



MEETING MINUTES

Meeting: General Meeting

Convened by: Captain-Scott Ferguson

Attendees: Group 4-Warren Welsh, Margaret and Ken Ferguson, Lesley Bayliss, Kenn Mackett, Greg, Dianne & Brendan Pierce, Ray Roberts, Peter Lines, Peter and Judy Smits, Sue Casey, Scott Ferguson, Andy Edwards, Troy Morrison.

Location: Putty Rural Fire Brigade Station, 426 Putty Valley Road, Putty

Date and time: 27th February 2016 at 3.17pm

Apologies: Fr. Max Eggert & Jane Robinson, Martha Babineau, Joanne Ferguson, Chris Spooner, David Bayliss, Judy Hobson, Richard Helm, Aleda and Ron Graham, Glen Cuthbert.

Minutes by: Margaret Ferguson-Secretary

Minutes

Minutes of Previous General Meeting had been circulated with notice of meeting. Secretary read them in brief. Moved as correct Lesley Bayliss, 2nd Andy Edwards

Business arising from minutes.

Radio communication now very good. New channel EO11 works everywhere, no need to change channels anymore.

Warren will speak to John Cox and Martin Siemsen about AED training for all members.

.Correspondence which had been circulated to members as it was received was read as summary by Secretary as follows.

3/11/2015	Secretary	Putty Brigade	Notification of training 3rd November on behalf of Judy Smits
4/11/2015	Secretary	warren Welsh	Request Emergency Response Procedure
10/11/2015	Martin	Brigades	Constitution briefing available on line
11/11/2015	Secretary	Fire Control	SMS request form from Sarah Stokes
25/11/2015	Control	Brigades	Christmas celebrations at Fire Control 24th December

25/11/2015	Secretary	Circular	Total Fire Ban 26th November
30/11/2015	MCU	Putty Brigade	Membership approved-David Mackinson
1/12/2015	Secretary	Putty Brigade members	Directive from HO-procedures to be followed in relation to Steve Glass and AVO's
2/12/2015	Secretary	Fire Control	PPE Ordered for Sarah Stokes and Troy Morrison
3/12/2015	John Cox	General	Training committee meeting-election on Thursday 10th December

Additional Correspondence:

Invitation to 18-25 year olds to attend Youth Group meeting 5/03/2016

Memorandum re reporting and registering Brigade and member Social Media involvement

Correspondence accepted by Ken Ferguson, 2nd Sue Casey

Matters arising from correspondence.

NIL

REPORTS: Captain – As attached. He advised that Troy Morrison's membership had been approved by the Membership Co-ordination Unit and welcomed him to the brigade. Scott put forward a request to purchase a new VAST box for the television. This request was accepted by all those present at the meeting when voted for.

Captain Scott has also noticed that the hubs on the trucks have been left in "free lock". On the highway this is OK but please put the hubs back on lock when returning to the station. There is no reason to take them out of lock. All it does is use a bit more fuel. It will not damage the truck while the truck is not in four wheel drive.

President – Thanked all members present for attending the meeting. Also thanked all those who work behind the scenes for their ongoing support. Advised Paul Jones had left Hunter Valley Fire Control and Martin Siemsen was continuing on for an unknown time frame. President welcomed and congratulated Troy Morrison on becoming a member of the Putty Brigade. He thanked Judy Smits for organising the training sessions held so far.

Treasurer – Treasurer reported the current cash book balance as at 27/02/2016 is \$9563.42. Expenditure year to date was \$908.25. Donations from members YTD was \$180.00 and non-members, YTD \$789.10. Membership payments were \$340.00. Treasurer will contact members who have not paid their fees for 2015-2016 year.

Treasurer's report accepted by Lesley Bayliss, 2nd Judy Smits

Training Officer – Requested sign for near gateway to advertise training days. This will be investigated and organised. We need something different which stands out. Double sided so it can be viewed from both directions of travel. Office Works want about \$300 for a double sided whiteboard.

Captain to find out what training is asked for by members and this is to be submitted to the training committee for needs analysis.

EOI to be circulated by Secretary for First Aid course, (FAA) and chain saw course. FAA is not recognised outside the NSWRFSS. A recognised external First Aid course is available at \$130 if enough numbers can be arranged. If enough numbers for FAA and chain saw recertification, courses they could be run at Putty.

Currently Putty has only one qualified chain saw operator. Everyone else's certifications have lapsed. A booklet is being produced so that a qualified operator can log all jobs which will go towards competency so avoiding recertification. WH & Safety means we have to follow regulations which also means that skills need to be maintained.

An AF course will be run at Bulga on 1/2/3rd April. Captain to approve and forms to be submitted.

Next training day. Saturday 10.30 am 11th March 2016 and will involve the use of pumps, water pressures, spray bars and drafting water from a dam, use of hoses.

Community Safety Officer – Lesley Bayliss displayed NSWRFSS new brochure about putting together a Bush Fire Survival Plan. Secretary to circulate. All members encouraged to talk to neighbours about their plans.

SPECIAL BUSINESS

Father Max Eggert and Jane Robinson were accepted as Ordinary Members having completed their BF course and six months probationary membership period.

Moved as accepted, Margaret Ferguson, 2nd Lesley Bayliss. Carried by show of hands

GENERAL BUSINESS

Treasurer Sue Casey asked at what point in time, is a member's annual fee is due and how do we accept new members into the brigade if they are not financial.

Margaret Ferguson put forward: **That the motion be accepted: Once a probationary member is accepted as an ordinary member then their membership fee becomes due.**

Motion accepted unanimously by show of hands by members present at the meeting. Warren advised this will not be in the constitution but will be a brigade rule, or standing order.

Warren Welsh advised he would get the training AED and asked Captain Scott to get numbers for Chain saw recertification, AF and CL courses. When we know numbers we can arrange courses.

Warren also advised Secretary that future Agendas need to include WH & Safety issues to allow any member coming to the Brigade station to make the meeting aware of any concerns.

In the near future, there will be a Risk Register, Safety Manual, Chemical Register and an Induction procedure for NEW members or any visitors coming to a Brigade station. This will be in the form of a tick and flick sheet, a hazard register.

Ken Ferguson spoke about the Satellite phones, one of which is at the Brigade station, the other currently at Putty Hall. He has been in contact with Singleton Council which pays the bills and the Telstra satellite centre. The phone at the hall is now working. As a safety issue there is a need for the CFR's to carry a satellite phone and as the one currently at the hall has not been used for several years, the hall committee will be approached for permission for it to be used by the CFRs. CFR's are not supplied with a satellite phone. Some of the incidents they go to are not in a radio or mobile phone area. On occasions, they need a sat. phone to contact NSW Ambulance for advice. Meeting agreed there should be a satellite phone available for CFR's.

Scott advised he was heavily involved in getting these phones, 2 for Putty, 2 for Howes Valley, 1 for Fire Control. It is not certain, apart from the 2 at Putty where the others are. Warren Welsh has one in his Group vehicle. Putty station one needs a new battery. We also need to find out who pays for the upkeep of these phone.

CONSTITUTION

Due to the new constitution the two Notice of Motions brought forward for the 2016 AGM were not raised as they will be resolved by the new constitution.

Discussion about constitution. Warren Welsh advised the constitution cannot be changed and every Brigade will have the same constitution. The Brigade can add rules to off-set what is in it. The operational rules we have will remain as a standing order.

Within the guidelines there is 12 points as examples listing how to add Brigade Rules. Warren Welsh explained these in brief to the meeting. Until we get the review back after the BFRWG meeting in early March with the amended documents (version 2) circulated, we could be wasting our time doing anything too soon.

President Andy Edwards advised that the new constitution is due to be accepted at the next AGM. Given the usual length of our AGM's, Lesley Bayliss requested that we don't do this at the AGM. Warren advised that (1) Twenty one (21) days notice must be given to all members for a meeting to approve these rules, then (2) they go to Fire Control for acceptance by the District Manager and (3) they are loaded onto MyRFS before they come into play.

Anyone wishing to present a rule should do so in writing to Andy or Margaret prior to the meeting. This way ideas can be collated and circulated with the notice of AGM meeting.

Warren Welsh advised that our AGM, to be held on the 28th May, 2016 will be held under the current constitution. We then have until our 2017 AGM to finalise our Brigade rules. Lesley Bayliss called for a Special Meeting to do this. Moved: Sue Casey, 2nd Lesley Bayliss.

DATE OF NEXT MEETING

AGM. 28th May, 2016.

CLOSE MEETING

Meeting closed at 4.40pm.

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.

Table 1: Action items

Ref.	Item description	Owner	Due date	Status
Informal training	That dates be set for continuing informal training at the Fire Station	Judy Smits, Training Facilitator	Various	TBA
Next Training date	Circulate training on 11/03/2016	Secretary	ASAP	Pending
EOI for First Aid and Chain saw courses.	To be circulated to members	Secretary	ASAP	Pending
Draft constitution	Copy of draft & attachments to be sent to Judy Smits	Secretary	27/02/2016	Done
Brigade Rules	21 days notice to be given to members for meeting to approve brigade rules/standing orders	Secretary	21 days before the designated meeting	Pending
EOI BF.AF.CL Courses	To be circulated to members	Secretary	ASAP	Pending
Bush Fire Survival Plan suggestions	Information from NSWRFSS website to be circulated to all	Secretary	ASAP	Pending
VAST TV box	To be purchased	Captain	ASAP	Pending
Satellite Phone	PCA Committee to be approached re use of phone by CFR's	Ken Ferguson	Next PCA Committee meeting	Pending
W.H & Safety	Item to be added to Agenda	Secretary	28 th May, 2016	Pending

Table 2: Documents referred to in the meeting

Document title	Author	Version	Date
Captains Report	Captain	1	31/10/2015
Treasurers Report	Treasurer	1	31/10/2015
Draft Constitution	NSWRFS	2016 v3.0	1/07/2016

Table 3: Next meeting

Date	Start time	Finish time	Location
28/05/2016	2.00pm	Approx. 1 hour later	Putty Fire Brigade Station