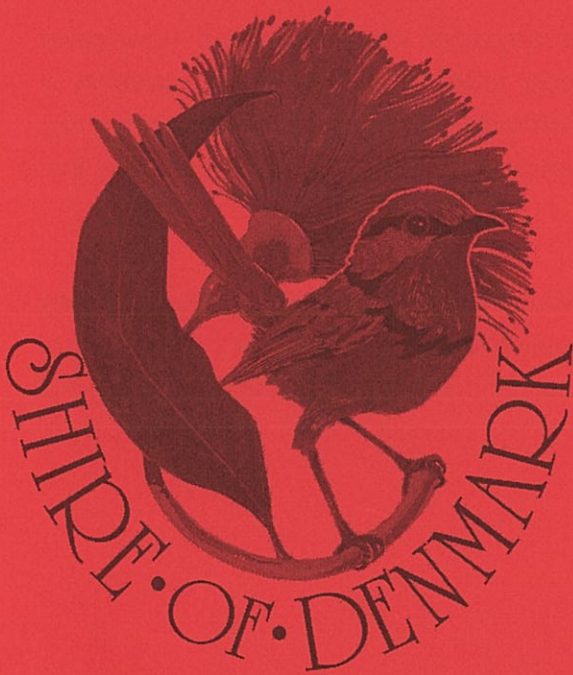


*2014 International Year of Family Farming*

# *Shire of Denmark*



## **MINUTES**

### **Bush Fire Advisory Committee**

*Held on the*

**4 December 2014**



# Council Committee Meeting

4 December 2014

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*Shire of Denmark*

# Minutes



## BUSH FIRE ADVISORY COMMITTEE

BUSH FIRE ADVISORY COMMITTEE TO BE HELD IN COUNCIL'S RECEPTION ROOM, 953 SOUTH COAST HIGHWAY, DENMARK, THURSDAY, 4<sup>th</sup> DECEMBER 2014, COMMENCING 7.30PM.

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**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Presiding Person opened the meeting at 7.32 pm.

**2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**MEMBERS: (Voting)

<input type="checkbox"/>	Mr Graeme Thallon	C.B.F.C.O
<input type="checkbox"/>	Mr Ross McDougall	D.C.B.F.C.O
<input type="checkbox"/>	Mr Adrian Kranendonk	F.W.O
<input type="checkbox"/>	Cr Roger Seeney	Council Representative / Chairman
<input type="checkbox"/>	Mr Lez Baines	Carmarthen FCO
<input type="checkbox"/>	Ms Bronwyn Wallace	East Denmark proxy
<input type="checkbox"/>	Mr Bruce Pringle	Kordabup FCO
<input type="checkbox"/>	Mr Colin Tindale	Mehniup FCO
<input type="checkbox"/>	Mr Peter Mildwaters	Mt Shadforth FCO
<input type="checkbox"/>	Mr Jean-Marc Merat	Nornalup FCO
<input type="checkbox"/>	Mr Joe Baker	Ocean Beach FCO
<input type="checkbox"/>	Mr Ivars Sulcs	Peaceful Bay FCO
<input type="checkbox"/>	Mr Sid Marshall	Scotsdale FCO
<input type="checkbox"/>	Mr Callum Baxter	Somerset Hill FCO
<input type="checkbox"/>	Mr Brian Vigus	Tingledale FCO
<input type="checkbox"/>	Ms Joan Merrifield	William Bay FCO
<input type="checkbox"/>	Mr Don Atkinson	Town FCO
<input type="checkbox"/>	Mr Gary Stanway	VFRS Captain

MEMBERS: (Non-Voting)

<input type="checkbox"/>	Mr Wes Bailye	DPaW Fire Coordinator
<input type="checkbox"/>	Mr John Tonkin	DFES Area Officer

STAFF: (Non-Voting)

<input type="checkbox"/>	Mr Gregg Harwood	Director of Community & Regulatory Services
<input type="checkbox"/>	Ms Charmaine Shelley	Ranger
<input type="checkbox"/>	Mr Marcus Owen	Community Emergency Services Manager

ATTENDEES: (Non-Voting)

<input type="checkbox"/>	Ms Suzanne Bright	Peaceful Bay
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APOLOGIES:

<input type="checkbox"/>	Mr Chris Hoare	East Denmark FCO
<input type="checkbox"/>	Ms Sam Blythe	Owingup FCO
<input type="checkbox"/>	Mr Mike Hills	Harewood FCO
<input type="checkbox"/>	Mr Alex Williams	Hazelvale FCO
<input type="checkbox"/>	Ms Ann Howard	Parryville proxy

ABSENT:

DECLARATIONS OF INTEREST: Nil


**3. ANNOUNCEMENTS BY THE PERSON PRESIDING**

Nil

**4. PUBLIC QUESTION TIME**

Nil questions.

**5. CONFIRMATION OF MINUTES****5.1 Committee Meeting Minutes**

<b>OFFICER RECOMMENDATION &amp; COMMITTEE DECISION</b>		<b>ITEM 5.1</b>
Moved: Lez Baines	Seconded: Jean-Mark Merat	
That the minutes of the Bush Fire Advisory Committee Meeting held on the 4 <sup>th</sup> December 2014, be confirmed as a true and correct record of the proceedings.		
Carried 18/0		

**5.2 Matters Arising From Minutes****5.2.1 Owingup BFB Fire Shed**

At the 4<sup>th</sup> September 2014 Bush Fire Advisory Committee meeting the following decision was carried;

**OFFICER RECOMMENDATION & COMMITTEE DECISION**

Moved: Adrian Kranendonk                      Seconded: Bruce Pringle

*That the Bush Fire Advisory Committee advise Council that it supports the Owingup Volunteer Bushfire Brigade's request for assistance with the cost of constructing a shed/garage to house a 1.4 Fire Tanker and recommends that Council approve an allocation of \$7000 towards this project in the 2014/2015 financial year.*  
Carried 17/0

As a result of this decision Shire Officers investigated options for construction with the Owingup Brigade who provided preliminary quotes for a kit shed. This resulted in a modified recommendation being put to Council at a meeting on 30<sup>th</sup> September 2014 that was carried:

**COUNCIL RESOLUTION & OFFICER RECOMMENDATION                      ITEM 9.4**  
**MOVED: CR SEENEY                      SECONDED: CR SAMPSON**

*That Council agree to maximum \$9,000 (plus GST) cash contribution towards the construction of a new fire shed for the Kordabup/Owingup Volunteer Bushfire Brigade, subject to the Brigade agreeing to a maintenance responsibilities agreement, similar to all other Brigade Sheds, and amend the Adopted 2014/2015 Municipal Budget as follows;*

- 1. Establish a new capital expenditure job entitled 'Owingup Fire Shed' with an allocation of \$20,000;*
- 2. Establish a new Fire Prevention income ledger account entitled 'Contributions and Donations' with a Budget of \$11,000 to allow for the Owingup Volunteer Bush Fire Brigade contribution of \$5,000 cash and in-kind contribution of \$6,000 and;*
- 3. Decrease the adopted Budgeted Surplus carried forward from \$10,491 to \$1,491.*



**CARRIED UNANIMOUSLY BY AN ABSOLUTE MAJORITY: 7/0 Res: 260914**

Following the Council decision Shire staff has taken action to facilitate the establishment of the shed and the Owingup Brigade has obtained quotes for a kit shed. An order has now been placed with Western Sheds and Garages for a shed kit.

*Ross McDougall gave an update on the progress of the shed and advised that Council had increased the funding to build a new larger shed and that building and planning applications had been submitted.*

### **5.2.2 Hazelvale and Tingledale Brigades Proposed Amalgamation**

At the 4<sup>th</sup> September 2014 Bush Fire Advisory Committee meeting the following recommendation to Council was carried:

#### **OFFICER RECOMMENDATION & COMMITTEE DECISION      ITEM 8.3**

*Moved: Adrian Kranendonk*

*Seconded: Lez Baines*

*That the Bush Fire Advisory Committee advise Council that it supports the proposed amalgamation of the Hazelvale and Tingledale Volunteer Bush Fire Brigades and recommends that the following management structure be adopted:*

- 1) There would be one Committee of Management.*
- 2) The Brigade Officer structure would require one Captain and at least a First Lieutenant with one position filled by a Brigade Member of the current Hazelvale Brigade and the other filled by a current Member of the Tingledale Brigade (most likely the FCOs).*
- 3) The Brigade structure would retain an FCO for each Brigade District and each of these FCOs would hold a position on BFAC.*
- 4) The current Fire appliances would retain their Brigade Badging as a transitional arrangement so the Members of the current Brigades retain a feeling of identity.*

*Carried 17/0*

In order for the amalgamation to go smoothly BFAC's recommendation was presented to Council at the meeting of 30<sup>th</sup> September 2014 with some officer modifications which were adopted by Council in the following decision:

#### **COUNCIL RESOLUTION & OFFICER RECOMMENDATION**

**MOVED: CR SEENEY**

**SECONDED: CR GILLIES**

*That Council approve, with immediate effect, the amalgamation of the Hazelvale and Tingledale Volunteer Bush Fire Brigades as the Hazelvale/Tingledale Volunteer Bush Fire Brigade with the following changes;*

- 1. The following management structure:*
  - a) That there be one Committee of Management.*
  - b) The Brigade Officer structure be one Captain and at least a First Lieutenant with one position being filled by a Brigade Member of the former Hazelvale Brigade and the other filled by a former member of the Tingledale Brigade (most likely the Fire Control Officers).*

- c) *The Brigade structure retain a Fire Control Officer for each Brigade District and each of these Fire Control Officers will hold a position on the Bush Fire Advisory Committee.*
- d) *The current Fire Appliances retain their Brigade Badging as a transitional arrangement so the Members of the former Brigades retain a feeling of identity.*
- 2. *The Bush Fire Advisory Committee Charter and Policy P050107 be amended to reflect this amalgamation.*

CARRIED UNANIMOUSLY: 7/0      Res: 220914

### 5.2.3 SOP Committee

#### 5.2.3.1 Voice Recorders

At the 4<sup>th</sup> September 2014 BFAC meeting a decision was carried that Council be advised that BFAC no longer supports the use of personal voice recorders in Shire of Denmark bushfire brigade vehicles nor does it support the recording of the Denmark fire radio channel (173).

At the Council meeting of 30<sup>th</sup> September 2014 the matter was considered and Council carried the following resolutions:

**COUNCIL RESOLUTION & OFFICER RECOMMENDATION**

ITEM 9.3a

MOVED: CR SAMPSON

SECONDED: CR

ROWLAND

*That Council rescind Resolution No. 190112 relating to the purchase of voice recorders and the development of a Standard Operating Procedure (SOP) for their use.*

CARRIED UNANIMOUSLY BY AN ABSOLUTE MAJORITY: 7/0      Res: 240914

**COUNCIL RESOLUTION & OFFICER & COMMITTEE ITEM 9.3b  
RECOMMENDATION**

MOVED: CR SAMPSON

SECONDED: CR RO

*That Council endorse the recommendation from the Bush Fire Advisory Committee that voice recorders will not be required to be installed in Bush Fire Brigade vehicles nor will the fire radio channel be required to be recorded.*

CARRIED UNANIMOUSLY: 7/0

Res: 250914

#### 5.2.3.2 Safe Use of Drip Torches

At the 4<sup>th</sup> September 2014 BFAC meeting a recommendation was carried that Council adopt an SOP for the safe use of drip torches.

Council unanimously adopted BFAC's recommendation at its 30<sup>th</sup> September 2014 meeting and the approved SOP is attached in interests of brevity of this agenda.

### 5.2.4 Fire Shed Security

Following advice to the 4<sup>th</sup> September 2014 BFAC meeting the locks on fire sheds have been changed to a new common security key that cannot be copied by conventional means. Lock boxes have been provided at all fire sheds to contain a key for access to the shed and each brigade has set the code to this box and a key has also been issued or available for each FCO.



Malcolm Hick arrived at 7.48pm

## 6. TABLED ITEMS

### 6.1 Letter from Tony Pedro to DPaW Re Prescribed Burns

A letter from Tony Pedro to DPaW dated 8<sup>th</sup> September 2014 is included with the attachments. This letter requests that DPaW consider altering their plans to fuel reduce two reserves being location 2363 West of Mt Barker Road between Settler and Powley Roads and Douglas Hill Block 407 in the Walpole Nornalup National Park.

#### COMMITTEE DECISION

Moved: Mr Adrian Kranendonk      Seconded: Mr Roger Seeney

That BFAC receive Tony Pedro's letter and record in the minutes that it does not agree with his stance and that BFAC members are fully supportive of the actions of DPAW's management and fire crews and their fire fuel reduction program.

Carried: 15/3

### 6.2 DFES Safety Circular 19/2014

A letter containing Safety Circular 19/2014 was received from DFES Albany on 10<sup>th</sup> November 2014 in relation to driving emergency vehicles. This circular, which is attached, is consistent with the approved Shire of Denmark Driving Guidelines SOP.

### 6.3 Letter from Peter Mildwaters Re Training Day

Peter Mildwaters, FCO Shadforth Brigade, has written to BFAC suggesting a training day at the end of the fire season for brigade members and families.

*Peter spoke in regards to the proposal and Nine FCOs expressed an interest in discussing the event further.*

## 7. OFFICER REPORTS

### 7.1 Department of Fire and Emergency Services

DFES Area Officer John Tonkin tabled a report to the Committee.

*Committee Service Outcome:*

*CESM to place "Fire Danger Rating" information in the Denmark Bulletin.*

### 7.2 Department of Parks and Wildlife

DPaW Fire Coordinator Wes Bailye provided a verbal report to the Committee.

### 7.3 Chief Bush Fire Control Officer

Chief Bush Fire Control Officer Graeme Thallon tabled a report to the Committee.

### 7.4 Community Emergency Services Manager

Acting Community Emergency Services Manager Ross McDougall tabled a report to the Committee.

## **8. GENERAL BUSINESS**

### **8.1 Improving Fire Ground Communication in Shadow Areas**

BFAC members are aware that there are a number of areas in the Shire that experience poor radio communications when using the primary 173 channel because they are in areas that are shaded from the repeater on Mt Shadforth. The areas South of Mt Hallowell and around Nornalup are two such areas.

Dennis Clugston from Peaceful Bay BFB has formulated a solution to this issue and in conjunction with Bill Legge devised an exercise to test the solution, which was carried out with the assistance of various brigade members.

The solution involves using a WAERN vehicle radio to establish a temporary radio repeater in a fixed location that is between the shadow area and the Mt Shadforth repeater which allows the Incident Controller to communicate with 173 on one radio and with fire ground units on another radio. Firefighters on the ground do not require special training to use this system beyond changing to a simplex channel which they currently do. Please see attached document for additional details.

### **8.2 Bush Fire Service Command and Support Vehicle**

During bushfire incidents in Denmark command and support functions performed by senior officers require the use of private vehicles or removing a fire appliance off active duty. Neither of these options provides a vehicle that is suited to the function. An alternative could be the use of a Ranger or the CESM vehicle but this restricts the performance of other tasks by those officers and these vehicles are not always available at short notice.

Often incidents in Denmark involve multiple crews and can run for several days which increase the desirability of providing fire ground support for firefighters. A support vehicle is not a substitute for an Incident Control Van as it fills a very different function.

Funding for a vehicle was included in the 2014/2015 ESL bid without success and several other fruitless funding avenues have also been explored. Please see the attachment for details on funding applications and the submission.

The cost of this vehicle when fitted with an appropriate body and fully equipped will be in the region of \$50 – \$60,000. Having exhausted the normal funding sources for emergency service vehicles the next strategy would involve seeking public, corporate and philanthropic donations and it would be sound to have Council support before progressing this strategy.

Once the vehicle had been purchased it will then be insured, maintained and replaced via ESL funding.



As a precursor a recommendation needs to be made to Council from BFAC with the following motion:

**OFFICER RECOMMENDATION****ITEM 8.2**

Moved:

Seconded:

That the Committee recommends to Council that:

- 1) They support the Chief Bush Fire Control Officer's strategy of seeking public, corporate and philanthropic donations to fund the acquisition of a Bush Fire Service command and support vehicle.
- 2) Offer to hold funds that have been raised by Bushfire brigades for the purchase of the vehicle.

Officer Recommendation lapsed for want of a mover.

**COMMITTEE DECISION****ITEM 8.2**

Moved: Mr Lez Baines

Seconded: Mr Callum Baxter

That the Committee recommends to Council that:

- 1) They support the Chief Bush Fire Control Officer's strategy of seeking public, corporate and philanthropic donations to fund the acquisition of a Bush Fire Service command and support vehicle.
- 2) Offer to hold funds that have been raised by Bushfire brigades specifically for the purchase of the vehicle.
- 3) The viability of the project being assessed annually to determine if it is likely to achieve the fund raising target within three years and the collected funds returned if it is not likely to be achieved.
- 4) That notwithstanding point (3) all funds being returned to donors if the project does not proceed within three years.

Carried: 16/3

### 8.3 District Operational Advisory Committee (DOAC)

The last Lower Great Southern DOAC meeting was held in Albany on 11<sup>th</sup> September 2014 the following are the main points from that meeting:

- The new Chair is Mr Tom Brown CBFCO Esperance, replacing Ross Fenwick from Albany
- New Volunteer Firefighter Training Advisory Group representative, Mr Derek Jones CBFCO Albany
- Continuing Volunteer Vehicle and Equipment Advisory Committee representative Ross McDougall
- DOAC advised that the bushfire seasonal outlook was for an above average fire season and that above average was likely to become the norm
- A presentation was made on volunteer training pathways and the steps being taken to simplify the training process

- Discussion about authority for road closure during an incident and it was confirmed by DFES that the Incident Controller determined road closures and who should be allowed through and it was the police who enforced those directions.

#### **8.4 Volunteer Vehicle and Equipment Advisory Committee (VVEAC)**

The last VVEAC meeting was held in Perth on 8<sup>th</sup> November 2014 listed below are the main points from that meeting:

- The tender for the new Light Fleet (fire appliances up to 10 tonnes) will be advertised on 28 November at which time the specification will become publicly available, prior to this procurement rules set by the government do not allow the specification to be circulated however VVEAC have been involved in suggesting the capabilities of the fleet
- Because Toyota are ceasing production of the Landcruiser cab chassis and awaiting the outcome of the new Light Fleet there will be no new Light Tankers produced so replacements due in 2014/2015 will be postponed.
- It was resolved that digital water level and pressure readouts be provided in all fire appliances
- A safety circular will be issued shortly concerning the Mark 23 V8 Light Tankers that may have the pump exhaust directed on to the fuel jerry cans
- A safety circular is being prepared about the potential risks with splash back when opening fuel jerry cans. Information was provided to the meeting about a new venting jerry can that will be evaluated that may reduce the splash back risk.

#### **8.5 Total Fire and Harvest and Vehicle Bans**

The bushfire seasonal outlook is forecasting above normal fire activity for Southern Western Australia and it is highly likely that Total Fire Bans and Harvest and Vehicle Bans will be declared this fire season. Many residents and landowners will talk to Fire Control Officers about these matters over the fire season so the attached summary has been produced to assist with answering questions.

#### **The Presiding Person then opened the meeting to items from the floor:**

#### **8.6 Revegetation of Windfarm Fire Tracks**

Joe Baker also raised the re-vegetation of tracks around the wind farm and Joan Merrifield said that it was an issue for her brigade.

#### **Committee Service Outcome:**

*CESM to organise a meeting with Joe & Joan and the CESM to discuss reveg/ rehabilitation programs in the Ocean Beach/ William Bay locality.*

#### **8.7 CBD Fire Fuel**

Gary Stanway mentioned that a number of CBD gutters require cleaning.

Bruce Pringle mentioned that the Civic Centre pine trees which are near Telstra Exchange were a potential fire hazard.



**Committee Decision:**

Moved: Bruce Pringle

Seconded: Brain Vigas

That the Shire be requested to remove the three pines trees behind the Civic Centre that endanger the Telstra exchange and the Coop's gas bottles and replace them with Jacarandas.

Carried: 12/6

**8.8 Mount Shadforth UHF1 Repeater**

Adrian Kranendonk mentioned that UHF1 repeater on the top of Mount Shadforth needs to be repaired.

Gregg Harwood mentioned that the ownership of the repeater needed to be established before any repairs could be considered as the owner of the equipment may not allow us to touch their equipment.

**Committee Service Outcome:**

*The CESM & Chief to raise the repair of the Mount Shadforth UHF 1 repeater at LEMC.*

**Committee Decision:**

Moved: Adrian Kranendonk

Seconded: Peter Mildwaters

BFAC recommends to Council that an out of budget allocation be made to acquire if necessary, repair, and provide ongoing maintenance of the Mount Shadforth UHF 1 repeater.

Carried: 18/0

**10. NEXT MEETING**

It is recommended that the next meeting of the Bush Fire Advisory Committee be held at 7.30pm on Thursday 5th March 2015 at the Denmark Shire Reception Room.

**11. CLOSURE OF MEETING**

There being no further business to discuss the Presiding Person closed the meeting at 9.23pm.

The Chief Executive Officer recommends the endorsement of these minutes at the next meeting.

Signed: \_\_\_\_\_  
Dale Stewart – Chief Executive Officer

Date: 19 December 2014

These minutes were confirmed at the meeting of the \_\_\_\_\_

Signed: \_\_\_\_\_

*(Presiding Person at the meeting at which the minutes were confirmed.)*

