



YALGOO BUSH FIRE BRIGADE

MINUTES

OF THE

ORDINARY MEETING

HELD ON

14 NOVEMBER 2013

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**Minutes of the
Yalgoo Bush Fire Brigade Meeting**
held in the Council Chambers, Gibbons Street, Yalgoo,
on Wednesday 14 November 2013, commencing at 2.00pm.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chief Bush fire Control Officer Sharon Daishe opened the meeting at 2:15pm.

2. RECORD OF ATTENDANCE/APOLOGIES

Terry K Iturbide	Shire President
Raul Valenzuela	Deputy Shire President
Adam Fawkes	Councillor
Sharon Daishe	Chief Executive Officer (CEO), Chief Bush Fire Brigade Officer
Heather Boyd	Executive Manager Corporate (EMC)
Jason Hodder	Specialist Road Technician
Karen Malloch	Administration Coordinator/Executive Assistant (ACEA)
Jim McNamarra	District Officer North, DFES Midwest Gascoyne
Chris Phoebe	Geraldton District Fire Operations Officer, Dept of Parks & Wildlife
Jeremy Ashworth-Preece	Acting Sergeant, Yalgoo Police
Craig Simpson	Gardener
Rhys Matthews	Plant Operator
Craig Hodder	Plant Operator
Matt McSporrان	Plant Operator
Linton Merry	Plant Operator
Tim Zubin	Gardener

3. CONFIRMATION OF MINUTES

Background

Minutes of the Annual General Meeting of the Yalgoo Bush Fire Brigade have previously been circulated to all members.

That the Minutes of the Annual General Meeting of the Yalgoo Bush Fire Brigade held on 10 April 2013 be confirmed.		
Moved: Craig Simpson	Seconded: Jason Hodder	Motion carried

4. ELECTION OF OFFICE BEARERS

CBFCO declared all positions vacant.

CBFCO Sharon Daishe called for nominations for **Deputy Chief Bush Fire Control Officer** of the Shire of Yalgoo to be recommended to Council for appointment in accordance with s38(1) Bush Fires Act 1954.

Tom Morrissey

Nominated by: Sharon Daishe

Seconded by: Terry Iturbide

There being no further nominations, Tom Morrissey was duly elected as the person to be recommended to Council to be appointed as Deputy Chief Bush Fire Control Officer of the Shire of Yalgoo. This appointment needs to be made by Council and will be dealt with at the next Ordinary Council Meeting on 5 December 2013.

CBFCO Sharon Daishe called for nominations for **Captain** of the Yalgoo Bush Fire Brigade.

Jason Hodder

Nominated by: Rhys Matthews

Seconded by: Heather Boyd

There being no further nominations, Jason Hodder was duly elected as the person to be recommended to Council to be appointed as Captain of the Yalgoo Bush Fire Brigade. This appointment needs to be made by Council and will be dealt with at the next Ordinary Council Meeting on 5 December 2013.

CBFCO Sharon Daishe called for nominations for **First Lieutenant** of the Yalgoo Bush Fire Brigade.

Craig Hodder

Nominated by: Jason Hodder

Seconded by: Rhys Matthews

There being no further nominations, Craig Hodder was duly elected as the person to be recommended to Council to be appointed as First Lieutenant of the Yalgoo Bush Fire Brigade. This appointment needs to be made by Council and will be dealt with at the next Ordinary Council Meeting on 5 December 2013.

CBFCO Sharon Daishe called for nominations for **Second Lieutenant** of the Yalgoo Bush Fire Brigade.

Craig Simpson

Nominated by: Rhys Matthews

Seconded by: Jason Hodder

There being no further nominations, Craig Simpson was duly elected as the person to be recommended to Council to be appointed as Second Lieutenant of the Yalgoo Bush Fire Brigade. This appointment needs to be made by Council and will be dealt with at the next Ordinary Council Meeting on 5 December 2013.

CBFCO Sharon Daishe called for nominations for **Secretary** of the Yalgoo Bush Fire Brigade.

Karen Malloch

Nominated by: Sharon Daishe

Seconded by: Jason Hodder

There being no further nominations, Karen Malloch was duly elected as the person to be recommended to Council to be appointed as Secretary of the Yalgoo Bush Fire Brigade. This appointment needs to be made by Council and will be dealt with at the next Ordinary Council Meeting on 5 December 2013.

5. GENERAL BUSINESS

Information		
DFES Duty Officer - Steve MacDonald until Boxing Day		
DFES Duty Officer – Jim McNamarra after Boxing Day		
Phone Shire first 9962 8042 - then DFES 9956 6000		
Action	Who	Status
Christmas Arrangements <ul style="list-style-type: none"> Prepare list of staff available over Christmas period 	Shire	In progress
Membership List <ul style="list-style-type: none"> Complete bush fire brigade membership forms 	Shire	To be done
Contact List: <ul style="list-style-type: none"> Prepare and circulate to all members 	Shire	In progress
Training: <ul style="list-style-type: none"> Jason Hodder – FCO course Geraldton 2014- to be organised Exercise – Jim McNamarra/DFES - type & date to be set Training required for: Craig Simpson, Linton Merry, Matt McSporran 	DFES	
Order Personal Protective Equipment: <ul style="list-style-type: none"> Jackets, pants, gloves, goggles, helmets, boots PPE Locker to be correctly labelled Enquire correct procedure for washing PPE 	Shire	
Servicing: <ul style="list-style-type: none"> Crib Room Ice machine requires servicing 	Shire to arrange	
Vehicle Maintenance: <ul style="list-style-type: none"> Small vehicle requires service and check starter and primer Maintenance sheets: <ul style="list-style-type: none"> To be set up for whatever machinery requires servicing? Log books 	Captain BFB	
Water Corporation: <ul style="list-style-type: none"> Fire Hydrants to be serviced and repaired Ensure all hydrants are clearly defined by posts 	Shire to arrange	
Fire Extinguishers: <ul style="list-style-type: none"> To be serviced 	Shire to arrange	
Machinery: <ul style="list-style-type: none"> Ensure machinery does not get issued without following correct permission procedures from CBFCO 	Shire/Captain BFB	

6. MEETING CLOSURE

There being no further business, Chief Bush Fire Control Officer Sharon Daishe declared the meeting closed at 3:00pm.

DECLARATION

These minutes were confirmed by Yalgoo Bush Fire Brigade at the Annual General Meeting held in March 2014, In accordance with s3.6 of the Shire of Yalgoo Bush Fire Brigades Local Law 2006.

Signed: _____

Person presiding at the meeting at which these minutes were confirmed