

CENTRAL OTAGO FIRE BRIGADES' SUB-ASSOCIATION

PRESIDENT David O'Sullivan

VICE PRESIDENT Hemi Cordell

TREASURER Phil Greeks

SECRETARY Mark Davidson

Minutes of the meeting held at Clyde

Meeting opened at 1930 on Wednesday 8th October 2025

Present

Alexandra Mark Donald
Russell Anderson

Arrowtown

Blackstone

Clyde John Haig

Cromwell Aimee-Gene Hughes-Faiao
Kris King

Dunstan

Frankton

Glenorchy

Lake Hawea

Luggate David O'Sullivan
Alan Humphrey

Makarora

Millers Flat

Naseby	James Hazlett
Omakau	
Queenstown	Dave Christie
Ranfurly	James Hazlett
Roxburgh	
Tarras	Mark Davidson
Wanaka	Ralph Fegan Hemi Cordell Tom Syben Phil Greeks

Guests

Welcome any guests and LHM

Apologies

John Grenfell
Dunstan Brooke-Miller
Paul Hart
Tony Wellman
Aiofe Sheehan
Nicholas McQuillan
Bobby Lamont

Apologies sustained: O'Sullivan/Donald CARRIED

Minutes

The minutes of the previous meeting, as circulated, are confirmed.

Taken as read O'Sullivan/Fegan CARRIED

Matters arising

ACTION	PEOPLE	PROGRESS
Nil from last general meeting.		

Below tasks from the AGM.		
Induct the new Vice President and Secretary	O'Sullivan	COMPLETED
John Haig's LHM to be ordered	Mark Davidson	COMPLETED
Induct the new Challenge Panel member Kris King	Mark Donald	COMPLETED
Update Banking details	Greeks, O'Sullivan, Cordell, Davidson	October meeting

Correspondence

Inwards

1. 9/7 OS update of minutes and contact details. Old email addresses from previous secretaries are still on our list if they have expressed an interest in receiving them.
2. 10/7 Kayla Hamilton (OS VP) requesting change from "First Responders" to "Self Responding" for the AMS working group.
3. 10/7 Hemi and Bucket re induction (multiple)
4. 12/7 Invoice for food for AGM (multiple)
5. 13/7 James Hazlett sent photos from our AGM
6. 31/7 Wanaka, Lake Hawea, Luggate, Tarras and Makarora honour's night invite
7. 4/8 OS meeting minutes (CO attended this in Alexandra)
8. 12/8 North Otago notice of AGM
9. 21/8 Cromwell Honour's night invite
10. 28/8 Position description replies and updates (multiple)
11. 1/9 Donation receipt from community links, Sheriff's session
12. 3/9 OS Golf tournament
13. 10/9 Aiofe from Qt Airport regarding organising a Sub airport training day
14. 11/9 Emails for approval to update president's chains of office (multiple)
15. 16/9 Attendance at North Otago's AGM, presentation, and discussion of working together (multiple)
16. 25/9 Community Link invite thanking COFBSA for our donation (multiple)
17. 29/9 OS Golf tournament reminder
18. 29/9 Russell Anderson, Tamie has dropped flash drive and badge off to Alexandra for us
19. 30/9 Clyde meeting date confirmed
20. 1/10 Emails around LHM presentation (multiple)

21. 4/10 emails around the five subs meeting up, and having greater say in OS. Shane from North Otago and Central Otago are strong drivers behind this, and Shane brought it up at their OS meeting (multiple)
22. 5/10 OS Remit and nomination forms for next April's OS AGM, hosted by Ravensbourne VFB, the AGM is taking place at the Edgar Centre in Dunedin
23. 7/10 Email from Dunstan Brooke-Miller and Contact Energy confirming interest in a hydro training day at Clyde or Roxburgh for Central Otago Sub.
24. 7/10 OS October Circular

Outwards

1. 9/7 AGM and Meeting minutes sent out
2. 10/7 Hemi and Bucket re induction (multiple)
3. 12/7 Reply to Kayla accepting a change request.
4. 12/7 Invoice for food for AGM (multiple)
5. 17/8 Wanaka, Lake Hawea, Luggate, Tarras and Makarora honour's night invite accepted
6. 21/8 Cromwell Honour's night invite accepted
7. 26/8 LHM invoice approved and sent for payment
8. 28/8 Training day request sent to Aiofe and Qt Airport
9. 28/8 Position description draft sent out to the new executive (multiple)
10. 30/8 Position descriptions discussed with Mid-Canterbury Sub
11. 10/9 reply to Aiofe QT airport about training day for the sub.
12. 11/9 Emails for approval to update president's chains of office (multiple)
13. 16/9 Attendance at North Otago's AGM, presentation, and discussion of working together (multiple)
14. 25/9 Community Link invite thanking COFBSA for our donation (multiple)
15. 28/9 To Russell Anderson, Tamie has found the missing secretaries flash drive and a missing badge. Will drop it off to Alexandra for us
16. 29/9 To John in Clyde, checking meeting dates still work.
17. 29/9 Email to both GM regarding meeting invite and attendance (multiple)
18. 30/9 Email to CFO Brook-Miller about Hydro training days
19. 29/9 Apologies from both Group Managers
20. 30/9 Meeting notification
21. 1/10 Emails around LHM presentation (multiple)
22. 4/10 Challenge panel email, induction, co-opt, waterways
23. 4/10 Replies to emails around the five subs meeting up, and having greater say in OS. Shane from North Otago and Central Otago are strong drivers behind this, and Shane brought it up at their OS meeting (multiple)
24. 7/10 Reply to Dunstan and Contact Energy

Financial

Balance

To pay

1. \$227 for food at AGM
2. \$79 for updating the President's Chains of Office with the last three President's names.
3. \$509.50 payment to UFBA for a LHM
4. Invoices have been sent out for the year's subs. A few payments have already come in
5. Phil to explore the best way of running the finances with Xero.

Payment to host brigade of \$80 for supper costs O'Sullivan/Greeks

CARRIED

Reports

President's Report

1. Position descriptions for President, VP, Secretary and Treasurer have been written. These also have tasks on them, and will ensure handovers are efficient.
2. OS meeting in Alexandra attended by CO. Good, strong & positive conversations occurred.
3. Training days for the sub are being organised at Qt Airport and Contact Energy.
4. Attended the North Otago Sub AGM on Sunday 28th, with a very good exchange of ideas.
5. 14 of our 19 brigades are registered for the UFBA conference

Otago Southland Report

Russell spoke about the OS meeting on the weekend. FENZ is leading the responding directly to the incident project, not OS. It is a national thing, not just a region. Sitting with FENZ. Trauma challenge training day will be run with the RCR day in Milton. If brigades are keen to host a challenge, then please fill out the written forms. Ravensbourne are hosting the OS AGM at the Edgar Center next April.

Challenge Panel Report

Waterways in Wanaka on November 22. Prices and registration in the next week or so. OS assisting in registration. If teams are new and just want to try waterways, there'll be people there to help out.

FENZ Update Report

(given via email, it would be great to have a GM attending in person)

1: FENZ training, if FENZ can't run recertification courses and brigades are red lit, why can't they be green or grey lit to remove the red lights? (line 1 & 2 courses, driver's eval, etc)

The OSM system is not designed that way. We all find the red lights to do with recertifications frustrating. I'd suggest escalating it through UFBA channels if the COFBSA decides it's a big enough issue.

2: Rank system for the rural side update

Rank and Role project is progressing, currently awaiting signoff from CEO Kerry Gregory, again a national voice might add more momentum.

3: Queries on how FENZ is running brigades that are having trouble. There are three(?) brigades in Otago currently that have GMs/FENZ running them after the CFO has been stood down?

This is a case-by-case situation with varying circumstances at each brigade.

4: Career FF strike. Some talk about how they are putting training and equipment issues out publicly is creating challenges for volunteer brigades to recruit ie volunteer brigades are now less appealing to the public

Again, the NZPFU strike action (to my knowledge) is a legal strike, unfortunately there is impact throughout the organisation. Again, I'd suggest escalation through UFBA channels.

5: Loss of wages forms aren't being sent out with FENZ first aid course confirmation; some attendees weren't even sent course confirmation. There's different information on if first aid course refreshers are FENZ courses or not, and if so, why aren't they run in the same manner. *We will forward this query onto training to investigate.*

Any Health & Safety Matters

- Traffic management challenges. Lack of resources. Brought up in general.

Brigade Reports

Alexandra

Is registered for the UFBA conference

117 calls, ticking over the K41s. More K13s. One away on an SO, and six or seven QFFs going through their SFFS. Traffic management issues.

Arrowtown

Is registered for the UFBA conference

Blackstone

Is registered for the UFBA conference

Clyde

Is registered for the UFBA conference

28 calls, two FF away on a QFF. Two recruits going in the New Year. Nice and quiet.

Cromwell

Is registered for the UFBA conference

122 calls for the year. MVA incident, traffic management out, a very angry person in a vehicle complained to police about the incident. Has been escalated quite high. Brigade was following what they were taught.

Dunstan

Is registered for the UFBA conference

Frankton

Glenorchy

Is registered for the UFBA conference

Lake Hawea

Is registered for the UFBA conference

Luggate

Is registered for the UFBA conference

78 calls and tracking normally for a little over 100 calls for the year. We move into the renovated station this month. Starting a brigade initiative to develop fire truck drivers. OSM is looking really good, except for red lights from FENZ recerts with no courses available. Honour's night in September was really good. Warbirds coming up next Easter. Currently have five recruits, including potential recruits. Will have a few members moving on due to work and school. One SFF on a course, VEO course, and two recruits on a first aid course.

Makarora

Millers Flat

Naseby

Is registered for the UFBA conference

21 calls for the year, tracking normally, one on a recruit course.

Omakau

Queenstown

Is registered for the UFBA conference

300 odd calls per year, very busy currently, five new recruits started, group did a first aid course refresher. CFO having three months off so DCFO covering.

Ranfurly

Is registered for the UFBA conference

30 calls for the year. Three recruits are going through the process. And a few rural ones.

Roxburgh

Tarras

Is registered for the UFBA conference

35 calls for the year, four recruits through their rural heavy pump course. Three pumps broke down on the course. A business case for rebuild/extension on the station has been approved.

Wanaka

Is registered for the UFBA conference

149 calls for the year, a few 5G cell phone tower arsons. Five new recruits have just finished their course, five more for SFF, and four for SO course. Great honour's night.

General Business

1. 2026 meeting dates and locations (second Wednesday of the month)
 - a. February 11 Alexandra
 - b. April 8 Roxburgh
 - c. July 8 Cromwell (AGM)
 - d. October 14 Clyde
2. Tami Rubie has found and dropped off a missing flash drive and badge to us. Thank you for this.
3. FENZ have implemented OSM, not the UFBA. Therefore it is up to FENZ to get it to work (recert red lights). Discussion was that brigades expect FENZ to provide training, or remove the red lights
4. Traffic management. Was brought up in H&S. Is the training and equipment fit for purpose? There have been some near misses. Had situations where the police didn't want the road closed. Some brigades have one set of signs, some have two sets. Often need to call out more trucks and brigades just for traffic.
5. Queenstown, would like to host a squash tournament, and would like to have it as a COFBSA tournament. Ideally it can run for three years, and if it is popular, then get

certificates and cups. If nothing else it is great to try and for brigade relations. QT moves that they run a trial squash tournament for next year. Seconded Hazlett.

6. Good feedback on the RCR and USAR training day that Wanaka ran in September. Well done.

Presentation of John Haig's LHM

Action Points generated from the meeting

ACTION	PEOPLE	PROGRESS
Confirm 2026 meeting dates	Bucket to confirm with brigades (especially Roxburgh)	November
ACC handover with Aiofe	Dave	

Next Meeting Wednesday 11th February, 2026

Meeting Closed at 2100