Minutes of the Executive Meeting held at the Ranfurly Fire Station on Sunday 26 April 2015 at 11:30 hours

Present
President James Hazlett, Vice President Gordon McLennan, Junior Vice President Dave Christie, Executive Member Matt Jones, Immediate Past President James Walker, Treasurer Ross Sage, Secretary Joanne Daly, Patron John Grenfell, Technical Panel Members Scott Allan, Kevin Daly and Brian Cowie, Mataura DCFO Neville Phillips.

President Hazlett welcomed the members of the Executive and Technical Panel and declared the meeting open.

Apology
UFBA Vice President Russell Anderson

That the apologies be accepted. Moved R Sage, seconded J Walker. CARRIED

Minutes of the Previous Meeting
The minutes of the previous meetings held on Thursday 29 January and Sunday 1 February 2015 were circulated.

That the minutes of the previous meetings as circulated be accepted as a true and correct record. Moved D Christie, seconded G McLennan. CARRIED

Correspondence
The following items to be added to the inward correspondence:
April 19 Aaron Bray, Mosgiel VFB, invitation to Gold Star presentation and honours function
Maria Winward, Secretary South Otago Sub Association, February meeting minutes

That the inward correspondence be received and the outward correspondence endorsed. Moved J Daly, seconded J Walker. CARRIED

Finance
The following accounts were presented for ratification:

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speedprint Shop</td>
<td>certificates</td>
<td>47.15</td>
</tr>
<tr>
<td>Speedprint Shop</td>
<td>certificates</td>
<td>109.25</td>
</tr>
<tr>
<td>Charities Commission</td>
<td>Annual fee</td>
<td>51.11</td>
</tr>
<tr>
<td>Southbridge VFB</td>
<td>travel for combat challenge gear</td>
<td>90.00</td>
</tr>
<tr>
<td>W Maslin</td>
<td>travel for combat challenge gear</td>
<td>170.00</td>
</tr>
<tr>
<td>Canterbury PFBA</td>
<td>hire of combat challenge tower</td>
<td>360.00</td>
</tr>
<tr>
<td>A Russell</td>
<td>engraving Mataura VFB</td>
<td>16.00</td>
</tr>
<tr>
<td>Mayer and Toye</td>
<td>medals</td>
<td>722.77</td>
</tr>
<tr>
<td>Sign Advertising</td>
<td>Honour Board engraving</td>
<td>74.75</td>
</tr>
<tr>
<td>J Daly</td>
<td>Postage paid envelopes</td>
<td>276.00</td>
</tr>
<tr>
<td>Gallery Gift World</td>
<td>engraving Kaitangata VFB</td>
<td>118.20</td>
</tr>
</tbody>
</table>
That the accounts totalling $2035.23 be ratified for payment.

Moved R Sage, seconded G McLennan. CARRIED

R Sage expressed thanks to the Oamaru VFB for hosting the Southern Challenge and for obtaining a sports grant which helped in regard to funding the challenge.

The following accounts were passed for payment.
Executive Travel 1988.00
Ranfurly Hotel lunch 165.00

That the accounts totalling $2153.00 be passed for payment.

Moved R Sage, seconded D Christie. CARRIED

**Challenge Funding**

$1,000 is allocated in the budget for each challenge per year. These amounts are to assist with costs incurred in hosting, equipment and costs associated with running the challenges. Applications can be made to Paul Clements, Sports Council, for a sports grant. The grants have to be applied for three months in advance of the event by the brigade hosting the event.

It is to be added to each of the challenge checklists that a funding application can be made to the Sports Council for a grant from the host brigade.

**Statement of Income and Expenditure**

R Sage presented the Statement of Income and Expenditure. $5,000.00 is to be kept in reserve.

**Reports**

**Northern Otago Sub Association**

G McLenann reported that twelve attended the last meeting and half of them were from rural fire party. The new rural fire person will be moving into an office at the Oamaru fire station. Greg Harper remains Presidents and Shane Bungard as Secretary/Treasurer. A fun day was held with rural fire with NZ fire service members doing a run using Wajax equipment and rural fire members doing the extinguisher run. The Sub Association rules are still being worked on.

**Northern Southland Sub Association**

J Walker and R Sage reported on the Northern Sub Association and that their next meeting is to be held on 30 April at Pukerau. The last meeting was held at Balfour. All trophies have been given to Mataura waterways team. Mentioned that may need to change the rules regarding the waterways combined competition so that the trophies can be made available to all competing teams. The Southland CFO’s meeting is to be held on Saturday 9 May.

**Central Otago Sub Association**

D Christie reported that their meeting was held three weeks ago and that there was 12 or the 14 brigades present. Queenstown may be losing the command unit that is used for training. Discussion was held on a proposed drivers challenge with further discussion to be held at their next meeting. Discussion was held at the meeting that the rollout of gear is still slow. The AGM is to be held on 16 May.

**South Otago Sub Association**

M Jones reported on the South Otago Sub Association that there was a low turnout with only two brigades represented.

**Western Southland Sub Association**

K Daly and S Allen reported that there were ten brigades represented at the AGM. The office bearers remain the same with Jessie Wilcox, President; Kelvin Thompson, Vice President; Ross Ferguson, Secretary and Gavin Paterson, Treasurer. Discussion was held at the previous meeting regarding gear
rollout and a purchasing a trophy for waterways run 27. There is a new Southland tanker which holds 12,500 litres of water. The current tanker is to go to the Wyndham VFB. It was reported that several Goldair panel heaters have caught fire and that a cell phones lithium battery was crushed and caught fire.

**GENERAL**

**Events Calendar**
The events calendar was updated:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Attendee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 16</td>
<td>Outram Honours</td>
<td>M Jones to attend. Secretary to advise Outram of the change of OSPFBA representative</td>
</tr>
<tr>
<td>May 23</td>
<td>Western Sub Assn 50th Anniversary</td>
<td>J Hazlett to attend. Secretary to reply to invite.</td>
</tr>
<tr>
<td>June 20</td>
<td>Ranfurly honours</td>
<td></td>
</tr>
<tr>
<td>June 20</td>
<td>Mossburn Gold Star</td>
<td></td>
</tr>
<tr>
<td>July 4</td>
<td>50th medal R Davidson</td>
<td>J Walker to attend.</td>
</tr>
<tr>
<td>August 15</td>
<td>Gold Star Assn and Dinner</td>
<td>Te Anau</td>
</tr>
<tr>
<td>August 31</td>
<td>Mosgiel Gold Star and Honours</td>
<td>J Hazlett to attend. Secretary to reply to invite.</td>
</tr>
<tr>
<td>September 5</td>
<td>Wanaka Gold Star</td>
<td>J Hazlett to attend.</td>
</tr>
<tr>
<td>September 12</td>
<td>Canterbury Provincial AGM</td>
<td>J Hazlett, G McLennan and J Walker attending.</td>
</tr>
<tr>
<td>September 13</td>
<td>UFBA meeting with Provincials</td>
<td>J Hazlett and G McLennan to attend.</td>
</tr>
<tr>
<td>October 3</td>
<td>West Coast Provincial</td>
<td>J Hazlett hoping to attend.</td>
</tr>
<tr>
<td>October 17</td>
<td>Otago Southland Basketball, Alexandra</td>
<td></td>
</tr>
</tbody>
</table>

Invitations to the June Executive meeting are to be sent to Russell Anderson, UFBA Vice President, David Guard, Region Manager, Laurence Voight, Keith McIntosh, Bruce Stubbs – Area Managers and all Sub Association Presidents.

**Police Vetting and Health Check Results**
A letter was received from the Northern Otago Sub Association regarding concerns they have in the length of time that it is taking for police vetting to be done and for the health check results to be returned to their respective brigades. One brigade was quoted that it took 40 days for the police vetting to be done for one applicant. The sub associations concern is in maintaining the interest of prospective new recruits and that it could deter them from joining the brigade.

Discussion was held on the concerns of the Northern Otago Sub Association and the HR Department of the Fire Service had sent out a memo explaining that Police Vetting would take some time as there is currently a backlog. J Daly is to email the UFBA and Region Manager regarding the concerns the sub association has.

**Waterways**
Discussion was held on the Northern Otago Sub Association hosting a waterways challenge. This expression of interest was conveyed to the Technical Panel.

**Mataura AGM/Conference Profit and Loss Statement**
R Sage informed the Executive that confusion had arisen between the UFBA and the Mataura VFB and that the OSPFBA waterways challenge fee of $10.00 per competitor, as we had previously being informed by Mataura that the UFBA was collecting on our behalf with the entries to them, was not charged or collected. Some fees have being paid. Discussion was held on ways in which to collect the outstanding fees.

Discussion was held on ways in which to prevent this occurring again. The decision was made that an OSPFBA Waterways Challenge entry form is to be sent out with all AGM/Conference registrations and the OSPFBA fee of $10 per competitor is to be paid direct to Otago Southland and the entry form to be returned to the Otago Southland secretary whether it be our own competition or a Region 4 competition.
J Daly is to create the Waterways Challenge entry form and update this information in the various checklists. The entry form to ask for the team members and coaches names to be clearly and precisely written as these will be used for the associated certificates and that payment can be made by cheque or direct to the OSPFBA Bank account with the account number included on the form.

Neville Phillips, DCFO Mataura and AGM/Conference Organising Committee Chairperson was welcomed to the meeting. N Phillips presented the Profit and Loss Statement from the 102nd AGM/Conference.

N Phillips informed the meeting that the profit recorded was in large due to the large amount of sponsorship that they were fortunate enough to receive. The profit is to be allocated towards the OSPFBA Golf tournament which is to be hosted by Mataura VFB later on in the year. Any profit from the golf is to go to the cancer society. J Grenfell expressed that it would be appropriate for a donation to be made to the Benevolent Fund.

Arising from the AGM/Conference it was discussed that the host brigade’s registration fees be such that they will also cover the costs for the invited guests from the NZ Fire Service Commission and UFBA. J Daly is to add to the checklist that the registration fee allows for the costs associated with at least ten invited guests attending the AGM/Conference. Also it was recommended that to be included on the checklist is the number of name plates, honour boards’ bags and collections boxes are added in.

President Hazlett extended to N Phillips and the Mataura VFB a vote of thanks for a job well done.

That a letter be written to those brigades who have not paid the OSPFBA Waterways Challenge fee requesting payment of the teams fees. Moved R Sage, seconded G McLennan. CARRIED

The letter is to include that changes are being made to the way in which teams register so that issue does not occur again in the future.

**Outstanding Registration Fees**

At the meeting between the UFBA and the Provincial Presidents and Vice Presidents later on this year it is to be raised with the other provincials associations whether they are having the same issues in regard to registration fees being paid by the UFBA and Commission.

**Technical Panel Report**

**Challenge Truck**

J Walker has been trying to contact Mr B Murray to complete an application to the Mataura Licensing Trust for funding. Mr Murray is working on the truck and it is recommended that J Walker is to sight that this work is being undertaken. J Walker and S Allen are to talk to Mr Murray regarding the work he is doing. There is a budget of $2,200.00 for the maintenance and repairs on the truck. The portable pump is also currently with Mr Murray.

K Daly is to approach Southern Paints regarding paint to paint the challenge truck and B Cowie is to approach Steve McLay in regard to using McLay Boats paint shop to repaint the truck.

**Sponsorship**

Sponsorship letters have being sent to Tyreland, Farmlands and McKeown Fuels. The outstanding sponsorship from Aon Insurance is to be followed up by K Daly. A quote is to be obtained from Aon Insurance for the OSPFBA insurance. The advertising flags from Aon Insurance are just about ready and will be handed over once they are finished.

**Scaffold Planks**

S Allan has costed the price of a sheet of tread plate material to replace the plywood on the scaffolding planks. One sheet would cover all the planks. The cost of a sheet is $800.00. S Allen said that Osborne Engineering would be able to do the work.
That the scaffolding planks be replaced. Moved J Hazlett, seconded M Jones. CARRIED

Some of the springs for the scaffolding are in need of replacing. B Cowie to obtain replacement springs.

**Challenge Dates**
The following are the proposed dates for the 2015-16 waterways challenge:

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>18</td>
<td>Oamaru</td>
</tr>
<tr>
<td>November</td>
<td>1</td>
<td>South Otago Waterways or Watt Cup</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>South Otago Waterways or Watt Cup</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>UFBA Conference</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>free weekend</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>McLeod Cup or Gore Cup</td>
</tr>
<tr>
<td>December</td>
<td>6</td>
<td>McLeod Cup or Gore Cup</td>
</tr>
<tr>
<td>January</td>
<td>17</td>
<td>Western</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>Southland Combined</td>
</tr>
<tr>
<td></td>
<td>31</td>
<td>Central Otago Waterways challenge - Clyde</td>
</tr>
<tr>
<td>February</td>
<td>6</td>
<td>OSPFBA – Clyde</td>
</tr>
</tbody>
</table>

The Technical Panel is to write to the Sub Associations with the dates of the various waterways challenge competitions and asking for them to let us know by the 19 June which brigades will be hosting the challenges in their sub association. Due to the number of challenges to be held there is no room for swapping and changing dates and the truck is once again to go around in a circuit. The circuit for the upcoming season will begin with a Northern Otago waterways challenge in Oamaru.

A date for the Southern Challenge is to be obtained from W Ferguson, Luggate.

**Equipment**
Some of the OSPFBA equipment was taken through to the National Waterways challenge in Greymouth. No member of the Executive or Technical Panel were approached regarding the taking and using of this equipment at Greymouth. Any requests for the use of this equipment should have come to Otago Southland from the UFBA Technical Panel.

S Allan also raised the issue of the state of the gear at Greymouth. He is to write to the National Technical panel regarding this.

K Daly has emailed N Lilley regarding his offer of finding and providing OSPFBA with a dividing breach and B Type pump.

**Survey**
K Daly proposes to send out a survey to sub associations, brigades and existing teams regarding the number of competitions, the order in which the runs are held, the possibility of teams bringing their own hoses, if they want another officials training day this year, etc.

**RCR**
S Allan has spoken with J Manihera, Chairperson National Technical Panel and he has said that OSPFBA is allowed to piggy back on the South Island RCR to be held in Cromwell on June 6. J Daly is to write to J Manihera for confirmation of this. When confirmation is received J Daly is to write to Ceara Owen-Perry, UFBA events Manager, asking if we can be given copies of their score sheets and if time could be made for us to make presentations at the prize giving.

Discussion was also held on the majority of judges for the South Island RCR are from Canterbury and that there is a need for more Otago Southland members to shadow judge. For OSPFBA to hold their own RCR we would need to have judges available and there is currently a shortage of these within the region.
J Daly is to write to Kirsten Bolton, Events Administrator, regarding Otago Southland members observing/shadowing judges at the South Island RCR. There would be no cost to the UFBA as these members would be attending at their own expense. A copy of the letter is to be sent to the National Technical Panel.

**Driver's Challenge**
The Central Otago Sub Association is discussing hold a driver’s challenge. OSPFBA will assist them any way we can.

**Southern Challenge**
The Technical Panel discussed the format of the Southern Challenge and recommend that if there is less than 25 entries the following format be followed: a training/novice run, competition run, top 10 run. Team runs will be held following individual runs. If there is more than 25 entries the Technical Panel recommend that training run not be held.

**AGM/Conference**
2017 Lake Hawea and Luggate will host this meeting at Lake Hawea
2018 an expression of interest has been received from Queenstown.

**Medal**
G Manson has handed back in the medal he was presented with at the OSPFBA/region 4 Waterways challenge presentation as he didn’t think he was entitled to it. Discussion was held on the number of bars worn per medal and the understanding is that four bars are worn with each medal. Clarification is to be sought from the UFBA.

**Patron’s Address**
J Grenfell addressed the meeting thanking the Executive for his inclusion in the meeting, acknowledging that the Executive and Technical panel are working well.

Meeting closed 16:20 hours.