

MINUTES OF MEETING
GISBORNE FIRE BRIGADE
GISBORNE FIRE STATION
Monday 10th November 2014

MEETING OPENED: 20:00 HOURS

PRESENT:

As per Roll Call.

APOLOGIES:

T. Borg; B. Moody; I. Hay; S. Burden; R. Hall; W. Halliday; I. Large; J. Northcott; J. Priestley; H. Radnedge; V. Zablockyj.

PREVIOUS MINUTES:

Approved as Circulated:

Moved: T. Ruff

Seconded: J. Gruevski

Carried

BUSINESS ARISING FROM MINUTES:

Nil

CORRESPONDENCE:

That the correspondence be dealt with as read:

Moved: W. Veitch

Seconded: J. Greed

Carried

Outward:

1. Remittance Advice to Honda for new Lawn Mower.
2. Remittance Advice to Global National for 6 Techniice Cooler Bags.

Inward:

1. From VESA:

Phoenix Magazine.

2. From VFVB:

Quartely Mailout.

3. From CFA:

Notification letter and application forms for Section 14 & Section 40 Permits for the Fire Danger Period. (Use of gas flare-off equipment).

4. From Gisborne Christmas Festival Inc.:

Request for Assistance with Crowd Control during Fireworks Display on Friday 12th December 2014 at 21:30.

5. From Maxine Sleep: Service Delivery Plannin Co-ordinator, CFA:
CFA Brigade Open Day Registration.

6. From Steve Smith, Operations Manager District 2:

Confirmation that Vicki Borg has been accepted as a probationary member.

7. From Peter Osborne, District 2:

Pre-Season Bus Field Tour.

8. From Noelene Gilby: Administration Officer CFA:

Macedon Ranges Shire Council has again awarded its FEM contract to CFA.

9. From Viva Energy Australia:

New Shell Cards for Brigade vehicles.

10. From Victorian Young Achiever Awards:

Nominations open until 5th December 2014. Please consider nominating someone.

11. From District 2:

Amendment to Brigade Member Rôles / Status

Resignations: Toby Gujer, Jennifer Jansson, Richard Jolliffe; Veronica Nitz.

Status change: Jess Tobias – now Brigade Member.

12. From Don & Lois Alexander:

Copy of e-mail to Macedon Ranges Shire re: Gorse on Brooking Road.

13. From Mairta Miller: District 2:

Brigade Allowance and Brigade Owned Vehicle Subsidy/Maintenance Support have been paid. (\$2320)

14. From Macedon Ranges Shire Council:

Invitation to the 'Recognition of Macedon Ranges Shire Council' on Thursday 4th December 2014 at 18:00. RSVP by 21st November 2014.

15. From Peter Osborne: District 2:

Invitation to Pre-Season Briefing Seminar on Wednesday 19th November at 18:30 hours. Held at Sacred Heart College, Kyneton. RSVP by 14th November. (See the Secretary to do this).

16. From Lex de Man, Executive Director, Operational Training & Volunteerism:

Draft Volunteerism Strategy for CFA.

BUSINESS ARISING FROM CORRESPONDENCE:

Nil

FINANCIAL STATEMENTS:

Current (Cheque) Account:

Opening Balance:	\$16,685.26
Credits:	\$6,105.08
Debits:	\$2550.98
Closing Balance:	<u>\$20,239.36</u>

Debit Card Account:

Opening Balance:	\$484.50
Credits:	\$0.00
Debits:	\$3.00
Closing Balance:	<u>\$481.50</u>

Term Deposit Opening Balance: \$131,770.67

@ 3.35% (Matures 16th December 2014)

Move that the Financial Reports be accepted:

Moved: P. Hallett

Seconded: A. Williams

Carried

ACCOUNTS ARISING:

Current (Cheque) Account:

HOL Special Parts Pty Ltd (Cargo Slide for new FCV)	\$1,300.00
Honda MPE Pty Ltd (Lawnmower)	\$240.00
CFA State Logistics (Equipment)	\$380.68
Gisborne Cottage Flowers (Flowers for Greer & Hall)	\$165.00
Site Security (Station Monitoring & Move Reed Switch)	\$465.30
	\$2550.98

Debit Card Account:

Bendigo Bank (Card Fee)	\$3.00
	\$3.00

Move that the Accounts be paid when due:

Moved: R. Kennett

Seconded: J. Morgan

Carried

REPORTS:

Captain - S. Strang:

Report attached

First Lieutenant – T. Borg:

Apology

Second Lieutenant – M. Carter:

Building maintenance carries on apace.

Third Lieutenant – J. Barry:

Report attached.

Fourth Lieutenant – B. Moody:

Apology – items included in Captain's report.

Communications Officer – G. Greer

Brigade website login details on whiteboard in meeting room.

New monitors have been sourced.

Secretary – H. Neal:

Report Attached.

T. Ruff:

1. Power point presentation for drivers is in preparation.
2. New members and potential new members to be given an information sheet about the brigade and CFA. New members to undergo a more formal interview process than in the past.
3. Member availability survey has been e-mailed to all members and is also available on the brigade website. Please complete the survey!

4. Gas flare-off demonstration at Rockleigh Tours in conjunction with Diggers Rest Fire Brigade. A successful night.

J. Wood:

Sunday training continues, largely focussing on basic fire ground skills. Sunday training currently has an emphasis on new recruit training.

R. Kennett:

Wear correct PPC/PPE at incidents. Various members have been seen without helmets. This is particularly dangerous in forested areas – beware ‘widowmakers’.

GENERAL BUSINESS:

S. Strang:

1. All members involved in driving any fire appliance are to review SOP 12.03, 12.04 and 12.06. Obey speed limits especially in built-up areas and around new schools.
2. Pre- Season items.
3. Eskies and rations. Please make sure they are refilled after use.
4. CFA website has a new ‘Can I? Can’t I?’ brochure.
5. New Fire Season briefing brochure. Please read.
6. District 2 aircraft response for upcoming fire danger period has been reduced for Mountain Group.
7. Brigade ‘Org Chart’ available both on the website and on the whiteboard in the BMT Office. Please read this to know which officers to approach for your particular request(s) or need(s).
8. Alarm System. A letter has been drafted to request funding from the GREAT Association. Letter to be sent out shortly, upon Captain’s approval.
9. Still awaiting FVC update.

10. Santa Run bookings are being handled by Ian Ward. Please consider helping with these runs.

J. Barry:

Further progress has been made on designs for new brigade T-shirts and polo shirts.

H. Neal:

Riddells Creek Torchlight on 29th November. Members required to attend please.

J. Wood:

B.A. Skills Maintenance. One member due and several are overdue. Please see that B.A. Skills are kept up to date and signed off.

T. Ruff:

Burnoff callouts. The Brigade has turned out to several registered burnoffs, which were attended and under control. Can VicFire speak with the person who has registered a burnoff before turning out three brigades?

T. Ritchie:

Structural PPC *must* be cleaned annually. It is each member's responsibility to ensure that his/her PPC is cleaned. Please see T. Ritchie or T. Borg to arrange for structural PPC to be sent away for cleaning.

R. Kennett:

Can the Brigade procure 'hydrolite' tablets for operational use?

J. Ward:

Group driving exercise report. Difficult driving conditions, but a successful day all round.

T. Wade:

1. Does the current FCV still have a radio? (There is a portable in it).
2. Driving under operational conditions. Please be mindful of how you drive. The truck is highly visible and emblazoned with CFA and the Brigade name. If you drive in an inappropriate manner or at excessive speed, you risk both an accident and condemnation by the public.
3. Recruitment interview process needs to be managed carefully. If a potential recruit is rejected, the Brigade must be absolutely certain it stands on solid legal and moral ground lest legal proceedings ensue on the grounds of unfair or unwarranted discrimination.

I. Ward:

1. Please fill in the Fire Reports correctly. The incident number on pagers should be written at the top of the report. The CAD number is *not* the same.
2. A sample Fire Report will be produced for members to peruse. If anyone wants to learn how to fill them in correctly. Please see Ian.

P. O'Riley:

At a turnout to a child locked in a car it became apparent that not all members know where the glass breaking hammers are stowed. Items are stowed in different places on different vehicles. Please take the time to learn where items are stowed. We need to be professional and be seen to know the contents of our vehicles.

MEETING CLOSED at 20:45 HOURS

CAPTAIN'S REPORT

November 2014

1. Group: No Meeting
2. VFBV / LGA: Meeting held on 6th November 2014. I was unable to attend due to training. Not much to report via Peter Dillon
3. OH & S: There have been no OH&S issues raised during October to my knowledge.
4. Station Strategy: Meeting with District 2 representatives, attended by Tony Wade, Mark Carter, Tom Ritchie and me.
5. Equipment: Thank you to members who inspect and maintain operational equipment. Please ensure maintenance records are updated. Reminder to all members to spend a moment every now and again to look over the stowage of the trucks. Gas detector, new parts for flare off and reversing cameras ordered and have arrived.
6. Hose Management: Jason Gruevski continues to do good work. Please remember to fill in the hose books with the details of used hoses and the new hoses. Ensure that hoses are clearly identified.
7. Recruitment: A lot of work is being done in this space by Tom Ruff. Outline of GFB paper, Brigade application form, interview process, pre-turnout test and survey. The interview and pre-turnout test are yet to be endorsed by the BMT. Information that potential members provide in the survey will aid us in determining the right recruitment strategies.
8. You should have received a survey to complete. If you have not already done so, please fill it in as soon as possible.
9. Inventories (Georgia Burden): All quiet on this front.
10. Pre-Plans (Justin Ward): Progress is being made. We await new keys /swipe card for the AAMI building.

Fire-season:

1. Pre-season document by Peter Harry.
2. Eskies and rations.
3. New "Can I Can't I" brochure out.
4. Strike team roster now out for season 14/15.

5. Fire season briefing paper 2014/15.
6. Pre-season briefing at ICC.
7. 19th Nov pre-season briefing at Kyneton, if interested please book.
8. CO Intent document.
9. Refer to Org Structure
10. Permits for LPGas flare off applied for.
11. LPG Demo – Diggers Rest, thanks to the crew who attended.
12. OO Darren Eenjes update.
13. Make tankers 30 list review.
14. FDR sign updating.
15. Alarm system – Bevan.
16. FCV update.
17. Santa Bookings – Ian Ward.
18. Peter's plaque back on chair.
19. New qualified firefighters, Haworth, Calvert and Greed.
20. Fundraiser 19th Nov, 3 little pigs - \$2000 to 3000, ask for support for gas detector.
21. Dalrymple Rd bus tour.
22. Cruise for Kirra.
23. Additional waste bins (green, recycle and general).
24. Observation report 71 Hamilton Rd, New Gisborne.
25. Recognition of MRSC volunteers.

Dates to remember:

- 19th November Fundraiser & Pre-season briefing.
- 29th November Riddells Creek Torchlight, like to have 6 or so members marching and a vehicle in the torchlight.
- 30th November Western Water Santa Run at Bullengarook Recreation Reserve.

Gisborne Fire Brigade
Third Lieutenant's Training Report
November 2014

1 November Training

This Month's Training will be Make Tanker Safe on Monday the 17th at 19:30 hours. We will also be doing it on Sundays for the Month of November for those members who cannot make the 17th. After this members will have to organize a crew to help them get signed off by Joel Wood. I would just like to remind all members that you must be signed off before you can go on to the fire ground as per the Chief Officer' Standing Orders.

2 New Recruits

We have three members that have started the wildfire course this month and three that have just passed and are now operational members.

3 Low Structure Course

We have four members about to start the low structure course next weekend. Saturday will be at the station, so if you are around please aware this is taking place. Sunday will be at Huntly.

4 Group Training Exercise

The group training exercise will be reported on by Justin Ward.

5 Training Attendance

It's good to see an increase in members attending both Monday & Sunday Training. I have made up a sheet for members attending training to put their name on as you come in for training. This will help me log training on Webtrain. This sheet will be used on Monday nights as well as Sundays.

General Business:

Brigade Shirts: I finally have some designs and rough prices of the shirts. Tee shirts are around \$16 and the polos are around \$21. I will pass these around

to see what you think. If you are interested, please catch up with me after the meeting. These shirts are 100% cotton; so meet the under garment standard.

Gisborne Fire Brigade

Secretary's Report

10th November 2014

1. The Fire Station has been booked by various groups, including another recruit course on Wednesday nights. Please be sure to keep the station tidy, including returning used mugs to the kitchen and washing them. There are dishwashing liquid, a brush, cloths and tea-towels in the kitchen.
2. The Brigade debit card has been replaced with a new one to remove the \$3 per month fee on the original.
3. Ian Ward, Jayde Northcott and I attended the Secretaries' Seminar on Wednesday the 5th November, run by Peter Gladstone and Fiona Ritchie. It dealt largely with financial matters, but also with new memberships and in-vehicle cameras. The new membership forms, medical forms and transfer forms are substandard and create a raft of administrative difficulties. District 2 suggests that the VFBV should be approached to lobby for changes to make the forms user friendly. The use of in-vehicle cameras is strongly discouraged by District 2.
4. The reed switch on the air-lock has been moved to the inner door so that we can put structure gear in the air-lock for collection without the need to turn off the station alarm. If you see red bags awaiting collection, please do not lock the outer door.
5. We now have CFA Volunteer Windshield Stickers. Please see me after the meeting if you want one.