

WICEN (Vic) Inc Committee of Management

DRAFT Minutes of Meeting – Thursday 14 May 2009

Meeting commenced - 8.00pm

Venue – 40G Victory Blvd Ashburton

1. **Attendance and apologies** – VK3s BAF (in chair), FGC, XDE, GER, XMU. Minutes VK3FR.

Apology VK3YYF

2. **Minutes of previous meeting** – Moved 3XMU, **Seconded** 3GER - That the minutes of the previous meeting be confirmed
3. **Business arising from minutes**
 - **WIA/ARV matters** - Meeting with ARV still to be arranged
 - **Maintain Safety at an Incident training** - 3FGC still working on this
 - **Liaison with DSE** – Paul Rofe DSE contacted and he will provide information on DSE pro-words/jargon and also consider training opportunities for WICEN operators.

ACTION - 3FGC to advise progress at next meeting

- **VK5 Web hosting** – Carried forward to next meeting
- **Safety Policy** - Secretary still to publish on the web site.
- **T connector polarity** – Amendments to WICEN website still to be done
- **Honour Board** – Now updated
- **Surplus equipment** – Stocktake completed and to be checked against previous list.

ACTION - 3BAF and 3XDE to check equipment and identify items no longer required

- **Solar panels** – 3GER has prepared text and will be sending out to members
- **Letter for VK3EWM** – Secretary has sent reply
- **WICEN (Vic) Fires de-brief** – De-brief conducted, still waiting for summary of outcomes from Chris Morley.
- **WICEN submission to the Royal Commission** – Draft submission with suggested amendments approved by COM
- **Discussions with Doug Hocking (VICPOL)**
 - o **Statewide test of WICEN comms with Police** – Deferred to 2010
 - o **Letter of acknowledgement re WICEN involvement in Fires** – Not discussed
- **Storage Space for WICEN at WIA premises in Bayswater** – VK3MV waiting for WIA renovations to be completed. Trailer measurements provided to Peter.
- **WICEN (Vic) caravan** - 3FGC advised ladder has been purchased, but further items still needed – use at Mallee Rally will provide opportunity to test operational readiness, and determine additional requirements.
- **Possible Rotary assistance for Mt Stanley repeater**- 3BAF advised that this will not now be available

- **Request for storage assistance** – Letter to the Minister for Police and Community Services had been put on temporary hold during the Fires, but 3FGC advised that it should now be sent.

ACTION – Secretary to mail letters.

- **Expense Claims for 2009 Fires**- 3XMU advised these were submitted to DSE on 4 May 2009.
- **Police HQ Site Surveys** – 3 FGC advised that Ballarat, Horsham, Geelong and Altona still to be done. 3BAF advised that Shepparton (John Bennetts) and Mildura (Peter Norris) had been completed.
- **Possible CFA Comms training** – 3XMU advised he is still to contact the CFA
- **Membership badges** – 3GER provided with list of members who have badges. Further checks still needed to finalise a print run.

4. Correspondence

Inwards:

- Notice of expiration of repeater licenses from ACMA
- Renewed repeater licenses from ACMA – To Radio Officer
- \$300 Donation for Ballarat section of Mars Challenge - to Treasurer
- Receipt for hall hire of \$200 (\$20 x 10 meetings) from Ringwood East Red Cross
- Request for copy of Public Liability Insurance Certificate of Current from Ringwood East Red Cross (re hall hire)- Sent by Secretary
- Registration renewal for Caravan registration E89228H - Sticker to VK3FGC, payment slip to Treasurer - Payment approved
- Return of 2 magnetic WICEN logos from daughter of Elizabeth Pennington VK3NEP
- Emergency Services Medal nomination material from DoJ
- \$485 Donation for MAD Bike Ride from Melbourne Bicycle Touring Club Inc. to Treasurer

Outwards:

- Letter to G. Koziol VK3EWM re participation in 2003 Murray Marathon when involved in a vehicle collision
- Bushfires travel claims to DSE Finance, Benalla
- Letter to ACMA claiming exemption from repeater license fees
- Letter to ACMA pointing out that exemption from repeater license fees had been claimed
- PO Box renewal - Paid by VK3XMU

Moved 3xmu, **Seconded** 3GER- That the inwards correspondence be received and the outwards confirmed.

5. Business arising from Correspondence - Nil

6. Reports

- Treasurer

	08/04/09 – 29/04/05	Year to date
Income	\$70.00	\$9568.74
Expenditure	357.69	\$11055.58
Account balance at date		\$18990.78

- **Radio Officer – Access to repeater sites during emergencies** – 3XDE commented that there was a need to formalise a procedure with Police so that WICEN technicians would not be denied access to repeater sites during emergencies. To be discussed further at next meeting.
- **Data Group** - Discussions held with Tony Langdon VK3JED re experiments with an Echolink Gateway. **Moved** 3XMU **Seconded** 3XDE That a dual band radio be purchased up to the value of \$500 to continue these tests.
- **Publications - Nil**
- **Training - Nil**
- **Property - Nil**
- **Membership** – Report received detailing new and retired/resigned members for the year to date.
- **Emergency Management Meetings** – 3FGC attended Moorabool District EMM. Gordon also advised that the Field Emergency Medical Officers no longer had radios supplied by DHS – May be requesting support from WICEN!

7. General Business

- **Letter from Bruce Bathols** - resigning from his role as WICEN representative on the City of Kingston Emergency Response Committee and requesting WICEN to advise change of address to the Council for notices of meeting.

ACTION – Secretary to change address to the WICEN (Vic) PO Box.

- **Murray Marathon** – Bruce Bathols confirmed that YMCA is now running this event. Bruce is no longer able to act as WICEN representative on the committee.

ACTION - 3BAF to get list of contacts from Bruce and organise to be kept up to date with any developments impacting on WICENs involvement.

- **Peer Group and Chaplaincy Australia** – 3XMU advised that involvement in the recent fires had highlighted to the group that their operatives need communications assistance and they had initial discussions regarding possible WICEN involvement. It was left with them to contact WICEN again if they wished to progress this further
- **3GER** - requested supply of an Asset sticker for the WICEN UHF radio he has in his possession.

ACTION - 3XMU to arrange supply.

- **3GER** - Advised that 2 sets of WICEN VHF repeater diplexers (in poor repair) had been in the possession of VK3ZR for some time with no apparent plans for future use. On behalf of MDRC he offered to have these repaired at no cost to WICEN, and suggested that if one set was not needed for WICEN, that MDRC could use it for their new club repeater being installed at the Berwick tip site.

Moved 3BAF Seconded 3XDE - That MDRC be permitted to repair the 2 sets of diplexers and that one set be provided to MDRC on a permanent loan basis on the proviso that it would be returned to WICEN (Vic) if requested. Progress to be advised at next meeting

- **3GER** - Enquired whether the WINLINK (HF email/data transfer) system might have any relevance to WICENs operation. Further discussion indicated that a 'think tank' to discuss the whole range of technical and other initiatives impacting on and available to WICEN was needed so that WICEN could proactively set a path for future operations. To be discussed further at next meeting

Next Meeting - Thursday 11 June 2009

Meeting Closed – 9.40pm