



MEETING MINUTES

Meeting:	General Meeting
Convened by:	Captain-Scott Ferguson
Attendees:	Group 4-Warren Welsh, Margaret Ferguson, David & Lesley Bayliss, Ken Ferguson, Ian David, Jane Robinson, Fr. Max-Augustine, Ron Graham, Aleda Graham, Kenn Mackett, Greg Peirce, John Bickle, Peter Smits, Sarah Stokes, Judy Smits, Andy Edwards, prospective members, David Mackison & Troy Morrison.
Location:	Putty Rural Fire Brigade Station, 426 Putty Valley Road, Putty
Date and time:	31 st October, 2015 at 3.17pm
Apologies:	Captain Scott Ferguson, Joanne Ferguson, Martha Babineau, Chris Spooner, Pam & Geoff King, Peter Lines.
Minutes by:	Margaret Ferguson-Secretary

1 Minutes

Minutes of Previous General Meeting had been circulated with notice of meeting. No one wanted them read. Moved as read, Lesley Bayliss, 2nd Peter Smits.

Business arising from minutes. None

Peter Smits introduced guest Troy Morrison who wishes to transfer to the Putty Brigade from the Bylong Brigade. Troy was welcomed to Putty by the meeting.

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

- August e-bulletin
- SINGLETON FUEL MEMO - Naming available fuel stations
- Draft manuals and SS out for consultation
- Get Ready weekend for 17th October-Community Safety
- Invitation for Putty to attend Official Opening of HVFC Centre
- Brief - Heavy Vehicle Licence Upgrades now at Service Centres as listed on brief
- Emergency U-turn bays and cross over points on all motorways should only be used where it is time critical for the preservation of life. The decision rests with the crew Leader however the driver is responsible for the operation, security and maintenance

and may choose not to do so if considered unsafe. Only the first arriving appliance should use an emergency U-turn bay unless directed to by the IC

- Membership approved - Rev Fr. Max Eggert
- Can't confirm computer yet
- Raise constitution changes at Gen. Meetings
- Correct operation of Isolation switch-ECU needs to do a scan first
- New call signs for GL and Staff
- Operational Protocol for Hazardous Trees and Appropriate Use of Chainsaws
- e-Bulletin
- Membership approved - Jane Robinson
- EOI - Remote Area Trail Bike Trail
- Mt. Poppong battery Replacement
- Club Singleton - Volunteer Day 20th September 2015
- AGM Election Returns need to be done
- Sept 15/16/17 BFG Confirmed
- The date has changed for the Volunteer Day to Sunday 18th October 2015.
- Safe Working on Roads Standard Operating Procedures
- Safe Driving Standard Operating Procedures October 2008
- Fireground S.O.P.s (1999 edition)
- No RFS internet access at Putty Station at the moment so agrees not much good having a laptop just yet. Marty is happy to wait and see what occurs with NSW RFS and when under a Section 44 a temporary solutions can be supplied at the station
- BFDP variations - September 2015 Singleton district, permanent variation
- Media Release BFDP begins-New phone numbers-answering machine
- Memo to Group Captain-Captain and Permit Officers re permits & illegal fires
- Changes to Probationary memberships and Frequently asked questions
- September e-bulletin
- NSW RFS memo re mezzanine floors-Damien Honour inspected 22/09/2015. Report completed and copy to HO and Putty Brigade
- Brigade Contact directory details confirmation
- Invitation for Sarah Stokes to attend graduation of CFR
- Drying poles to be inspected for security of fittings
- Reminder barefoot bowls
- Registration form for bowls
- Thank you for participating in Get Ready
- Overwhelming response from Goorangoola Brigade re barefoot bowls = 17
- Conditions of all fire trucks. Putty was not among those who were the cleanest
- Sarah Stokes has successfully completed her BF assessment and can also now attend CFR calls.

Correspondence accepted by Judy Smits, 2nd Greg Pierce

Matters arising from correspondence.

Disappointing that Putty was not amongst the Brigades to be congratulated on a consistent standard of keeping fire appliances clean and tidy.

Sarah Stokes has been assessed as a competent in the Bush Fighter course. She has also been a member of the Putty Brigade for over six months. This means that the members present at the meeting today can vote for Sarah to be accepted as an Ordinary member of the brigade which also gives her full voting rights.

Move that we accept Sarah Stokes as an ordinary member of the brigade
The meeting voted unanimously to accept Sarah with a show of hands.
Sarah was asked to stand and was congratulation on her achievements.
Andy Edwards added, Well done on becoming a CFR one day you will be needed.

REPORTS:

Captain – as Scott was unavailable the Secretary read his report which attached to these minutes.

Captain's report accepted by David Bayliss, 2nd Lesley Bayliss

President – Andy Edwards. Scott has basically covered everything in his report. Thank you to all the people who have undergone training. The upcoming fire season is so far not looking good. I would encourage everyone to be vigilant and to stir up their neighbours to be the same

Treasurer – Sue Casey is unwell and could not attend this meeting. Treasurer's report read by Secretary.

Treasurer reported the current cash book balance as at 31/10/2015 is \$9591.90. Expenditure year to date was \$618.58. Donations from members and non members amounted to \$970.10. Membership payments are down, only 50 paid so far.

The cost of installing the water supply to the station was outlined. Total cost of tank, bore and accessories was \$11235.92. RFSA grant was \$5234.22 which left the Putty Brigade to pay \$6001.70.

Treasurer's report accepted by Kenn Mackett, 2nd Lesley Bayliss and Ian David

Training Officer – Judy Smits said that she will need to talk to Scott about training and if anyone wants to come along. Not compulsory, so informal training. Secretary offered to send out information for Judy. Best days, Saturday or Sundays, people have commitments. Trucks need cleaning, pull them apart clean them up put them back together. Refreshers on use of pumps, hoses and use of radios. Judy suggested that someone from Singleton could come to do training on the radios. There are no more formal training courses to the end of the year as everything is shutting down. Judy said she likes training, but doesn't expect everyone to be the same. It would be nice if people could pop along occasionally.

The Secretary drew attention to the radio protocol and size and SitRep report sheets which are for each truck. These are to assist when using the truck radios.

Meeting decided training on Saturdays. Andy will cook the sausages. Give it a spin. Sign out the front as some people don't have email.

Ken Ferguson suggested that all active members become proficient in the use of the AED, (Automatic External Defibrillator) Both of the trucks have them and he thinks it is important that all our ordinary members know how to operate them. We need a training one as the ones we have can't be opened unless for actual use on a patient. Ken said he did ask the Ambos for one but has not received one as yet. Warren will arrange supply of a training AED.

Peter Smits felt that as the trucks are not as clean and shiny as they once were that and a memo has indicated that they need to be kept cleaner, he suggested that some cleaning products be purchased Andy said with training days coming up trucks could be cleaned. More people doing the cleaning takes less time. Peter asked how do we obtain the products. Secretary offered to buy truck wash and other items to do the job.

Motion to purchase of cleaning products moved Judy Smits, 2nd Lesley Bayliss but no armourall as it is too slippery. Carried unanimously.

Warren Welsh would be delighted to see Putty have training once a month. The Secretary will speak to the Captain to confirm the ideas discussed at the meeting for training were OK with him.

Group 4, Warren advised that people who don't hop on a truck very often tend to forget things. The biggest fear is getting into an emergency situation. He would really love to see everyone practice emergency drill. He called an emergency event recently and all there failed including himself. We don't practice our skills enough. Not one brigade in the shire has practiced emergency drills since they did their basic training.

Secretary asked if there is a standard or guidelines for an emergency drill

Warren replied there certainly is. There is an SOP in relation to bush fire and grass fire.

SPECIAL BUSINESS

The presentation of Long Service Awards to four brigade members who were unable to attend the official function at the Hunter Valley District Fire Control Centre in August.

Group 4, Warren Welsh and President Andy Edwards made the presentations to David Bayliss, Lesley Bayliss and John Bickle. Unfortunately Sue Casey could not be present and Kenn Mackett accepted her award for her.

Group 4 also presented certificates of achievement to Andy Edwards for meeting the performance criteria to be qualified in AF14 Advanced Firefighter 2014 and to Peter Smits for meeting the performance criteria to be qualified in Tree Falling Intermediate 2005.

President Andy Edwards thanked Group 4 for has come all this way to do this wonderful medal presentation and also thanked all the recipients for putting in the years of service.

NOTICE OF MOTIONS for 2016 AGM

1. That the position of Vice President be added to our current constitution.
2. That Item 7.1.8 in the current constitution be amended to state:
“Voting for any contested position or motion will be by written ballot.”

At our last meeting a motion was put forward that a Vice President position be added to our constitution. There is a slight grey area here because as of the 1st July, 2016 we will be adopting a new constitution. This matter is addressed within the new constitution.

A clause relating to voting on any contentious decisions or motions to be done by a written ballot at this stage it is not in our constitution. We can call for it but adding it to our constitution at the next AGM. What we are up against is that we get a new constitution on the 1st July which includes this topic.

Correspondence from Acting Manager Martin Siemsen has advised that the motion for voting for any contested position or motion will be by written ballot be dropped based on the arrival of the new constitution.

Peter, it was your motion. Would you like to comment?

Peter replied that constitution has been going to come in for some years now At this point we still have another meeting before the next AGM so I would like to wait and see what is happening. Peter does not want to withdraw his motion at this time. Warren assured the meeting that the 2016 constitution will be adopted in July 2016

Group 4 advised that he has had clarified that if the members present at a meeting wish to put a motion forward as a written vote then they can. So if there is a grey area, then that is what we can do at this point.

If you are happy Peter, I would leave the motion there and deal with it at the next AGM that way we will know if the new constitution will be in. The Vice president position will be in the new constitution as a brigade rule and the motion Peter put forward is taken care of in two clauses in the new constitution.

Secretary advised that the draft constitution is available on the MyRFS website home page.

GENERAL BUSINESS

The acceptance by the Brigade of David Mackison as a probationary member subject to clearance by the Membership Coordination Unit.

Members present at the meeting were unanimous in accepting David as a member. Judy Smits advised we also have NSW RFS member who wishes to transfer from Bylong Brigade to Putty. Peter Smits suggested that Troy be accepted by the meeting now.

The members present at the meeting also accepted Troy as a probationary member subject to MCU clearance. A membership application form was completed by Troy at the meeting.

Peter Smits enquired about Roundup for the weeds. Ken will supply the herbicide and will do the job. It gets done from time to time, the weeds have just gotten away quickly.

Warren, in relation to chain saws. This year, I know there are a lot of people going to jump up and down about this but we have been told to toe the line under Work Safe Health and Safety. I have a responsibility for your safety. I know a lot of you have used chainsaws for years.

RFS rules are now that unless you have a chain saw ticket, you will not operate a chainsaw. If you have qualifications from outside the service we can look at those qualifications and try to get RPL for crosscut. I am not interested in tree felling. They have machines to do that. My concern is that if someone gets injured while using a chain saw and does not have a ticket, first it's the Crew Leader, then me (Warren) so this year I am making a push to make sure people have chain saw tickets. I know there is going to be people upset by it, but in this day and age, it's a case of bad luck. Workplace Health and Safety has come into the NSW RFS at a great rate of knots. Appropriate PPE must be worn when using a chainsaw.

Andy advised most active Putty members have cross cut qualifications. Warren advised it runs out every three years. *(Peter Smits commented on this but what he said was unclear on the recording.)*

Warren advised that very shortly and it is in the process of being tested, we are going to change radio channels. Far simpler, hoping to run a field test next Thursday (5th Nov) with one Putty truck going one way and another the other way. We will start about 8.30 and find spots that we know do work and then spots we know haven't worked in the past. New digital system. It automatically changes channels. Computer system takes three signals from three different towers. When the field test is done on Thursday you will need to remember how to get back to what is being used now.

Lesley is concerned about the robotic system for reporting to Fire Control the intent to burn after being issued with a permit. In the past Fire Control would advise the weather conditions when they were contacted. What happens now? Warren Welsh left the meeting to clarify the situation.

Clarification on the recorded line. Martin Siemsen was contacted and advised that it is for both the permit issuing officer to advise a permit has been issued and also for the person advising they are going to light up

In the event of bad fire weather, a ToBan or a suspension of permits, Fire Control will have a look at the permits and the messages. The weather and the permits are reviewed every afternoon. If necessary the property owner will be contacted or a Group Captain or a Brigade Captain will be sent to notify the person doing the burn. It is really up to the property owner to monitor the weather and take a common sense approach.

Father Max advised the meeting that he has applied for a Chaplaincy position and also to become part of the CISS. He is still waiting to hear back about his application. Andy congratulated Father Max on his interest in taking on these positions.

Father Max asked about formal training. Warren advised it is up to the individual to request formal training. The Captain and the training officer can give advice. At the end of the day the Captain needs to approve formal training for the members. The training nomination form is completed and after the Captain signs off the request, it then goes to Fire Control.

Warren advised that the usual practice for training should BF, twelve months on the ground, AF, twelve months on the ground, then CL or other specialist lines. This gives you a bit of safe time and experience.

Judy Smits asked who was looking after the FDR sign. Kenn Mackett is being advised of the weather and is changing the sign accordingly.

Peter Smits advised that the responsible person during training is the Crew Leader. Judy is the Training Facilitator and does not have any rank over the person being trained. She may be able to join you in a training session at Howes Valley or Bulga.

Secretary advised the Brigade receives a training calendar at the beginning of the year and this will be circulated to all members to read through and see when training they might be interested in is occurring.

DATE OF NEXT MEETING

Date of next meeting 27th February, 2016. If anyone wants to add anything to this meeting advise the secretary prior to the 21 days notice period for that meeting date.

CLOSE MEETING

Meeting closed at 4.25pm.

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 a date be set for informal training at the Fire Station	Judy Smits, Training Facilitator	Not set	Pending
Notice of Motion For 2016 AGM	Discussion on Item 2. That Item 7.1.8 in the current constitution be amended to state: "Voting for any contested position or motion will be by written ballot."	Peter Smits	27/02/2016	Pending New constitution
Radios	Testing of new digital radios	Unspecified	5/11/2015	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

Table 3: Next meeting

Date	Start time	Finish time	Location
27/02/2016	3.00pm	Approx. 1 hour later	Putty Fire Brigade Station