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**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

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

**Minutes Accepted:**

**Moved:**

**Seconded:**

***Personnel Manager***

**Health & Safety:**

Any accidents or nears misses since last meeting:

All Investigations complete:

**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:

**Training:**

Members on TAPS:

Members on up coming courses:

Training needs:

OSM Status:

Other:

**Uniform and PPE:**

Within Budget?

**Rosters:**

***Community Safety:***

**Fire Safety Education:**

**Operational Planning:**

New Risk plans to be visited:

**Water Supplies:**

**Fire Safety Promotions:**

Up coming events:

Who will be attending:

**Brigade Promotions:**

***Business Manager:***

**Finance**

**Secretary**

### Treasurers Report:

### Treasurers Report Accepted:

**Moved:**

**Seconded:**

**Volunteer Dashboard:**

Red lights:

Orange lights:

Outstanding CAPS

Issues from Monthly Volunteer Station Checks

***Operational Management:***

**Communications Equipment:**

**Fleet and Plant:**

**Checking and Testing:**

**Operational Equipment:**

**Property and Fixtures:**

***Brigade Activities Manager***

**Welfare:**

Whos on leave:

Expected return:

**Canteen:**

Financial position:

**Social:**

Past events:

Planned events:

**Special Projects:**

**Members Reps:**

General Business:

|  |  |  |  |
| --- | --- | --- | --- |
| *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**