

**WINDELLAMA RURAL FIRE BRIGADE  
GENERAL MEETING  
SATURDAY 26 AUGUST 2017  
DRAFT MINUTES**

**Present:**

Paul Alessi	William Hargan	Brett Roberts
Bonita Armstrong	Mick Heppleston	Keith Scorrar
Marlene Carmichael	Graham Kinder	Marten Scutterups
Doug Gurney	Phil Myers	Thomas Shannon
Danny Hansen	Peter Pokorny	Ben Vilnis
Lynda Hargan	Katie & Anthony Reece	Lois & Kym Wake
Maggie Hargan		

**Apologies:**

Ashley Armstrong	Elizabeth Hargan	Brendan Shannon
Wayne Back (dep. after trng)	Mick Heppleston	Judy and Warren Yates
Dave Edworthy	Barry Lannigan	
Jacqui Gurney	Mick Pollard	

**Opening comments**

Graham opened the meeting at 1610.

Initially there was a discussion about e-mail notification of the meeting times and dates, as well as sending out draft Minutes prior to the meeting via e-mail. This was done, but there were a couple of e-mail bounces due to incorrect addresses. This has been corrected. Copies of the draft Minutes were distributed at the meeting.

It was agreed that Matters arising from the previous meeting will be dealt with under General Business.

**Motion:** The previous General Minutes and correspondence held 22 July 2017 be accepted as read, with matters arising to be discussed in General Business.

**Moved:** Doug Gurney                      **Seconded:** Lynda Hargan                      **Result:** Carried

**Reports**

**Captain**

Before Paul provided his report, Graham updated the meeting on the recent serious car accident that Dave Edworthy's son Kierae was involved in, not far from the Goulburn Airport on Windellama Road. Sadly, Kieren suffered extensive injuries, and Dave is in Canberra with his family during this difficult time.

Graham advised that a SES Community Response paramedic was travelling a few cars behind the accident, dialled '000', provided assistance, and controlled the scene until help arrived, which was fortunate. SES, RFS, Police and a helicopter were involved.

All present expressed the hope for Kieren to make a full recovery.

Graham thanked Will for his radio training today and also for assisting with the installation of the security system (including cameras in the Fire Shed).

Paul advised that when the camera is activated, an e-mail is sent. For this reason, would everyone entering the shed for any reason, please log their entry/exit in the sign-on book.

Paul advised that this month:

- A tree was found alight near the crossroads.
- About two weeks ago, a property on Spa Road suffered a fire, where a house, shed and car were lost. The owner had reportedly left the house for a short period, but there were some electric heaters left on.
- An apparently un-notified burn occurred on Curra Lane, causing a lot of black smoke outside a house.

### **President.**

Graham attended an RFS Leaders Forum recently, and attendees included the Minister and Commissioner. However, there was no representation from the Southern Tablelands Zone, which Graham described by a technical term: “f\*\*\*\*\* pitiful”.

Motion that the Reports be accepted:

**Moved:** Graham Kinder      **Seconded:** William Hargan      **Result:** Carried

### **Equipment**

Doug advised that the three-monthly inspection has been completed for all trucks. A 9 kg dry powder extinguisher was replaced on the Cat9.

- Battery chargers for trucks – Mick Uren has provided two more chargers, which will be deployed in the shed soon.
- A short (10-12 feet) 65 mm delivery hose was repaired by Marten.
- The fast-fill trailer pump needs new washers. Doug will make up new washer and install.
- Three NO SMOKING signs for the shed will be to be put up soon.

### **Communications**

The interference previously encountered on Channel 21 (data transmissions repeating 60 seconds has not re-occurred).

### **Catering**

No matters arising. Marlene will update the meeting on the proposed new oven and stove under General Business.

### **Health and Safety**

Thomas advised there were no new Health and Safety alerts or standards issued. One incidents was reported today, which was a spider bite suffered by Keith when putting on his yellows. First Aid was applied, and the swelling has gone down.

### **Community Engagement**

Nil report as Dave is away.

## **Training**

Today's topic was radio communications and procedures, including communications hierarchy, despatch procedures, as well as recent and expected future developments.

Will Hargan, as an experiment, delivered the RFS 'FUEL' web-based one-on-one training presentation on radio communications as a group training workshop. The training presentation was followed by practical radio familiarisations in all trucks, followed by a field run in the trucks simulating radio procedures on the various radios. All who participated found this beneficial and thanked Will for putting it all together.

Graham confirmed that on Sunday **10 September**, a Group 8 training exercise will be run.

Catering officer will provide a sausage sandwich at mid-day (1200) at the shed. Travelling time will be 40 min from the fire shed. Departure about 1215. 1500 finish, aim to be back at the shed a bit after 1600. This exercise will be in lieu of 4<sup>th</sup> Saturday normal monthly training.

Graham is also investigating day training at Willowglen subject to the Toyota 4WD approval.

## **Secretary**

No inwards or outwards correspondence this month, except a Telstra bill. Upon request from Elizabeth Baines, Administration Officer, RFS Southern Tablelands Zone, Peter sent draft Minutes from the 2017 AGM, Minutes of the subsequent General meeting, ABC forms listing office bearers and a copy of the Independent Review (19 May 2017) of the accounts of the Brigade.

Motion that the Reports be accepted:

**Moved:** Graham Kinder                      **Seconded:** Doug Gurney                      **Result:** Carried

## **Treasurer**

August 2017: The balances for the accounts are as follows:

Deposit account 289509	\$ 5,859.41
Working account 970281	\$12,619.23
Total available	\$18,478.64
Term Deposit	\$43,711.90
<b>Total funds</b>	<b>\$62,190.54</b>

There were two auction cheques presented this month, \$322.80 and \$189.00. The telephone bill of \$171.04 was also paid.

Two auction cheques presented, and one Telstra bill was paid.

Motion that the Treasurer's Report be accepted:

**Moved:** Keith Scorrar                      **Seconded:** Brett Roberts                      **Result:** Carried

## **General Business**

**History Project** - Doug has followed up with Rex Hockey, and advised that Rex is interested in doing the history of the Brigade. Graham noted that Sue had a lot of notes on the brigade, Bev has also a lot information, as well as Marten. Doug will keep in touch with Rex, and suggested that we should now leave Rex to proceed.

Doug has also mentioned this history project to the Historical Society, who expressed interest.

### **Radio call signs**

Paul noted that recently that Danny Hansen requested a number to use as his Windellama radio call. It was noted that the Brigade Contact Sheet is well out of date at present. Peter has an electronic copy of the existing sheet as part of Ellen's files handed over. Peter will work on a first update, to be further reviewed by all.

### **Digital resource solution**

Tim Vilnis advised that Mick Pollard has been working on a digital resource solution for the Windellama Brigade. Paul Alessi will speak further with Dave on this.

### **RFS Pagers**

Paul Alessi asked whether anyone else wants a pager? Please let Paul know after the meeting.

**Windellama Small Farms Field Day** – Graham noted that on the first Saturday in November (**4 November 2017**), the Small Farms Field Day will be held at the Windellama Community Hall. Some RFS members need to be present in uniform on the day. Vehicle and members to man to tend to be decided.

### **Get Ready!**

Paul is requested the manufacture of Get Ready! signs to be available at the Community Hall. After discussion, a budget in the order of \$100 was approved, for 100 houses, shed and four trucks. Paul will arrange the sign to be made.

Motion that the Get Ready! signs' proposal be approved, to the order of \$100.

**Moved:** Paul Alessi

**Seconded:** William Hargan

**Result:** Carried

### **Toyota Land Cruiser Club Willowglen 4X4 Challenge (30 September to 2 October 2017)**

Graham advised that assistance has again been requested for the RFS wash-down of vehicles on the Sunday 1 October 2017 (PPE required – entry free). One tanker and the fast-fill trailer will be required, from 12 noon onwards. This is a useful fundraiser for us.

**RFS Rural Fire Driver** course will be run on 7 September 2017 in Goulburn. Participants will need to have a minimum holding a Medium Rigid licence for 1 year. The deadline for nominations is Monday. Please see Graham after the meeting.

### **Matters arising**

#### **Gravel**

Doug asked about additional gravel at the front of fire shed and driveway. Graham has followed up with Gary Stafford from Hi-Quality quarry. Garry will try to get five truck and dog loads for us.

#### **New kitchen stove and oven project**

Marlene has obtained two quotes – was \$7,500 now \$5,999. Dual oven with grill and gas cooktop, \$3,999 with gas conversion kit. We will use bottled gas. Gas is preferred as a

cooking solution, and gas bottles will of course need to be an on-going payment. Estimated usage is one bottle per year. The gas bottle will need to be installed outside and caged for security reasons. These additional costs, plumber/gas fitting, may be around \$1,000.

### **Ashley's kitchen bench**

It was agreed that a stainless steel to be put onto Ashley's bench. This will help us meet food hygiene requirements.

Motion that in the order of \$5,000 with the process and installation, of dual oven with grill cooktop with gas conversion kit, plus the stainless steel bench top:

Graham asked whether anyone wanted to speak against the motion. No one spoke against the motion.

**Moved:** Marlene Carmichael      **Seconded:** Katie Reece      **Result:** Carried

### **Next meeting**

Graham noted that as the next training day is **10 September 2017** (a Group Training activity), should we defer the September meeting? Should we bring the meeting around 4.30 pm, because we should be back by then? Paul didn't mind deferring the meeting, but thought he ought to have a chat with Dave about it. If any material matter arose, the management could communicate with people, we would next report in October.

After discussion, it was agreed that the September meeting will be brought forward to 1100 Sunday 10 September 2017. A sausage sandwich lunch will be provided and those involved in the training exercise will depart the fire shed around 1215. Expected return to the shed will be shortly after 4 pm.

**Next meeting:** 1100 Sunday, 10 September 2017.

The Meeting was closed at 1710.

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