



# Meeting Minutes - Seahampton

**Meeting:** GENERAL MEETING – Ref #

**Chaired by:** Sam Berry - Captain

**Attendees:** Col Dennis, Alex Grigg, Debbie Young, Nicki Hanison, Michael Ison, Sam Dart, Warren Mackaway, Angie Hesketh, Ryan Domandl, Kerrie Schwetz, Stephen Schwetz, Michael Scales, Anton Glover, Brittnie Iles

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

**Date and time:** 19<sup>th</sup> October, 2015 1300hrs

**Minutes by:** Sue Rishman - Treasurer

Chairperson  
As the President was not available to chair the Meeting it was  
Moved: Sam Berry  
Seconded: Michael Ison  
That Sam Berry chair the General meeting  
Carried

Minutes

## Apologies

Sonia Wright	Mark Hocking	Michael Zerbes
Stu McCash	Val Dennis	Jeremy Worth

Apologies - Accepted	Moved	Carried
Motion: The above apologies be accepted as true & correct	Moved: Angie Hesketh Seconded: Michael Ison	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
No matters raised			

Minutes from Previous Meeting - Accepted	Moved	Carried
Motion: That the minutes of the previous meeting be accepted as true & correct	Moved: Stephen Schwetz Seconded: Col Dennis	Yes

## Correspondence

Correspondence IN / OUT	
EOI – Field Assistant	Charlton Award
HRs Proposed	

Business Arising	Carried	Assigned to	Due Date
Nothing arising			

Correspondence - Accepted	Moved	Carried
Motion: The Correspondence be accepted as true & correct	Moved: Kerry Schwertz Seconded: Michael Scales	Yes

## Captain's Report

Please See Attached Report

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

## Treasurer Report

Please See Attached Report

Treasurer's Report - Accepted	Moved	Carried
Motion: The Treasurer's Report be accepted	Moved: Brittne Isles Seconded: Warren Mackaway	Yes

## Workplace Health and Safety

Discussions & Details of Motions	Moved	Carried	Assigned to	Due Date
Nothing raised				

## General Business

Discussions & Details of Motions	Moved	Carried	Assigned to	Due Date
Warren – BBQ plate has gone missing – possibly with the builders.				
Stephen Schwertz advised he had a television from Swansea RSL and was offering it to the brigade. Gratefully accepted by the members.				
Col – 1 <sup>st</sup> Aid Course – members were requested to reply so that it could be sorted				
Battery operated grinder – discussion as to whether would be suitable. Investigation and pricing for next meeting	Moved: Warren Mackaway Seconded: Ryan Domandl	Yes	Warren / Sam Berry	Next meeting
Drying pole – should be right. Fire Control will possibly come out and have a look				
RAFF team to be set up in the district. EOI coming out shortly				
BF Danger period – pager messages have changed. Please be aware Please ensure that if you are at the station that the Fire Indicator Board be changed. This is everyone's responsibility.				
New log books are required to be filled out				
Red pocket books – some being printed and will get what we can as soon as we can				
Christmas Party. After discussion 12 <sup>th</sup> Dec – party at station 19 <sup>th</sup> Dec – Santa run	Moved: Col Dennis Seconded: Warren Mackaway	Yes		
\$400 budgeted for Christmas Party. To be held at the Station Parents to bring small gift for Santa giving	Moved: Sam Berry Seconded: Kerri Schwertz	Yes		
Inappropriate commenting and joking at the station. Please be mindful of others. This is a workplace and as such are bound by Workplace rules				
Constitution discussion. Special Meeting to be held in March for discussion of Constitution and new Auditor	Moved: Sam Berry Seconded: Angie Hesketh	Yes		
IRU days were discussed at BMT.				
Information attached on the fire planes being used this season				

CISS available for assisting with counselling and support after critical incident. Confidential and if people think they need they should use.				
Logo change – displayed on board				
Stats sheet – if you do not think it is correct please see Sam Berry				

Meeting Closed @ 1348hrs

### Next meeting

Date	Start time	Finish time	Location
15/11/2015	1300hrs	1430hrs	Seahampton Station 40 George Booth Dr Seahampton NSW 2286



## 2015 OCTOBER – CAPTAIN'S REPORT

Seahampton RFB

18th October 2015

Good Afternoon All,

Since the 17<sup>th</sup> of May 2015 we have been activated for 74 calls and filled 6 operational request from Fire Control, this month we have been responded to 9 incidents with still a large number being in the Village category type. 67% have been a Village type incident while only 22% have been bush related, we are still maintaining an average response time of 6 minutes or less.

A huge congratulations to Warren and the crew that attended the Lower hunter field day which saw over 3000 people through the gates to watch the events and also saw Seahampton given 3<sup>rd</sup> overall for out of area crews.

The requirements for local training approval has been relaxed slightly with any open area council owned land not needing written approval to participate in training activities, however we should be mindful that if they is toilet blocks on this land we still need to leave access for members of the public.

Any pile burns that we attend to we are asked to inform the land owner that in Lake Macquarie we have a no burn policy and that we need to put the fire out, we also need to obtain their name, address and DOB (if possible). The fire danger board in Seahampton park is to alert all members of the public the current FDI for that day or the following day (after 5pm). Can we please check before we leave the station that it is set correctly as we don't want to pass the wrong message onto the public.

ICT packages have been ordered through council and should see the station given a desktop computer, an ALL in one printer, fax and copier along with internet supplied from fire control.

We have been asked district wide that when giving a sit rep to please remember the FTACS acronym which is located above the crew leaders seat in the cat 1 and dash of cat 7 also to include a grid reference. The district has a range of ATV vehicles that can be requested for use on the fire ground however before any member uses these vehicles they need to be inducted which will require about 30 minutes at fire control.

Over the next few months you might see a member in the northern part of the district wearing the new proposed uniform, Anita Saxby has been successful in obtaining a set of gear for the trail period.

Thankyou,

Sam Berry  
Captain.

For further information regarding the Captain's Report, please contact Sam Berry via email on [seahampton.captain@lakesteamrfs.org.au](mailto:seahampton.captain@lakesteamrfs.org.au)

# Seahampton Rural Fire Brigade - Activity Report

For Period: 20/09/2015 To: 18/10/2015

Incident Category and Types				
Category	%	Incident	%	Qty
Bush	22%	Bush Fire	11%	1
		Grass Fire	11%	1
		Good Intent	11%	1
False Alarm	11%			
Village	67%	Motor Vehicle Accident	33%	3
		Motor Vehicle Fire	22%	2
		Rubbish Fire	11%	1
		<b>Total Calls:</b>		<b>9</b>

Turnouts		
Time	Qty	%
0	2	33%
5	1	50%
6	1	67%
8	1	83%
13	1	100%
<b>Total:</b>	<b>6</b>	

Areas		
Brigade Name	Qty	%
Benwerrin	1	13%
Cameron Park	2	25%
Killingworth	4	50%
Wakefield	1	13%
<b>Total Calls:</b>	<b>8</b>	

Incident Category and Types - YTD				
Category	%	Incident	%	Qty
Bush	19%	Bush Fire	12%	13
		Grass Fire	4%	5
		Plantation Fire	1%	1
		Small Roadside Fire	2%	2
		Automatic Fire Alarm	3%	3
False Alarm	11%	Good Intent	8%	9
Village	71%	Fence Fire	1%	1
		Motor Vehicle Accident	33%	37
		Motor Vehicle Fire	19%	21
		Oil Spill/Fire	6%	7
		Public Service	1%	1
		Rubbish Fire	6%	7
		Shed Fire	3%	3
		Tree Down	3%	3
		<b>Total Calls:</b>		<b>113</b>

Turnouts - YTD		
Time	Qty	%
0	25	29%
1	11	41%
2	1	43%
3	1	44%
4	5	49%
5	6	56%
6	9	67%
7	7	75%
8	6	82%
9	7	90%
10	2	92%
11	2	94%
12	1	95%
13	3	99%
18	1	100%
<b>Total:</b>	<b>87</b>	

Areas - YTD		
Brigade Name	Qty	%
Awaba	3	3%
Benwerrin	4	4%
Cameron Park	19	19%
Cooranbong	8	8%
Dora Creek	3	3%
FRNSW	4	4%
Killingworth	24	24%
Mulbring	1	1%
Other RFS	2	2%
Peninsula	3	3%
Seahampton	20	20%
Wakefield	9	9%
Wyee	2	2%
<b>Total Calls:</b>	<b>102</b>	

Man Hours		
Type	Hours	%
Primary	1	1%
Support	60	99%
<b>Total:</b>	<b>60</b>	

Man Hours - YTD		
Type	Hours	%
Primary	#####	#####
Support	#####	#####
<b>Total:</b>	<b>1152</b>	

• Air Attack water bombers

C130 LAT (large air tanker) 14,000 ltr - 01 Sept to 09 Dec

DC10 VLAT (very large air tanker) 44,000 ltr - mid Sept to Jan 16,

Both units on trial 15/16 season \$9.8m contract, State Gov budgeted.

Quick deployment anywhere in NSW, 60 mins.

Spotter aircraft, call sign BIRD-DOG, will do recon & direct tankers, with direct & flank attacks.

Flying from Richmond RAAF, LAT & VLAT 1000hrs to 1800hrs 24/7

RAAF Williamtown LAT & VLAT, Dubbo, Tamworth, Canberra LAT only.

They can split their loads, heavy rain affect with RED retardant.

The aircraft will be flying down to 60 mtrs above canopy, with very loud JET engines.

Kathy Brown S & P Member



## PRESIDENT'S REPORT

Seahampton RFB

October 2015

Good Afternoon All,

My apologies for not being available for today's meeting.

We have had a quiet month within the brigade. There has been little movement on the continuation of the extensions, so please continue to be vigilant while around the station.

Members may have been receiving Fire Control Emails in duplicate over the past few months due to some confusion between email account holders. There is now a procedure in place to attempt to minimise the doubling up of this information to the members. I hope that this will curb or stop the annoyance of multiple same emails when not necessary. If you are not receiving the emails from the brigade, please notify Sonia, Stuart or myself so you can be added to the email group.

Social Media and our Brigade Community Facebook page have grown from 965 Page Likes in October 2014, to 1547 Page Likes as of today. It is great to see that our messages and updates via social media are getting out to so many people. As we are now in the Bush Fire Danger Period, we will be endeavouring to ensure any day labelled 'Very High' or above will be posted daily on our page as well as any other relevant information. If any member has anything they think should be posted by the brigade, write it up and email to myself, the captain or the secretary and we can post it on your behalf.

The draft Brigade Constitution and Brigade Handbook has officially been released by HQ. For those wishing to make comment on these documents, they can be found on MyRFS and you can complete a comments submission. Over the coming months, we will be working towards getting this new Constitution and Rules modified to suit our brigade so the new documents can be adopted by the brigade before the 2016 AGM. This new constitution is mandatory and must be adopted by all brigades state-wide so we need to ensure that where a brigade rule can be created, we have made one to suit what our members want. Any questions on this can be referred to me or Sam.

Cheers,

Mark Hocking

President

Seahampton RFB

For more information on the contents of the President's Report, please contact me via email on [presidentsrfb@gmail.com](mailto:presidentsrfb@gmail.com)





## 2015 – TREASURER'S REPORT

Seahampton RFB

SEPTEMBER 2015

Good Afternoon All,

This month saw a growth in our Gift Account due to the efforts of those involved in the Get Ready Weekend. We saw a healthy \$1,311.00 banked along with sales of Wristbands. A great achievement with a couple of days notice. Thanks to all.

The vending machine still continues to make a profit with a healthy \$255 now being achieved since April.

Status of accounts is as below

General account	\$ 264.92
Social account	\$ 670.38
Gift account	\$18,672.46
DGR account	\$ 2,415.04
Petty cash balance	\$ 200.00

This brings the total of monies in the Brigade for the month of September to \$22,222.80

We will need to keep in mind now what we are going to allocate towards Christmas for the Community and the Station activities.

Thankyou,

Susan Rishman

Treasurer

# SEAHAMPTON RURAL FIRE BRIGADE

## INCOME AND EXPENDITURE ACCOUNT

for the operating month of September 2015

ABN # 49 277 075 131

	Income	Expenditure	Balances
<b>GENERAL ACCOUNT - c/fwd balance</b>	<b>\$ 484.02</b>		
Member fees	15.00		
Marking Paint - Sam Berry		27.50	
Petty Cash		49.80	
Kitchen Supplies - Col Dennis		47.30	
Entertainment book - transfer		60.00	
Internet - Exetel		49.50	
	15.00	234.10	<b>\$ 264.92</b>
 <b>SOCIAL ACCOUNT - c/fwd balance</b>	 <b>\$ 659.28</b>		
Vending	110.00		
Petty Cash		98.90	
	110.00	98.90	<b>\$ 670.38</b>
 <b>GIFT ACCOUNT - c/fwd balance</b>	 <b>\$ 17,261.80</b>		
Wrist Band sales	115.50		
Get Ready BBQ	1,782.75	471.84	
Scissors / Bags / Scourers - Col Dennis		15.75	
	1,898.25	487.59	<b>\$ 18,672.46</b>
 <b>DGR ACCOUNT (RFS held) - c/fwd balance</b>	 <b>\$ 2,409.40</b>		
Interest received	5.64		
	5.64	0.00	<b>\$ 2,415.04</b>
 <b><u>PETTY CASH - General Account (All payments &gt; \$50)</u></b>		<b>\$ 100.00</b>	
		0.00	<b>\$ 100.00</b>
 <b><u>PETTY CASH - Social Account (All payments &gt; \$50)</u></b>		<b>\$ 100.00</b>	
		0.00	<b>\$100.00</b>
 <b>VENDING MACHINE - previous month balance</b>	 <b>\$ 943.15</b>		
Sales	110.00		
Purchases			
	110.00	0.00	<b>\$ 1,053.15</b>

### SEAHAMPTON RURAL FIRE BRIGADE SEPTEMBER - ACCOUNT SUMMARY

**BANKED MONIES**

General Account	\$ 264.92	
Social Account	\$ 670.38	
Gift Account	\$ 18,672.46	
DGR Account	\$ 2,415.04	<b>\$22,022.80</b>

**CASH MONIES ON HAND**

Petty Cash	\$ 200.00	<b>\$200.00</b>
Vending Machine	\$ 1,053.15	

**TOTAL MONIES HELD BY BRIGADE**

**\$22,222.80**