

Shire of Denmark

Minutes



BUSH FIRE ADVISORY COMMITTEE

HELD IN COUNCIL'S RECEPTION ROOM,
953 SOUTH COAST HIGHWAY, DENMARK,
THURSDAY, 6th DECEMBER 2018,

Contents

	Page No.
DISCLAIMER	2
1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	3/4
3. ANNOUNCEMENT BY THE PERSON PRESIDING	4
4. CONFIRMATION OF MINUTES	4
4.1 BUSH FIRE ADVISORY COMMITTEE MEETING HELD 26 th JUNE 2018	4
5. PRESENTATION BY OFFICER IN CHARGE DENMARK POLICE	4
6. OFFICER REPORTS	4-8
6.1 DEPARTMENT OF FIRE AND EMERGENCY SERVICES	4
6.2 PARKS AND WILDLIFE SERVICE	5
6.3 AUSTRALIAN BLUEGUM PLANTATIONS	5
6.4 CHIEF BUSH FIRE CONTROL OFFICER	5
6.5 BUSHFIRE RISK PLANNING COORDINATOR	5
6.6 COMMUNITY EMERGENCY SERVICES MANAGER	6/7/8
7. GENERAL BUSINESS	8
7.1 FIRE HYDRANT MAINTENANCE	8
7.2 VERTEX PORTABLE RADIOS	8
7.3 SMS MOBILISATION TRIAL	9
7.4 BFB ZONE SYSTEM	9
7.5 THANKYOU AND CONGRATULATIONS	9
8. NEXT MEETING	10
9. CLOSURE OF MEETING	10

DISCLAIMER

These minutes and resolutions are subject to confirmation by the Committee and therefore prior to relying on them, one should refer to the subsequent meeting of the Committee with respect to their accuracy.

No responsibility whatsoever is implied or accepted by the Shire of Denmark for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff.

The Shire of Denmark disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation or approval made by a member or officer of the Shire of Denmark during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Denmark. The Shire of Denmark warns that anyone who has an application lodged with the Shire of Denmark must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Denmark in respect of the application.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Person opened the meeting at 6:38 pm.

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

<input type="checkbox"/>	Cr Mark Allen	Council Delegate / Chairman
<input type="checkbox"/>	Cr Roger Seeney	Council Delegate / Somerset Hill Proxy
<input type="checkbox"/>	Mr Ross McDougall	C.B.F.C.O
<input type="checkbox"/>	Mr Lez Baines	D.C.B.F.C.O
<input type="checkbox"/>	Mr Adrian Kranendonk	F.W.O.
<input type="checkbox"/>	Mr Graham Thallon	Auxiliary FCO
<input type="checkbox"/>	Ms Bronnie Wallace	East Denmark FCO
<input type="checkbox"/>	Mr Mike Hills	Harewood FCO
<input type="checkbox"/>	Mr Craig Lilley	Kordabup FCO
<input type="checkbox"/>	Mr Dan Willans	Mehniup FCO
<input type="checkbox"/>	Mr Craig Hughes	Carmarthen FCO
<input type="checkbox"/>	Mr Brian Vigus	Tingledale FCO
<input type="checkbox"/>	Mr Murray Brooker	Mt Lindesay FCO
<input type="checkbox"/>	Mr Joe Baker	Ocean Beach FCO
<input type="checkbox"/>	Mr Bryce Edwards	Owingup FCO
<input type="checkbox"/>	Mr Ivars Sulcs	Peaceful Bay FCO
<input type="checkbox"/>	Mr Kevin Hard	Parryville FCO
<input type="checkbox"/>	Mr Don Atkinson	Town FCO
<input type="checkbox"/>	Mr Lee Shelley	VFRS Captain
<input type="checkbox"/>	Mr Carl Wesley	Mt Shadforth FCO
<input type="checkbox"/>	Mr Simon Coppock	William Bay FCO
<input type="checkbox"/>	Mr Sid Marshall	Scotsdale FCO

MEMBERS: (Non-Voting)

<input type="checkbox"/>	Mr Daniel Birleson	DFES Area Officer
<input type="checkbox"/>	Mr Tristian Farmer	DBCA
<input type="checkbox"/>	Mr Paul Ashton	ABP Forestry Representative

STAFF: (Non-Voting)

<input type="checkbox"/>	Mrs Charmaine Shelley	Senior Ranger
<input type="checkbox"/>	Mr Scott Medhurst	Community Emergency Services Manager
<input type="checkbox"/>	Mr David Schober	Manager of Community Services
<input type="checkbox"/>	Ms Melanie Haymont	Bushfire Risk Planning Coordinator

VISITORS:

<input type="checkbox"/>	Mr Nigel Marsh	Mt Lindesay BFB
<input type="checkbox"/>	Mr Matt Hartfield	Denmark Police
<input type="checkbox"/>	Mr Geoff Bowley	Scotsdale / Shadforth BFB

APOLOGIES:

<input type="checkbox"/>	Mr Callum Baxter	Somerset Hill FCO
--------------------------	------------------	-------------------

ABSENT:

- NIL

DECLARATIONS OF INTEREST:

Name	Item No	Interest	Nature
NIL			

3. ANNOUNCEMENTS BY THE PERSON PRESIDING

Cr Allen welcomed everyone to the room and introduced visitors to the committee.

Cr Allen spoke about moving into the bushfire season and how we will now be focusing on the response phase as well as the constant development of the preparedness phase that we have been working so hard at in the off season. Cr Allen hoped for a season that was not busy and everyone remaining safe.

Cr Allen passed on the thanks of Mr Mike Bentley whose house was involved in a fire during the week, Mr Bentley acknowledged without the fast actions of the fire crews that attended that he may not have a house to go back to.

4. CONFIRMATION OF MINUTES**4.1 Committee Meeting Minutes**

COMMITTEE DECISION & OFFICER RECOMMENDATION	ITEM 4.1
MOVED: MURRAY BROOKER	SECONDED: CARL WESLEY
That the minutes of the Bush Fire Advisory Committee Meeting held on the 6 th September 2018, be confirmed as a true and correct record of the proceedings.	
CARRIED UNANIMOUSLY	

5. PRESENTATION BY OFFICER IN CHARGE DENMARK POLICE

Sergeant Matt Hartfield Officer in Charge of Denmark Police, provided a presentation on arson and crime scene preservation.

There were several questions from Committee members in regard to how firefighters can assist Police with investigations and how Police can assist during a fire.

6. OFFICER REPORTS**6.1 Department of Fire and Emergency Services (DFES)**

DFES Area Officer Daniel Birelson reported on the following to the Committee.

- Introduction to the committee and his experience.
- Due to the short time in the role there was not a lot to report on as mainly dealing with handover issues.
- Happy to support volunteers and the Shire however possible.

6.2 Department of Biodiversity Conservation & Attractions – Parks and Wildlife (DBCA – PaW)

DBCA P&W Tristan Farmer reported on the following to the committee.

- Prescription Burns in the area have seen nearly 9000 Hectares of mitigation activity taking place within the Shire to date.
- Mt Lindesay and Sunny Glen are complete with a small part of the Trent block still to be completed in appropriate conditions.
- Remaining prescriptions in the area are weather dependent with constant monitoring to ensure they occur in the right conditions.

Mr Graham Thallon asked if DBCA had learnt lessons from previous burns in the area that did not go as planned. Mr Farmer spoke to DBCAs review process and post incident reports and how DBCA is constantly adapting their program to ensure the best possible and safest operations.

6.3 Australian Bluegum Plantations

Forestry representative Paul Ashton reported on the following to the Committee.

- Business as usual for the plantation industry.
- Harvesting activity expected to take place over summer in the Carmarthen region.
- Appliances will be retained and the heavy fleet is expected to grow as more appliances have been purchased and are being re-fitted.

6.4 Chief Bush Fire Control Officer

Chief Bush Fire Control Officer Ross McDougall provided the following report to the Committee.

Incidents

The current lack of unplanned incidents is a refreshing change from the usual lead up to the fire season – I hope I do not upset the apple cart with my comment !! It is also pleasing to see many brigades undertaking Hazard Reduction Burns that provide firefighters with practical skills and also reduce fire fuels. I suspect that the drier than usual conditions mean that when the current vegetation dry out an ignition has the potential to become difficult to control.

Permits

The Restricted Period ends at midnight on Saturday 15 December and we enter the Prohibited Period. Can FCOs please remind permit holders next week that all fires must be extinguished by midnight on Saturday. Just a reminder that Parks and Wildlife Service has an exemption during the Prohibited Period to conduct prescribed burns in areas that are difficult to burn other than during the Prohibited Period. The exemption is under strict conditions. Parks and Wildlife will advise us if they are planning to burn that day and we will do a general radio broadcast to advice brigades and we will also send a mobile message to the FCOs close to the burn, if it is an area with poor mobile phone coverage we will ring the relevant FCOs.

Bushfire Mitigation Forum

Carmarthen FCO, Craig Hughes, attended the 2018 Bushfire Mitigation Forum in October in Kalamunda. A report from the Forum is now available on the SEMC Website.

6.5 Bushfire Risk Planning Coordinator

Bushfire Risk Planning Coordinator Melanie Haymont reported on the following.

- Bushfire Risk Management contextual plan in for review.
- Assets risk assessment ongoing.
- Bushfire risk management project in the Shire Denmark presented to information sessions at Nornalup and Denmark.
- Bushfire Ready Facilitators to be congratulated on their organisation and presentation of four workshops at the CRC over October and November.
- Review of strategic access within the Shire underway.
- Presentation to Murray Carter (Director Rural Fire Division) to attempt to get early access to the funding from the Mitigation Activities Fund.
- Increased awareness from community residents. 6 new Bushfire Ready Groups. Shire is supporting the groups as necessary.

Committee discussion about a Bridge Risk Register. Ms Haymont advised that public bridges were included in the asset risk register however we had no control over private bridges. Further discussion about how to manage non rated private bridges. Mr Medhurst advised there is no policy about private bridges and as assessment needs to be made by the driver if the bridge is safe or not prior to using it. Ultimately stating that if a bridge does not have a load rating and it appears unsuitable don't use it and seek alternative access.

6.6 Community Emergency Services Manager

Community Emergency Services Manager Scott Medhurst provided the following report to the committee.

Prevention

- *Mitigation works for 2018/2019 have commenced. This will include mechanical clearing and spraying. Prescribed and Private Hazard Reduction burns have also been successfully carried out thanks to all that have made themselves available for these activities.*
- *Prohibited Burn Time commences on the 16th of December please keep this in mind when writing permits.*
- *Shire of Denmark Bushfire Risk Management Plan ongoing – Mel Haymont is putting in some excellent work in this field and will report on it.*

Community Engagement

- *Bushfire Ready, The amount of work done in this space in the lead up to the Bush Fire Season has been massive and the time invested by Carl Wesley, John Maxwell, Mark Adams and Bryce Edwards should be commended. I have groups contacting me for more information and to attend their own meetings now which is great to see.*
- *School Visits thanks to the brigades that took part the kids had a great time from all reports.*
- *Christmas Pageant We have been asked to be involved and assist with traffic marshalling I will send an email out to all FCO's in regard to this.*

Fire Management Notice 2018/19

- *Errors in the FMN have been noted, unfortunately due to the changing of positions and the late acquisition of data they were missed by everyone who*

checked it. I apologise for this and will endeavour to make sure it does not happen next year.

- There has been some questions as to the property size and requirements within the FMN. The Shire has taken notice of these questions and is committed to reviewing the requirements based on various sources of information including the Bushfire Risk Management Plan once completed.
- Once the Shire has completed the review it has agreed to structure a media release around the changes and the availability of variations to landowners. I suspect this will align with the 2019/2020 Fire Management Notice.
- As Per action item 6.4 of last meeting discussions have commenced around wider distribution of the notice and how we can do it better. Currently it is sent to all owners, and included in settlement for any new owners as well as on the Shire website. Possible areas noted for improvement are distribution to Real Estate agents and making it more prominent on the Shire website.

Preparedness

- Vehicle servicing has been completed for the upcoming season. As always it is a massive undertaking by the workshops who have excelled. Please remember to submit fault reports and undertake Vehicle checks prior to and after use.
- AVL Names are fixed, there was a lot of behind the scenes work to this that involved a lot of people from the Shire and DFES so it was good to finally see a result. Moving forward any brigades that are co-located will return the dual names and any brigades in their own stations will have the appropriate name for that station.
- AVL Testing. Please remember this needs to be done monthly during the high threat period and it is audited. If you are at the station for training or after a job it takes about 2 minutes to complete.
- Vehicle availability. It is essential that during the high threat period any vehicle movements or unavailability is communicated to the Chief, Deputy and the CESM this visibility ensures that we have an overview of the response capacity at all times.

Training

- Thanks to all Brigades that have been taking part in training both as students, teachers and providing equipment during the low threat period or off season. It is always good to see different faces at training sessions providing content that people can learn from no matter their background.

PPC/PPE

- All PPE orders have been completed and are being sorted through and delivered to stations. Should you damage any PPC/PPE over summer please let me know ASAP so that it can be repaired or replaced.
- Gloves please ensure members are wearing them. Riggers gloves are no longer to be ordered and the expectation is that all members wear proper Level 1 Fire Fighting gloves these are what will be supplied moving forward.
- Wearing Dirty PPE/PPC exposes people to risk please remember to clean it as per the manufactures recommendations.

Response

- Overall there has been very little to report in. However it is good to see the Command and Control structure being implemented at burns as this is great for developing skills when a real incident occurs. The structure fire this week saw 4 brigades providing crews to assist with defensive protection in support of the VFRS. I don't mean to speak for Lee but it was wonderful to see the different brigades working together to achieve the best possible outcome.

- *Triple Zero is the most effective way to report of fire/smoke/unauthorised burning if you are advised of these by a member of the public or another brigade member you should be referring them Triple Zero or make the call yourself then advise up the chain as appropriate. This allows visibility of incidents at a local, Regional and State level and allows for the most efficient dispatch of resources from within the Shire.*

Recovery

- *The evacuation exercise held at the Denmark Recreation Centre was a great success with multiple agencies coming together and becoming more familiar with their roles during and emergency and the subsequent recovery. It did identify some issues with the fuel loads around the Recreation centre which will be reviewed as part of the redevelopment.*

Other

- *Nornalup BFB Special Meeting took place. Neville Brass was elected as FCO and subsequently endorsed by council and Lee Cummesky will remain as Captain.*
- *Kordabup and Owingup are now recognised as individual brigades within the Shire structure.*
- *SMS Turnouts the Shire has agreed to allow brigades access to SMS turnout lists on an opt-in trial basis. I will speak more to this in general business.*
- *Media. Please remember that when you are representing the BFB's that you are representing the Shire. Any requests from the media are to be directed to the CEO or DFES as appropriate for approval..*
- *DFES Have stopped using the "Are you Bushfire Ready" message. There was an email sent out to everyone registered on the portal by DFES Media with the new messaging and talking points or it is available on the portal, please make yourself familiar with them so we can ensure we are sharing a consistent message.*

General discussion took place about Mr Medhurst report and the ongoing availability of PPE/PPC to members within the Shire. Mr Medhurst advised that while he is committed to providing the best equipment there is budget constraints around that. However he will be endeavouring to secure more funding next year to ensure the appropriate equipment is provided in a timely manner.

7. GENERAL BUSINESS

7.1 Mr Joe Baker – Ocean Beach Hydrants

Mr Baker noted that these works had not yet been undertaken.

Mr Medhurst advised that as per Action Item 6.1 from last meeting he had spoken with the Works Department to facilitate the works. On follow up with the Shire works team they advised that they were a bit behind in this year's plan and external contractors were being enlisted to complete these works as soon as possible.

7.2 Mr Joe Baker – Vertex Portable Radios

Mr Baker questioned the availability of parts for these radios now that they are no longer being produced and if there was a replacement plan yet.

Mr Medhurst - there are parts still available and we will be able to order them as per normal at this stage. There is no information available yet as to a replacement program.

7.3 Mr Scott Medhurst – SMS Trial for BFB turnouts

Scott Medhurst provided a presentation in regard to the Shire making available SMS turnouts to Brigades within the Shire of Denmark. This is an effort to make more members aware of an incident in a more efficient manner than we do now. It will lead to faster turnout times and better visibility of incidents within the Shire.

There was discussion from the Committee around the mechanics of how the system would work and FCO's were given the information to go back to their brigades to see if they would like to trial the process. FCO's to liaise directly with the CISM for implementation.

7.4 Mr Carl Wesley and Mr Adrian Kranendonk – Zone System for BFB's

Proposal to cease the operation of the Shire Zoned system of Brigades call-out, as in Western or Eastern Zone, currently in place.

The Mt Shadforth/Scotsdale Brigade is of the opinion that crew configuration and call-outs should be organised within the individual brigades, either by the brigade FCO or its base operator etc, rather than go through Zone coordinators.

We are of the opinion that each brigade is more informed of its members capabilities, level of training, experience, qualifications, current availability at any one time, etc, including who has appropriate drivers licences for what appliance and their level of capability in that regard also.

We propose that if crews and appliances are requested, our brigade then organises the personnel for the call-out within our own brigade structure, then letting the requesting person know what crews and appliances we have available and their status in terms of timing for the call-out.

This system of operation is the original model devised, which was the reason brigade bases were created, as a means to assist the FCO for call-outs and also be a static base of ongoing information on member availability, fitness for duty, etc.

It is considered that the system of being required to operate through Zone coordinators adds a layer to the procedure of call-outs that is time consuming and cumbersome, resulting in more phone calls to another layer of people than is necessary.

We propose that the Zone system of call-outs be removed from the Shire operating procedure.

This led to extensive discussion amongst committee members in regards to how the zone system was intended to work vs how it is working. Ultimately a decision could not be reached on the night. The matter is to be deferred for discussion at another meeting while committee members work to establish guidelines as to the intent of Zone Coordinators and their roles.

7.5 THANKYOU AND CONGRATULATIONS

Cr Allen announced that Ms Bronnie Wallace would be leaving us prior to the next BFAC as she embarks on a new chapter in her life and leaves the area. Cr Allen and the committee thanked Ms Wallace for her time in the role and commitment to the community.

Cr Seeny acknowledged and congratulated Mr Lez Baines on receiving a Certificate of Distinction from DFES for his involvement and role during the May Bushfires. The committee joined Cr Seeny in a round of applause.

8. NEXT MEETING

It is recommended that the next meeting of the Bush Fire Advisory Committee be held on Thursday 7th March 2019 at the Shire of Denmark Reception Room that will commence at 6.30pm.

9. CLOSURE OF MEETING

There being no further business to discuss the Presiding Person closed the meeting at 8:45pm.

These minutes were confirmed at the meeting of the _____

Signed: _____

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