



MEETING MINUTES

- Meeting:** Annual General Meeting
- Convened by:** Captain-Scott Ferguson
- Attendees:** Group Captain 4, Warren Welsh. Members – Margaret Ferguson, Ken Ferguson, Greg Pierce, Scott Ferguson, Ian David, Ray Roberts, Judy Smits, Peter Smits, David Bayliss, Lesley Bayliss, Kenn Mackett, Andy Edwards, Sue Casey, Rodney Coleman.
Visitors- Muriel Roberts, Lea Welsh, Brendan Welsh, Guillaume Forret, Stephanie Broaham, Riaan Cioetser, Noemie Gigart, Thio Paul Delaporte.
- Location:** Putty Rural Fire Brigade Station, 426 Putty Valley Road, Putty
- Date/time** 6th May, 2017 at 3.10 pm
- Apologies:** John Bickle, Joanne Ferguson, Brendan Pierce, Pam King, Geoff King, Glen Cuthbert, Rod Willmer, Gunter Bustamante
- Minutes by:** Margaret Ferguson-Secretary

President opened the meeting at 1510hrs and advised that the meeting was being recorded for minute taking purposes. Also as the new NSW RFS was still not available, the meeting was being held under the rules of our current constitution.

Minutes

Minutes of previous annual general meeting held 28th May, 2016 had been circulated with the notice of meeting. After correcting the minutes by adding an apology from Peter Smit the President moved that the minutes be accepted as true and correct. Accepted Kenn Mackett, 2nd Greg Pierce. Motion carried.

Business arising from minutes – NIL

Correspondence All correspondence has been circulated to members by email as it was received.

EOI for Deputy Group Officer Mentoring Program, Warren indicated not until next season but a shortage has been indicated for the future.

Volunteer Leadership Program, outside provider, Red Cross

New training calendar, copies available. Judy Smits has written up details on white board.

Correspondence accepted by Kenn Mackett, 2nd Ken Ferguson

Matters arising from correspondence – NIL

REPORTS

President: Congratulated Rod Willmer in being accepted by Membership Clearance Unit and is now a member of the Putty Brigade. Introduced Guillaume Forret who has an application pending and moved that Guillaume be accepted by the brigade to become a member of Putty Brigade subject to MCU. Membership accepted, Sue Casey, 2nd Andy Edwards. Meeting unanimous.

Captain: Spoke about the fire season which was kind to Putty. Raised the subject of State Rescue Board wanting to form Road Rescue teams within the NSW RFS. To be discussed in General Business. Advised pagers have been given to Putty brigade to overcome the unreliable SMS by mobile phone

coverage. To be given to the same people who now get SMS. Each pager has a serial number and signatures are required when distributed. Report accepted by Ian David, 2nd Lesley Bayliss

Treasurer: Report is attached to these minutes. Balance at bank 31/03/2017 was \$9984.32. We have 45 financial members. Treasurer thanked everyone for their support and Joanne Ferguson, Auditor for checking the books. Report accepted by Ken Ferguson, 2nd Kenn Mackett.

Auditor' report: Auditor Joanne Ferguson tendered her apologies. The Auditors report is attached to these minutes.

Training Officer: The Fun Day planned for last year was not held. She was working with Group Officer Warren Welsh to get training organised. The new Superintendent is pushing for training leading into the next fire season. Members should attend training a minimum of four times a year. Training will be available once a month, for four hours on a Sunday. Upcoming new members need our help and one member would like to complete CL accreditation. After discussion it was decided that training will commence on Sunday 28th May with (1) Overrun drill, (2) Pumping hand signals, (3) Water patterns, (4) Future training. Report accepted by Andy Edwards, 2nd Ken Ferguson

Community Safety Officer: Since the resignation of Lesley Bayliss CSO, we have no one else qualified to do the role. Margaret Ferguson and Sue Casey have agreed to work together to fill this vacancy, running the Hub House system and distributing safety information as necessary. Lesley Bayliss advised she is still willing to participate in the Hub House telephone system and during emergencies.

ELECTION OF ADMINISTRATION COMMITTEE: Group 4 Warren Welsh declared all positions vacant

Nominations were call for:

President: Andy Edwards, by Scott Ferguson, 2nd Margaret Ferguson. Elected unopposed

Secretary: Margaret Ferguson by Greg Pierce, 2nd Ian David. Elected unopposed.

Treasurer: Susan Casey by Margaret Ferguson, 2nd Andy Edwards. Elected unopposed

Auditor: (until the new constitution) Joanne Ferguson, by Margaret Ferguson, 2nd Scott Ferguson
Elected unopposed.

Training Officer: Judy Smits by Scott Ferguson, 2nd Andy Edwards., Elected unopposed.

With the meeting accepting nominations for Administration positions, the appointments were carried.

Warren Welsh explained that when the new constitution is in force, Auditors must have qualifications ranging from knowledge of bookwork upwards, according to the level of turnover of each brigade

General Business

Annual Review of membership costs was raised by Judy Smits. By show of hands, the meeting decided to keep the membership fee at \$10 per annum.

Warren Welsh advised that Leanne Bell has joined the Hunter Valley Team and is filling the role left vacant by Keith Lobb's retirement. She comes from the Lower Hunter area and has been busy with Community Education for some time now.

Over the last 12 months, Putty has attended 24 calls, 15 of the CFR calls. Warren is concerned that all callouts are not being recorded in BIRS. Five outstanding were updated by him and Putty Captain.

STATE RESCUE BOARD AND ROAD RESCUE.

The State Rescue Board has done a review of services and response times in areas beyond the 60 minute scope of another service. Putty has been identified as being outside these 60 minutes. The

NSWRFS has been approached with a view to filling this gap. General discussion took place. Warren Welsh spoke of the Mungindi township where three people had died due to lack of ability to rescue them from a vehicle accident. A Road Rescue service has been set up there. It could be possible to combine Howes Valley and Putty as one, as six members will need to attend an incident. There are problems to be sorted out and until the Hierarchy present a final plan which is possibly eighteen months away, what is needed is an agreement from Putty Brigade that it is interested. Judy Smits advised that Glen Cuthbert, Rod Coleman, Gunter Bustamante, Peter and Judy Smits were interested in taking part. Peter Smits put forward the following motion. "That Putty Brigade is interested in supporting the Road Crash Rescue, subject to confirmation of structure and fine detail of the program." By show of hands, the meeting supported the motion unanimously.

Warren Welsh advised that the raising and lowering mechanisms on the roller doors have been repaired twice so electric motors will be fitted to them soon.

ANNUAL REVIEW OF MEMBER CONTACT DETAILS:

Fire Control have asked for a review of members details including addresses, phone number, emergency contact details and email address. So there are some pages here on the desk that I would like you all to write your details on before you leave today.

There is also forms here for members who receive **SMS to sign** and also members who have **keys to the station to sign**. Please also do that while you are here today.

An **Emergency Evacuation Procedure** was carried out with Andy Edwards assuming the role of Warden. It was advised not to rely on the roller doors being open so all exited via the PA door and met at the designated assembly area next to the front gate of the fire station without incident.

CLOSE MEETING at 4.25pm

Table 1: Action items

Discussion	Details of Motions Including Mover and Seconder	Result of Vote	Task Assigned to?	Due Date
State Rescue Board Road Crash Rescue proposal	"That Putty Brigade is interested in supporting the Road Crash Rescue, subject to confirmation of structure and fine detail of the program."	Meeting voted to support the motion	N/A	Pending further details from State Rescue Board

Table 2: Documents referred to in the meeting

Document title	Author	Version	Date
Captains Report	Captain	1	6/05/2017
Treasurers Report	Treasurer	1	6/05/2017
Auditors Report	Auditor	1	6/05/2017

Table 3: Next meeting

Date	Start time	Finish time	Location
TBA September 2017	3.00pm	Approx. 4.00 pm	Putty Fire Brigade Station