



MEETING MINUTES

Meeting:	Megalong Valley Bi- Monthly Meeting
Convened by:	President
Attendees:	Linda Greer (Pres.); Robert Morse (Captain); Helen Finney (Secretary/Treasurer); John Collins; Kieran Thompson
Apologies:	David Somerville; Ian Annetts
Location:	Megalong Brigade Fire Station: 842 Megalong Rd, Megalong Valley
Date and Time:	14 August, 2019 – Started: 19:39
Minutes by:	Helen Finney - Secretary

Minutes

- 1. Previous Meeting Minutes** are available on MYRFS and the Meetings page on the brigade website.
 - The Treasurer noticed a 21c error in the treasurer's report which was explained to the members present.**Moved:** John Collins **Seconded:** Robert Morse
- 2. Business Arising from Minutes:**
 - **Lawn Mower:** A line trimmer has also been requested. Funding Committee have not met yet to consider.
 - **Name/Brigade Tags for Members:** Only 7 names arrived with 16 Megalong Valley tags. Helen to check correspondence and original order and rectify missing names.
 - **Community Notice Board:** Robert Morse has made application.
- 3. Correspondence:** District Office Emails.
- 4. Matters Arising from Correspondence:**
 - The information for "Get Ready" Weekend was collected from the District Office.
- 5. Captain's Report:**
 - One incident call to a structure fire – pages, SMS and BART all failed to give incident call to anyone in Megalong Valley. As a result, a problem in the paging system was found and rectified. As a backup, any pager message sent by SMS also goes to the Captain's landline as a talking text message and if the Brigade doesn't respond to any incident call, Fire Comm. is to phone the Captain.
 - Members are to inform the Captain if they are not getting the test page on Friday mornings.
 - Fire Season is expected to begin on **1 September, 2019** due to such a dry season.
 - There is likely to be a lot of Hazard Reductions in the near future. If you are interested in attending, contact the Captain.
 - It is anticipated that there will be a Hazard Reduction at the top of Megalong Road in Blackheath in September. Captain to notify the Brigade if it's definitely going ahead. This will be a good training day for the Brigade.
 - Tanker inspection needs to be arranged.
 - Blue Mountains sent crews to North Coast to assist with Wildfires.
- 6. President's Report:**

- > More members and promoting the bridge needs to be encouraged.
- > More training days might encourage more interest.

7. Treasurer's Report:

Copy attached.

Moved: Linda Greer **Seconded:** John Collins

8. Field Officer and/or Office Bearer Reports:

Training: David Somerville

- > Need confirmed names for Crew Leader: Village. Likely training in the Valley in mid-October.
- > Andrew Mills and Max Horn need Basic training. Will check with Shipley and Blackheath on availability to join their training course.
- > Will ring around for number to do a 3 hours basic training Refresh for active members.
- > Will check with members on training for 2020.

Community Engagement: Robert Morse

- > "Get Ready" Weekend - *Megalong Valley Station*
Sunday 15 September, 2019
10:00am-1:00pm
- > BBQ for members on the day

Motion: The Station Officer is authorised to purchase food for the BBQ and be reimbursed from Brigade funds.

Moved: Linda Greer **Seconded:** John Collins

9. General Business:

- > Establish Roster for 2019/2020 TOBAN Signage over Fire Danger Period – both camp grounds; station; near Fire Danger Sign; and Nellies Glen Rd – 5 signs in total.
- > More Deputies are needed to assist the Captain – the more the merrier!
- > A new Flammable Liquid Storage Cabinet from District Office arrived – to be installed.
- > A separate lockable cabinet is needed for valuable equipment at the station. Suggested Bunnings cabinet for \$149.00-\$169.00.

Motion: That Robert investigates and purchases a new metal cabinet and is reimbursed from Brigade Funds.

Moved: Linda Greer **Seconded:** Kieran Thompson

- > A suggestion that the Fire Station has its own lockable Letterbox, large enough to accept all correspondence sent to the brigade, and for it to be erected on Megalong Valley Road level with the front of the Shed. This will prevent continual changing of addresses when there are changes in Brigade Officers.

Motion: That Helen investigate an appropriate letterbox and present it with costs at the next meeting:

Moved: Robert Morse **Seconded:** Linda Greer

- > Community Assoc. & Land Owners Assoc. to meet at the Station on Sunday 25 August. Someone from the Brigade is required to open and close up. John will do.

- > Due to low the attendance on Wed 7 August, it was understood that because it was not the *second Wednesday* of the second month, it became confusing.

Motion: The Bi-Monthly meeting is reinstated to be held on the 2nd Wednesday of every *even* month.

Moved: Linda Greer **Seconded:** John Collins

10. Date of Next Meeting: **Wednesday 9 October, 2019** – to correspond with Motion in General Business.

11. Meeting Closed: 20:45

Table 1: Action items

Ref.	Item description	Owner	Due date	Status
Name Tags	Investigate Missing Tags & Order	Helen	09/10/19	Pending
“Get Ready” Weekend	Purchase food for BBQ	Helen	14/09/19	Pending
TOBAN Roster	Roster to be established	Robert	31/08/19	Pending
Tanker Inspection	Annual Inspections need to be organised	Robert	09/10/19	Pending
Flammable Liquid Cabinet	Installation of Cabinet	Robert	N/A	Pending
Security Cabinet	Investigate and Purchase	Robert	15/09/19	Pending
Brigade Letterbox	Investigate	Helen	09/10/19	Pending

Table 2: Documents referred to in the meeting

Document title	Author	Version	Date
Correspondence	Emails District Office		N/A
Treasurers Report	Helen Finney		N/A

Table 3: Next meeting

Date	Start time	Finish time	Location
9 October, 2019	19.30	N/A	Megalong Fire Shed

Treasurers Report June/July 2019

During this period the brigade has incurred the following income and expenditure for the proceeding two months:

Expenditure

Telstra \$57.22

Total Expenditure **\$57.22**

Income

Hat Donations \$135.90

Phone Re-Imbursement \$219.92

Bank Interest \$22.14

FTD Interest \$251.71

Total Income **\$629.67**

Total Net Profit/Loss	\$572.45
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Therefore I seek approval from the meeting to issue cheques for the expenditure shown above.

Following is a summary of the brigade’s financial position as at the 1st June 2019.

H Finney
Treasurer MVVRFB
07/08/2019

MONTHLY STATEMENT OF FINANCIAL POSITION	
	MEGALONG VALLEY RURAL FIRE BRIGADE
	FOR THE MONTHS OF JUNE/JULY 2019
ACCUMULATED FUNDS	
BALANCE AT THE BEGINNING OF THE MONTH	37,152.54
PLUS MONTHLY RESULT	572.45
BALANCE AT THE END OF THE MONTH	37,724.99
REPRESENTED BY	
BANK ACCOUNT- GENERAL FUNDS	4,302.82
INVESTMENT ACCOUNTS SOCIAL AND OPERATING	29,550.68
SOCIAL ACCOUNT	3,768.77
BALANCE AS PER CENTRAL PUBLIC FUND ACCOUNT	102.72
TOTAL	37,724.99

Signed as a true account of the Brigade's financial position as at this date:

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Date 14 / 08 / 19 Treasurer

Approved on behalf of the Brigade:

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Date 14 / 08 / 19 President