



## MEETING MINUTES

<b>Meeting:</b>	Megalong Valley Bi- Monthly Meeting
<b>Convened by:</b>	President
<b>Attendees:</b>	Linda Greer (Pres.); Robert Morse (Captain); Helen Finney (Secretary/Treasurer); Kieron Thompson; John Abel; David Somerville
<b>Apologies:</b>	John Collins; Mike Davies; Luke Carlon; Max Horn; Malcolm Scott; Ian Annetts
<b>Location:</b>	Megalong Brigade Fire Station: 842 Megalong Rd, Megalong Valley
<b>Date and Time:</b>	9 October, 2019 – Started: 19:42
<b>Minutes by:</b>	Helen Finney - Secretary

### Minutes

- 1. Previous Meeting Minutes** are available on MYRFS and the Meetings page on the brigade website.
  - › Previous minutes were read and agreed to be an accurate account of the meeting.
  - › **Moved:** Robert Morse    **Seconded:** Keiron Thompson
- 2. Business Arising from Minutes:**
  - › **Name/Brigade Tags for Members:** Secretary looked into previous orders. Has ordered nametags for the other members and more Megalong Valley tags and paid for them. Has not heard back from RFS yet to confirm that payment has been received; that an invoice has been emailed; and when they should be expected. To be followed up.
  - › **Fire Danger & TOBAN Signs:** Another request for further support was put to the meeting. David Somerville is willing to assist. There are now four members doing this which has decreased the amount of times per person to once a month. The calendar will be completed and procedures, which include "How To; Where Signs Are; and a suggested conversation with people at the camp grounds during TOBAN periods, will be sent to all members.
  - › **Community Notice Board:** NSW RFS has approved the funding - \$5063.52 - for the new Fire Danger Meter & Community Notice Board. Robert spoke to the District Office and it was agreed that it was more beneficial for them to pay for it directly and have it delivered. Awaiting update.
  - › **Lawn Mower & Trimmer:** It was agreed that these items need to be engraved with the Brigade's name.
  - › **Letterbox:** Helen presented two letterboxes from Bunnings with prices etc. All members agreed to purchase the "Chelsea" in Woodland Grey with accessories.
- 3. Correspondence:** District Office Emails.
- 4. Matters Arising from Correspondence:** Nil
- 5. Captain's Report:**
  - › **Callouts:** Rescue at Six Foot Track – Confirmed that members are receiving these now but confirmation on what to do when a call with such wide range comes through – if you are available, go to the shed or contact the Captain for more details.
  - › **Service of Vehicles:** Cat 1, 9 and the PC: have been serviced; Cat 7: Still to be serviced.
  - › **Tanker Inspection:** still to be arranged.

- **“Get Ready Weekend”**: Held on Sunday 15 September 10am-1pm: Four members attended; a “working bee” completed several jobs. No-one attended. Members had lunch and went home.
- **“Pack Saddlers”Property**: Has officially been purchased by National Parks. A load of 2.5tonnes limit has been placed on the bridge. They may be looking at replacing the bridge.

6. **President’s Report:** Nil

7. **Treasurer’s Report:**

Copy attached.

**Moved:** John Abel **Seconded:** Kieron Thompson

8. **Field Officer and/or Office Bearer Reports:**

**Training:** David Somerville

- **Crew Leader Upgrades:** Sat 19 - Sun 20 October at the Shed beginning at 8:00am.

David to email reading material to the candidates to prepare for the weekend.

Candidates will undergo an initial assessment to determine if further training is required.

May only take a couple of hours.

Morning tea will be provided. If it looks like it will go longer, lunch will also be provided.

- Other training exercise days to be organised.

**OHS:** John Collins - Nil

**Community Engagement:** Robert Morse

The brigade has been given a set of three ladders for children to access vehicles in a safe manner for Community events.

**General Business:**

**Motion:** That Helen Finney be accepted as an Ordinary Member in the roles of Operational Support and Administration for the Brigade.

**Moved:** Linda Greer **Seconded:** Kieron Thompson - **Unanimous**

- **Xmas Get Together:**

Members were asked if they wanted a “Get Together” for Xmas and it was decided they did:

**A BBQ for all Members and their Families is to be held on:**

**Sunday 15 December, 2019 at the Shed**

**11:00am until “Whenever?”**

**Motion:** That Helen has requested authorisation to purchase new cleaning equipment etc. for the Shed.

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

9. **Date of Next Meeting:** Wednesday 11 December, 2019.

10. **Meeting Closed:** 20:41

**Table 1: Action items**

Item	Action	Member	Due date	Status
Name Tags	Order etc. to be followed up	Helen	11/12/19	Pending
Danger Meter & TOBAN Signs	Procedures and Calendar to be emailed to members	Robert/Helen	16/10/19	Pending
Tanker Inspection	Still to be organised	Robert	11/12/19	Pending
Brigade Letterbox	To be purchased and installed	Helen/Robert	11/12/19	Pending
Lawn Mower & Trimmer	To be engraved with Brigade name	Robert	11/12/19	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
11 December, 2019	19.30	N/A	Megalong Fire Shed

## Treasurer's Report August/September 2019

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

### Expenditure

Metal Cabinet	\$169.00
Mower & Line Trimmer	\$998.00
Telstra	\$61.62
Get Ready Luncheon	\$81.30
Nametags	<u>\$186.00</u>
<b>Total Expenditure</b>	<b>\$1495.92</b>

### Income

Hat Donations	\$119.75
Mower & Line Trimmer	
Re-Imbursement	\$998.00
FTD Interest	\$50.81
<b>Total Income</b>	<b>\$1168.56</b>

<b>Total Net Profit/Loss</b>	<b>-\$327.36</b>
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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 30 September, 2019.

H Finney  
Treasurer MVVRFB  
09/10/2019

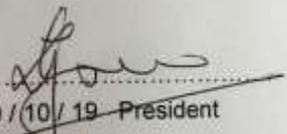
## MONTHLY STATEMENT OF FINANCIAL POSITION

MEGALONG VALLEY RURAL FIRE BRIGADE  
FOR THE MONTHS OF AUGUST/SEPTEMBER 2019

<b>ACCUMULATED FUNDS</b>	
BALANCE AT THE BEGINNING OF THE MONTH	37,724.99
PLUS/MINUS MONTHLY RESULT	-327.36
BALANCE AT THE END OF THE MONTH	37,397.63
<b>REPRESENTED BY:</b>	
BALANCE OF OPERATIONAL ACCOUNT	4,191.95
BALANCE OF SOCIAL ACCOUNT	3,501.47
FIXED TERM DEPOSIT ACCOUNTS – OPERATIONAL & SOCIAL	29,601.49
BALANCE AS PER NSW RFS & BRIGADES DONATIONS FUND ACCOUNT	102.72
<b>TOTAL</b>	<b>37,397.63</b>

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

  
Date 9 / 10 / 19 Treasurer  
Approved on behalf of the Brigade:

  
Date 9 / 10 / 19 President