

**BROOME REGIONAL VOLUNTEER BUSH FIRE BRIGADE**  
**Annual General Meeting held at the DFES Regional Office**  
**1800hrs**

**7<sup>th</sup> March 2018**

**MINUTES OF MEETING**

1. OFFICIAL OPENING .....2

2. ATTENDANCE AND APOLOGIES .....2

3. BUSINESS ARISING FROM THE MINUTES OF THE LAST MEETING .....2

4. ELECTION OF OFFICERS .....3

5. GENERAL BUSINESS .....**Error! Bookmark not defined.**

6. DEFS REPORT..... 5

6. DATE/TIME/LOCATION OF NEXT MEETING:..... 5

7. MEETING CLOSURE .....5



**1. OFFICIAL OPENING**

- 1.1 Captain Erwan Crozetiere officially opened the AGM at 18:20hrs

**2. ATTENDANCE AND APOLOGIES****Attendance:**

Erwan Crozetiere (Frenchy)  
Jim Taylor  
Ben Coles  
Ken Wood  
Steven Lockwood  
Naz Graue  
Michael Muller  
Jane Gillmore  
Jack McCormick  
Max (SES)  
Oliver (SES)  
DFES Area Officer Ben Muller

**Apologies:**

Matt Morrissy  
Leon Kelly  
Shaun Warsurton  
Christine Cookson  
Andrew Close  
Martin Cox

Moved: Erwan Crozetiere

Seconded: Ken Wood

**That the Minutes of the Broome Regional Volunteer Bush Fire Brigade Annual General Meeting held on 18 March 2017 be accepted as true and accurate.**

FOR: All

AGAINST: 0

**3. BUSINESS ARISING FROM THE MINUTES OF THE LAST MEETING.**

- 3.1 All First Aid kits up to date by Steven Lockwood.  
3.2 Oxy Viva, we need extra training to get one for the Brigade.

**Action required:** Look up required training to get a Oxy Viva for the brigade.  
**To be actioned by:** Ben Muller.

- 3.3 Defib, issued to the Brigade by DFES records but the Brigade never received it.  
**Action required:** Ben to chase up where it went, speak to Rick Darlow when he gets back of leave.  
**To be actioned by:** Ben Muller.

**4. Election of Officers.**

- 4.1 Area Officer Ben Muller took the Chair and declared all positions vacant. Nominations were called for the following Executive Committee positions:
- Captain
  - 1<sup>st</sup> Lieutenant
  - 2<sup>nd</sup> Lieutenant/Trainer
  - Treasurer
  - Secretary
  - Equipment Officer
  - Social Officer
- 4.2 Erwan Crozetiere nominated as Captain by Ken Wood, seconded by Ben Coles. Erwan Crozetiere accepted.
- 4.3 Jim Taylor nominated as 1<sup>st</sup> Lieutenant by Erwan Crozetiere, seconded by Steven Lockwood, Jim Taylor accepted.
- 4.4 Ben Coles nominated as 2<sup>nd</sup> Lieutenant by Erwan Crozetiere, seconded by Ken Wood, Ben Coles.
- 4.5 Matt Morrissy nominated as Treasurer/Trainer by Erwan Crozetiere, seconded by Steven Lockwood, Matt Morrissy accepted.
- 4.6 Naz Graue nominated as Equipment Officer's role by Ben Coles, seconded by Ken Wood. Naz Graue accepted.
- 4.7 Steven Lockwood nominations himself as Secretary, seconded by Ken Wood. Steven Lockwood accepted.
- 4.8 Steven Lockwood nominated as First Aid Officer by Erwan Crozetiere, seconded by Jim Taylor. Steven Lockwood accepted.
- 4.9 Naz Graue nominated as Social Officer by Erwan Crozetiere, seconded by Ben Coles
- 4.10 Area Officer Ben Muller congratulated all Executive Members to new positions and handed the Chair back to Erwan Crozetiere as the new Captain elect.

**5. General Business.**

- 5.1 The Broome Bush Fire Brigade have \$4,700.00 in the social fund
- 5.2 The treasurer has ask that if we spend money on behalf of the Brigade that you take a picture of the receipt and sent it to him (Mat Morrissey) via an SMS or email.
- 5.3 The Bottle shop account has now been sorted. Erwan Crozetiere and Mat Morrissey are now signatures to buy alcohol at BWS, if you do have to buy alcohol make sure you refer to 5.2.

- 5.4 The Broome Bush Fire Brigade have an objective of reaching \$10,000.00 by the end of the year to put towards the new Station.
- 5.5 Organise car wash to raise money for the new station
- Action required:** Ask BVFRS if we can use their station to hold the car wash  
**To be actioned by:** Steven Lockwood
- 5.6 Erwan Crozetiere has said that \$700 from the social fund will go towards a Webber BBQ, agreed by all.
- Action required:** Go buy the Webber BBQ  
**To be actioned by:** Erwan Crozetiere
- 5.7 Erwan Crozetiere has received a \$200 voucher from Bunnings and \$200 voucher from Mitre 10. He is working on a free outdoor kitchen from Mitre 10 to put in the social area at the new station.
- Action required:** A thank you from the Broome Bush Fire brigade  
**To be actioned by:** Steven Lockwood
- 5.8 The Broome Bush Fire Brigade have still got several Burns to do from last year and several newer burns to do this year for the Shire of Broome.
- 5.9 It is predicted that the Broome Bush Fire Brigade have a twelve week window to get all their burns completed.
- 5.10 Was noted that we also have the interest of several private burns by private land owner which is for the brigade to negotiate for.
- 5.11 Urgent request by several Fire Fighters that they still need to do the Intro to Fire Fighting Course. Trying to tie in with VFRS to make enough numbers. Run over 1 evening a week for 3 weeks then drills on a Sat / Sun Morning.
- Action required:** Liaise with VFRS and organise Intro. To FF course .  
**To be actioned by:** Ben Muller
- 5.12 When anyone is at the station make sure you write in the book, black pen if just on station for training, cleaning, training etc. Red pen if you are on a fire job.
- 5.13 Code to be changed/new lock for the brigade door.
- Action required:** see which is cheaper? New lock or change code.  
**To be actioned by:** Steven Lockwood.
- 5.14 All uniforms are now located in the cupboard in the toilets. Please keep tidy, if you take any PPE/uniform please inform Naz Graue
- 5.15 Please make sure we all keep the station clean and professional.
- 5.16 We are not allowed to have a chainsaw on the vehicles because we are not trained to use them. Investigation to be made as to if it is possible to get trained and have one.

**Action required:** Investigate possibility of chainsaw being allocated to BBFB and training to be provided.

**To be actioned by:** Ben Muller.

- 5.17 Ken Wood leaving the Broome Bush Fire Brigade after three years of service to do FIFO work from Brisbane to Papa New Guinea.

## 6. DEFS report.

### 6.1 DEFS report:

- Turbo on the 4.4 and alternator on the 1.4 made the brigade overspend by \$7000
- DFES got approval to overspend freeing up funds to spend on other items.
- PPE has been ordered
- LT going in to be serviced on the 08-03-2018 for 1-2 days Ben to update Erwan Crozetiere when it will be back in service
- Training calendar is up and running for 2018
- Training to be held every other Monday

### 6.2 New station:

- Been long delays in finding a suitable block of land.
- New block on Wattle Drive in-between the caravan park and Speedway has been found and approved just waiting on title change.
- There were talks of flooding on the block but that has now been put to bed.
- All previous tenders are likely to be in-valid so tender process by Shire will likely have to commence again.
- By the end of March DEFS will be looking for a Project Advisory Team which will help with putting their input into the whole building process of the new station. Team to consist of Captain and one other Brigade Member. For discussion with Erwan and Ben.
- Unsure as to whether fencing was inc. in the original concept however we will need to be aware of scope creep so the budget does not get out of control.

## 7. Date/ Time/Location of next meeting.

- 7.1 To be confirmed

## 8. Meeting Closed.

- 8.1 Meeting closed at 1910.