



## Meeting Minutes - Seahampton

**Meeting:** EXECUTIVE MEETING – Ref # 2016AUG  
**Chaired by:** Mark Hocking - President  
**Minutes by:** Anton Glover - Secretary  
**Location:** Seahampton RFB  
 40 George Booth Dr  
 Seahampton NSW 2286  
**Date:** 21/08/2016  
**Start Time:** 10:05 hrs  
**Finish Time:** 11:25hrs

### 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

Mark Hocking	Sue Rishman	Sam Dart
Stephen Schwetz	Anton Glover	Warren Mackaway
Ben Wright		

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

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

## Apologies

Colin Dennis	Sam Dart	
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## Minutes from Previous Meeting

Business Arising	Action Completed	Date Completed
High pressure washer has been fixed.	Completed	
Re-carpeting the floor of the Cat 1.	In progress	
New meeting minutes' template made with executive input.	Completed	
Stat deck of payments for Warren Mackaway found.	Payed	
Stationary purchases for station.	In progress	
No further update from Hark Hooper.		
PVC hose changes were minuted to go to Sam Berry for operational approval. Sam Berry was not approached on the matter and PVC hoses were placed on the truck. If an action is minuted, then that action needs to be followed.		
<p>Sam Berry corrects executive information that Debbie Young had been sent an official letter of warning on March 29<sup>th</sup> and been placed in her file. Upon executive members inspecting Debbie's file, a general letter of warning was issued on March 29<sup>th</sup>, clarification from Sam Berry is to be sort out. This raises the question about communication within the executive and what procedure should be used if a similar incident occurs?</p> <p>(*24:43)Where any warnings, actions and correspondence are taken against a member, the executive needs be notified. Any and all copies for warnings, actions and correspondence needs to be placed in that members file.</p> <p>A proposed procedure is to have an official meeting with a signed deceleration to note that it has been minuted with an effective expiry date, two warning letters to be issued with an effective expiry and final action is to allow Fire Control to take further action.</p> <p>Motion (*23:32): To make the above proposition the standard procedure.            Moved: Warren Mackaway            Seconded: Stephen Schwetz            No vote taken.</p> <p>(*30:04) Mark Hocking suggested to put current motion on hold and</p>		

approach fire control for guidance and clarification on the matter, and was agreed on. The executive is to be notified on Facebook about the meeting date and time for executive members to attend if they choose.		
Assigning tasks to members who are not at the meeting shouldn't be done anymore, but should be first approached if their participation is required.		

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	Stephen Schwetz	Sue Rishman	Yes (*34:16)

### Executive Correspondence In

Date	Topic:
19/07/2016	CHUBB Fire Extinguisher Inspections
	Special Meeting of Lake Macquarie BMT 27/07/2016
20/07/2016	Electronic Pager Request Form
	Electronic Brigade Proposal Form
	Fire Extinguisher Inspections Cancelations
26/07/2016	Updated fire Investigation workshop
29/07/2016	BIRS
02/08/2016	Local government changes update #3
03/08/2016	Lakes team contacts
08/08/2016	Initial set up meeting – Lake Macquarie support brigade
11/08/2016	Junior membership approval – Trent Culhane
	x3 membership applications (see general business)

### Executive Correspondence Out

Date	Topic:
09/08/2016	Seahampton Internet
18/08/2016	Evacuation Drills

## Correspondence Actions

Business Arising	Action Completed	Date Completed

  

Correspondence - Accepted	Moved	Seconded	Carried/Voting Notes
Motion: The Correspondence presented be accepted			No vote was taken

## Electronic Motions/Payment Requests

Motion/Payment Request Description	Outcome
Replacement UBD's	Passed 8/8
Pressure sprayer	Passed 8/8
Pelican lighting	Passed 8/8

## General Business

Discussions & Details of Motions	Moved	Seconded	Carried/Voting Notes	Due Date
(Recording ends due to technical difficulties at *40:24)				
Motion: To spend up to \$50 for parts to set up air lines in the station	Warren Mackaway	Mark Hocking	Yes	
Motion: To spend up to \$50 for shoe polish and brushes for use in the station.	Warren Mackaway	Mark Hocking	Yes	
Stephen Schwetz raises the topic of alarm codes and when they would become available. No further update could be provided at the current time.				
Sam Dart points out that the station radio currently is not working. Investigations into this is to be made after the days executive and general meetings by the members.				
Sam Dart raises the issue that the dash cam's in the Cat 1 does not work and the problem should be rectified. Sam Dart did not wish to take any further personal responsibility on this matter, Ben Wright volunteered to investigate this issue.				
An update to the lighting grant was provided with mention of a possible error in the accounts. Paypal was used to buy the portable lights, but Paypal found some errors in the naming and processing of the payment. The bank accounts will show that the station has payed				

<p>twice, although the money is still in Paypal account so it can be transferred back into our account.</p> <p>Due to issues with Paypal payments incurred, the station Paypal account will be closed and in future the station will use a member's Paypal account and reimbursement to the member will be sorted out.</p>				
<p>Updates to the stat sheet. Some fire calls had not been entered properly, believed to have partial blame on the lack of internet. Sam Berry will correct the issue and get stats from MyRFS to correct station records.</p>				
<p>Warren Mackaway reports that station members had been issued equipment without equipment officer having been notified and is creating record issues.</p> <p>It is established that all issuing must go through officer first unless specified otherwise by the equipment officer. This is to be brought to the general meeting for members also.</p>				
<p>Shane Simolin is staying up at Cameron Park but requested that the brigade keep a copy of his application on hand for one month in case circumstances change and they then need to be processed.</p>				
<p>Rhys Etheridge application to the station was presented.</p> <p>Motion: To accept Rhys Etheridge application into the brigade.</p>	Stephen Schwetz	Ben Wright	Yes	
<p>Peter Hill's application to the station was presented.</p> <p>Motion: To accept Peter Hill's application into the brigade.</p> <p>Only issue the executive had was regarding his current location and the number of clubs he is a member of.</p>	Warren Mackaway	Sam Dart	Yes	
<p>Anton Glover brings the concern he has as to how dull the light output from the station and trucks current dolphin torches are. Anton Glover has agreed to look at prices into replacing or upgrading the units.</p>				
<p>Anton Glover points out that the Esky's on trucks need maintaining and fixing. Warren Mackaway had agreed and confirmed new clips to be bought with operations budget and fixing them to be completed on the next Monday IRU.</p> <p>The units anchoring to the truck was also to be looked at.</p>				

## **Next Scheduled Meeting**

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

**Date:** 18/09/2016

**Est. Start Time:** 1000 hrs