses)



Option for April 2017 Exec Meeting (7 responses)



Number of daily responses



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