



**BUSHFIRE ADVISORY COMMITTEE MEETING**

**MINUTES**

**14 September 2017**

These minutes were confirmed as a true and correct record of the Bush Fire Advisory Committee meeting held 14<sup>th</sup> September 2017

**Presiding Member:**.....**Date:**.....

**Shire of Brookton**  
**Bush Fire Advisory Committee held 14<sup>th</sup> September 2017**  
**with a scheduled commencement at 7.30 pm**

**TABLE OF CONTENTS**

<b>1.09.17</b>	<b>DECLARATION OF OPENING/ATTENDANCE .....</b>	<b>3</b>
<b>2.09.17</b>	<b>CONFIRMATION OF PREVIOUS MINUTES .....</b>	<b>3</b>
<b>3.09.17</b>	<b>BUSINESS ARISING FROM PREVIOUS MINUTES .....</b>	<b>4</b>
<b>4.09.17</b>	<b>CORRESPONDENCE.....</b>	<b>4</b>
<b>5.09.17</b>	<b>REPORTING .....</b>	<b>4</b>
5.09.17.01	CHIEF BUSHFIRE CONTROL OFFICER.....	4
5.09.17.02	DOAC.....	6
5.09.17.03	CAPTAIN - EAST BRIGADE .....	6
5.09.17.04	CAPTAIN – WEST BRIGADE .....	6
5.09.17.05	CAPTAIN – CENTRAL BRIGADE.....	6
5.09.17.06	DFES – PAUL BLECHYNDEN .....	7
5.09.17.07	RANGER SERVICE .....	8
5.09.17.08	VOLUNTEER FIRE AND RESCUE SERVICE.....	8
<b>6.09.17</b>	<b>GENERAL BUSINESS.....</b>	<b>8</b>
6.09.17.01	EXPENDITURE LIMIT POLICY .....	8
6.09.17.02	CONTACT LISTS .....	8
6.09.17.03	SHIRE OF BROOKTON MAP .....	8
6.09.17.04	RURAL STREET NUMBERING.....	8
6.09.17.05	BUSHFIRE PREPARATION SESSION .....	9
6.09.17.06	COMMUNICATIONS CENTRE CONFERENCE CALL LIST AND SMS COMMUNICATION SERVICE .....	9
6.09.17.07	DFES/WAERN RADIOS.....	9
6.09.17.08	SCHOOL BUS ROUTE MAP AND SCHOOL PROCEDURE.....	10
6.09.17.09	UNRESTRICTED BURNING SEASON EXTENSION .....	10
6.09.17.10	INCIDENT REPORTS.....	10
6.09.17.11	FUEL CARD SCHEME 17/18.....	10
6.09.17.12	APPROVAL TO FIT FLASHING WARNING LIGHTS .....	10
6.09.17.13	TENDER MAINTENANCE .....	11
6.09.17.14	TERMS OF REFERENCE AMENDMENT .....	11
<b>7.09.17</b>	<b>NEXT MEETING &amp; CLOSURE .....</b>	<b>11</b>

**1.09.17 DECLARATION OF OPENING/ATTENDANCE**

Chairman Murray Hall opened the meeting at 7.33pm and welcomed all in attendance.

**(Voting members)**

Murray Hall	Chairman, Chief Bushfire Control Officer
Travis Eva	Deputy Chief Bushfire Control Officer – East Brigade Proxy
Troy Bassett	Captain - Central Brigade
Ashley Hobbs	Lieutenant – Central Brigade
Tim Evans	Captain – West Brigade
Jamie Blight	Vice Captain – West Brigade
Scott Atkins	Brookton Volunteer Fire and Rescue

**Shire Representatives**

Katrina Crute	Shire President
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**(Non-Voting)**

Paul Blechynden	Department of Fire & Emergency
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**Shire Representatives**

Ian D’Arcy	Chief Executive Officer / Recovery Coordinator
Geoffrey Forward	Principal Works Supervisor
Sharyn Olsen	Infrastructure Officer (Minute Taker)

**Apologies**

Blair Montague	Lieutenant – Central Brigade
Matthew Sharpe	WA Contract Ranger Services

**2.09.17 CONFIRMATION OF PREVIOUS MINUTES****BFAC 09.17-1****COMMITTEE RECOMMENDATION**

**MOVED JAMIE BLIGHT SECONDED TIM EVANS**

***That the minutes of the Bushfire Advisory Committee meeting held in the Shire of Brookton Council Chambers, on the 30<sup>th</sup> of March 2017, be confirmed as a true and correct record of the proceedings.***

**CARRIED**

### **3.09.17 BUSINESS ARISING FROM PREVIOUS MINUTES**

4.03.17 Request for Council to create a local law to restrict the burning of garden refuse and open camping or cooking fires during prohibited burning season. 04.03.17

*Action: Item has been raised and endorsed by Council, local law process pending with a minimum 12 month process expectation.*

6.09.16.02 Fire Response Identification Stickers have been received. Application forms and accompanying information brochures to be issued.

*Action: Shire of Brookton Administration to supply and receive application forms, these are then to be forwarded to CBFCO, Murray Hall, to review and reject or approve.*

First round to Captains, Fire Control Officers, Shire owned vehicles and VFRS members. Email link to Brochure.

### **4.09.17 CORRESPONDENCE**

Letter reiterating Harvest and Movement Ban exemption cancellation to Balco Australia Pty Ltd sent 13/09/2017. Attachment 4.09.17.01

DCBCO Travis Eva advised Balco Australia Pty Ltd, Brookton site, representatives have now raised concerns with the impact of revocation on business operations that was not foreseen as at March 2017 meeting.

Bushfire Advisory Committee discussion resolved that exemption revocation was due to non-compliance and, as directed in the relevant correspondence, Balco Australia Pty Ltd can take the actions required to meet the criteria specified for compliance to the satisfaction of the Chief Bushfire Brigade Officer, Murray Hall and reapply for exemption.

### **5.09.17 REPORTING**

#### **5.09.17.01 CHIEF BUSHFIRE CONTROL OFFICER**

Welcome to Shire President Katrina Crute, CEO Ian D'Arcy, DFES representative Paul Blechynden, Captains, FCO's and BFAC committee members.

Not a lot to report during the winter months since last BFAC meeting except items of business from that meeting.

The fuel growing season has been turbulent as an understatement. We will (as a farming district) thankfully have reasonable crop fuel loads but broken up with very low Pasture fuel loads. The bush land will be as high as ever with good growth throughout the wet autumn period.

The Captain's, Sharyn and I have had a couple of working group meetings to update the Brigade contacts lists and then now onto updating the DFES data base to check that all members have their DFES volunteer numbers. This is an onerous task as there has been a couple attempts at completing this task and Sharyn has had to merge and archive several documents. From this we have some 36 contacts to update with DFES and is under way.

Updating forms have been distributed to captains to gather further required information. I would like to see this information "versioned" annually and signed off at AGM. This will lead to updating SMS lists and finally the Shire resident's maps. These lists are also important to the LEMC

A big thankyou to the current Administration on recognising the importance of all this and affording the all-important staff time.

I would like to thank the Council for finally giving a moderate discretionary spend of \$500.00 for the CBFCO and DCFCO. This officially gives an out of office hours starting spend limit in a fire event for water and supplement for fire fighters. There are strict conditions and are at the discretion of the CBFCO and DCBFCO who then are responsible.

The trucks have all now been serviced with central tender needing a visit from IZUZU Perth to remedy an oil leak on the motor.

All the AVL units are in place now. A short course on this is planned at the end of the meeting. We have been offered two of the AVL units to install in other assets. Maybe a Grader or Loader.

Attended DPAW meeting in April 2017. Advised work to be done on firebreaks in WEAM reserve.

Back burning Lupton Reserve has had some attention but burn hindered by weather.

High fuel loading area Strange Rd process started to add to DPAW burn list for 2018.

Radios -The works department have added 4 non WAERN radios to the fleet to enable us to better communicate.

The Shire vehicle radio fleet include:

- Works Supervisor vehicle
- Water truck x 1 plus 1 tentative water truck
- Small truck
- Graders x 1           WAERN
- Loader                 WAREN

This is a welcome improvement as these machines are critical assets in a lot of incidents.

If there is ongoing reliability with these simpler radios it may lead to the WAERNS being relocated to more FCOs.

I have had communication with all surrounding Chiefs and have checked dual fire fighters.

The main change is a new Corrigin chief with Greg Evans replacing Wes Baker. And a new dual FCO in Brayden Grylls. Captains please note these changes in your updated season packs.

I have made the point to all Chiefs the changes in our Fire Break Orders. Wandering is currently reviewing theirs due to some perceived ambiguities. Sound familiar?

East Brigade has had a hands on day for member training last month. West Brigade hands on is upcoming next month.

In closing I would like to thank all the various contributors to this service. Not limited to: Shire Admin, Shire works, Captains and secretaries, FCOs, Brigade members, their employers and brigade member partners, radio base operators and DFES.

I wish you all a very quiet upcoming summer and fire season.

#### **5.09.17.02 DOAC**

I was unable to attend but two main items to note:

- Greg Day is the replacement Chair taking over from a retiring Wes Baker.
- The DOAC would like to receive any comments on what a new country Fire service would look like.

#### **5.09.17.03 CAPTAIN - EAST BRIGADE**

Well attended and successful hands on day.

#### **5.09.17.04 CAPTAIN – WEST BRIGADE**

Upcoming hands on day Thursday 26th October 2017.

#### **5.09.17.05 CAPTAIN – CENTRAL BRIGADE**

Spare water cannon to go to Troy Bassett for Central Tender

- Training program is drawing to a close as we approach bush fire season.
- A preseason session meeting has been organised for:
  - a. Pingelly (Saturday 7 October 2017, 10am at the Pingelly Fire Station) – please let me know of those who may be interested for catering (BBQ)
  - b. Narrogin Tuesday 10 October from 10am – 2pm at the Narrogin DFES office.

The program includes desk top bush fire exercise stepping through the tasks and decisions you may face. Also available is demonstrations on how brigade members can access the tracking information and get the most from the Automatic Vehicle Location (AVL) units as well as an early mapping feature.

- I'm also keen to help shires with refreshers on:
  - a. Crew protection systems – deluge system, curtains, in-cab air discuss or practice burn over
  - b. Radio refresher – both using the radios and how to get the most out of the radio channels (avoid overloading a channel)

*Action: Training October 18th - Ground Controller course 8am start, finish 2.30pm Wednesday Radio and Truck operations run through 4pm start. Extend invitation to Pingelly BFB and VFRS. Shire staff Toolbox style basic run through between 2.30pm to 4pm to be confirmed.*

- Portable AVL units are available, noting that monthly maintenance is required to ensure that the units can receive software updates. I can provide a quick demonstration at the end of the meeting via power point if required.
- DFES mapping. Shire Map available.

*Action: Sharyn to follow up with Paul regarding drafting of map with long term view of linking contact list with site ID*

- Reiteration of myth dismissal regarding VBFB being denied Crown land access. This is a fallacy and has no legal basis.
- Plant/equipment funding availability. See Paul for clarity.
- Current weather conditions in the region. Ground drying out quickly.
- Test run of vehicles and apparatus recommended to pre identify faults.

**5.09.17.07 RANGER SERVICE**

Nil

**5.09.17.08 VOLUNTEER FIRE AND RESCUE SERVICE**

Nil

**6.09.17 GENERAL BUSINESS**

**6.09.17.01 EXPENDITURE LIMIT POLICY**

BFAC members advised of Council endorsed Expenditure Limit Policy for BFCO's. CBFCO approval required prior to commitment of any funds. Please refer to **Attachment 6.09.17.01**.

**6.09.17.02 CONTACT LISTS**

Fire Control Officers review of Contact Lists. Please refer to **Attachment 6.09.17.02A** and **Attachment 6.09.17.02B**.

**6.09.17.03 SHIRE OF BROOKTON MAP**

Shire of Brookton map – linking of site id to contact list detail.

*Action: Sharyn to follow up with Paul regarding drafting of map with long term view of linking contact list with site ID.*

**6.09.17.04 RURAL STREET NUMBERING**

Rural street numbering motion to Shire of Brookton regarding subsidising \$110 fee. No action on motion, public promotion preferred. Please refer to **Attachment 6.09.17.04**.

*Action: Sharyn to promote new and replacement rural street number signage plates to residents.*



**6.09.17.05 BUSHFIRE PREPARATION SESSION**

Gauge of interest and timing of running a public Bushfire Preparation session. Committee concern of time investment versus attendance.

*Action: Sharyn to investigate potential to combine with another public forum in a suitable timeframe and promote availability of advice as a direct contact service rather than session in the meantime.*

**6.09.17.06 COMMUNICATIONS CENTRE CONFERENCE CALL LIST AND SMS COMMUNICATION SERVICE**

**BFAC 09.17-2**

**COMMITTEE RECOMMENDATION**

**MOVED MURRAY HALL SECONDED TIM EVANS**

***That the Committee utilise Communications Centre conference call list and SMS communication service.***

**CARRIED**

*Action Sharyn to liaise with Paul Blechynden regarding set up. Captain and FCO numbers to be included on call list and Tender Drivers on secondary SMS list.*

**6.09.17.07 DFES/WAERN RADIOS**

DFES/WAERN radios installation allocation list reviewed. Bevans' and Shire radio numbers to be identified and updated. Please refer to **Attachment 06.09.17.07**.

No additional issues raised for upcoming Contractor visit.

*Action: Sharyn to create Radio call sign notifications for dash of each Tender.*

**6.09.17.08 SCHOOL BUS ROUTE MAP AND SCHOOL PROCEDURE**

School bus route map to be included in Harvest and Movement Ban booklet. School to be updated on procedure in case of fire.

*Action: Sharyn to contact school regarding current procedure and liaise with Murray to review and update accordingly.*

**BFAC 09.17-3**

**COMMITTEE RECOMMENDATION**

**MOVED TRAVIS EVA SECONDED TIM EVANS**

*That the unrestricted burning season extension be extended for a further fourteen day maximum extension. The restricted burning season for 2017/2018 will commence Tuesday 26<sup>th</sup> September 2017.*

**CARRIED**

**6.09.17.09 UNRESTRICTED BURNING SEASON EXTENSION**

*Action: Sharyn to arrange for extension to be displayed on variable message board trailers, published in The Telegraph and on social media forum.*

**6.09.17.10 INCIDENT REPORTS**

Incident reports. Importance of completion reiterated. Request to hand in any outstanding reports to Sharyn to forward to DFES.

**6.09.17.11 FUEL CARD SCHEME 17/18**

Fuel Card Scheme 17/18 Application process delayed. Notification will be sent upon further developments.

**6.09.17.12 APPROVAL TO FIT FLASHING WARNING LIGHTS**

Road Traffic (Vehicles) Regulations 2014 - Approval under Regulation 327(3)(a) for certain Emergency vehicles to fit red, blue and white flashing warning lights. Please refer to **Attachment 6.09.17.12.**

#### 6.09.17.13 TENDER MAINTENANCE

Tender maintenance

- Concerns that back motor on Tenders are being wet when cleaning and this is causing rust.
- West Tenders are in need of more contained storage than current unenclosed housing.

*Action: Sharyn to investigate potential funding for Tender enclosure.*

#### 6.09.17.14 TERMS OF REFERENCE AMENDMENT

**BFAC 09.17-4**

**COMMITTEE RECOMMENDATION**

**MOVED MURRAY HALL SECONDED TRAVIS EVA**

*That the Terms of Reference be amended to state meetings to be held in March and September instead of current declaration of April and October.*

**CARRIED**

#### 7.09.17 NEXT MEETING & CLOSURE

The next Bushfire Advisory Committee meeting is scheduled for 7.30pm Thursday 15<sup>th</sup> March 2018.