

**MINUTES OF THE VOLUNTEER FIRE BRIGADE MANAGEMENT MEETING HELD AT FIRE STATION ON @**

Present:

Apologies:

Previous Minutes:

Moved:

Seconded:

Errors and Omissions to previous minutes

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| ***Action Points from Previous Minutes*** |
| **Person** | **Task** | **Details** | **Expected Completion Date** |
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Business Arising from previous minutes

Minutes Accepted: Moved:

Seconded:

**Rosters:**

**Uniform and PPE:**

Within Budget?

**Training:**

Members on TAPS:

Members on up coming courses: Training needs:

OSM Status: Other:

**Recruitment:**

Number of recruits required:

Number of recruits in the application process: Any hold ups with application process: Recruitment planned:

Mentors assigned to recruits: Other issues:

**Health & Safety:**

Any accidents or nears misses since last meeting: All Investigations complete:

***Personnel Manager***

**Brigade Promotions:**

**Fire Safety Promotions:**

Up coming events: Who will be attending:

**Water Supplies:**

**Operational Planning:**

New Risk plans to be visited:

**Fire Safety Education:**

***Community Safety:***

Issues from Monthly Volunteer Station Checks

Outstanding CAPS

Orange lights:

**Volunteer Dashboard:**

Red lights:

**Treasurers Report Accepted:**

**Moved: Seconded:**

**Treasurers Report:**

**Secretary**

**Finance**

***Business Manager:***

**Property and Fixtures:**

**Operational Equipment:**

**Checking and Testing:**

**Fleet and Plant:**

**Communications Equipment:**

***Operational Management:***

**Members Reps:**

**Special Projects:**

**Welfare:**

Whos on leave: Expected return:

**Canteen:**

Financial position:

**Social:**

Past events: Planned events:

***Brigade Activities Manager***

General Business:

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| ***Action Points to be completed from minutes*** |
| **Person** | **Task** | **Details** | **Expected Completion Date** |
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There being no further business the declared the meeting closed at

Signed Dated