

**MINUTES
BUSH FIRE ADVISORY COMMITTEE OF COUNCIL
TO BE HELD ON TUESDAY 8th OCTOBER 2013
AT 6:00PM IN THE COUNCIL CHAMBERS**

1 DECLARATION OF OPENING AND WELCOME

Welcome by Cr T Little and meeting was declared open at 6.05pm.

2 DECLARATION OF INTEREST

3 ATTENDANCE

Bakers Hill Brigade	Geoff Booth
Clackline/Muresk Brigade	Blair Wilding (arrived at 7.15pm)
Grass Valley Brigade	Luke Gentle
Inkpen Brigade	Sim Kuiper
Irishtown Brigade	David Russell
Jennapullin Brigade	Aaron Smith
Southern Brook Brigade	Paul Antonio
Northam Volunteer Fire and Rescue Service	Garry Shepherdson
Wundowie Volunteer Fire and Rescue Service	apologies
Shire of Northam	Terry Little

EXECUTIVE OFFICERS (NON-VOTING RIGHTS)

Deputy Chief Bush Fire Control Officer (East)	Rob Herzer
Deputy Chief Bush Fire Control Officer (West)	proxy
Department of Environment and Conservation	apologies
Fire & Emergency Services Authority WA	apologies
Shire Executive Manager Community Service's	apologies
Shire Community Emergency Services Coordinator	Felix McQuistan

PUBLIC GALLERY

Phil Gentle
Ray Russell
Ulo Rumjantsev

4 APOLOGIES

Jean McGready
Trevor Sangston
Chris Barrington
Reg Tipple

5 CONFIRMATION OF PREVIOUS MINUTES

Recommendation

That the minutes for the BFAC meeting held on 18th June 2013 be received.

First: Garry Shepherdson
Seconded: Aaron Smith

All in favour

6. AGENDA ITEMS

6.1 DEPUTY CHIEF FIRE CONTROL OFFICER (WEST)

Name of Applicant:	Internal Staff Report
File Ref:	5.1.3.1
Officer:	Felix McQuistan
Officer Interest	Nil
Policy:	Bush Fire Administration Procedure Manual
Voting:	Simple Majority
Date:	8 October 2013

PURPOSE

To consider recommending to Council the appointment of nominated Volunteers to the position of Chief and Deputy Chief Fire Control Officer in accordance with the *Bush Fires Act 1954*.

BACKGROUND

In keeping with the Harris report Recommendations to Council the officer position of Chief and Deputy Chief Fire Control Officers are to be appointed for a period of two (2) years Brigades were notified that the Shire of Northam was calling for nominations for the position of Chief and Deputy Chief Fire Control Officer accordingly the following nominations were received

DCBFCO WEST: Mathew Macqueen (incumbent 2011-2013)

As with Councils appointment last year the Deputy Chief and Chief Fire Control Officer positions are to be appointed for a period of two year terms however with the requirement to appoint a new Deputy Chief Fire Control Officer (West)

STATUTORY REQUIREMENTS

Council are Responsible for the appointment of Fire Control Officers in accordance Section 38 of the *Bush Fires Act 195* -

38. Local government may appoint bush fire control officer

- (1) *A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*

CONFORMITY WITH THE PLAN FOR THE FUTURE

Key Result Area – Land Use & Infrastructure – Outcome 6 – Adequate provisions for Bush Fire Protection are provided, monitored and maintained.

BUDGET IMPLICATIONS

Minor advertising cost associated with the appointment of the Position.

OFFICER'S COMMENT

As the appointment of the Chief Fire Control Officer with previous years, the Position of Deputy Chief are put forward to Council after endorsed by BFAC. Accordingly, BFAC is requested to make a recommendation for the following position:

BFAC RECOMMENDATION TO COUNCIL

- 1. That Council appoint Matthew Fire Control Officer to the Position of Deputy Chief Fire Control Officer West for a two (2) year term.**

First: Gary Doye
Seconded: Paul Antonio

All in favour

7. DISCUSSION TOPICS

7.1 Volunteer Brigade member reimbursement

Large incident recovering mobile phone, vehicle use, outgoing expenses in these incidence for all fire fighters. Under the budget there is monies available where accounting standards will need to be adhered to. Receipts need to come into the shire for re imbusement. A policy will need to be written up.

Fuel reimbursement – deputy and chiefs : Felix said ESL prohibited cost

- Suggested log book as per huge cost involved
- Suggest that a log book is set up via vehicle phone and data
- Ask why ICV COMS is not being used instead of phone

Recommendation to Council that reimbursement to incident management staff on mobile phones substantiated should be reimbursed.

- Felix to follow up on administration

All in favour

Recommendation to BFAC that chief and deputy's keep a record of mileage cost Felix to investigate how this will be accomplished.

All in favour

- ### **7.2 Position of Simon Peters as an FCO for Bakers Hill**
- Attachment
Discussion on this topic
Position of Simon Peters FCO for Bakers Hill

Lapses for want of mover

7.3 Pre Season FCO Meeting

Workshop for writing of permit process captains included to be held at the Council Chambers held Tuesday 15th October commencing at 6.00pm.

7.4 BFAC Dates (Brigade AGM's and flow on effect to BFAC)

Between the months of March and April brigade's needs to have AGM items for BFAC Agenda organised and dates need will be align in the future.

Recommendation for BFAC AGM 2nd Tuesday 13th May 2014 and third Tuesday 16th September 2014 commencing at 6.00pm.

7.5 Radio Protocol

Correct radio protocol is required and BFAC to recommend to the shire that the staff are trained in induction with the correct use of radio procedure.

All brigades to use the correct radio procedure.

All in favour

8. GENERAL BUSINESS

- 8.1 Bakers Hill FCO list to be made available to BFAC in regards to the succession plan Felix to enquire into the next FCO course.
- 8.2 Keys for standpipes FCO to have a standpipe key.
Felix will administer keys for FCO's in relation to standpipes on as needs basis.
- 8.3 Recruitment
Plans are needed for increasing recruitment within the whole of the shire. It was suggested that it was the responsibility of the Shire. Felix to organise the depot staff to have an introduction to fire fighting. Main concern from BFAC was the membership and lack thereof accountability from the council. Felix suggested he organise a meeting with Chiefs and Deputy Chiefs and appropriate staff from the shire to meet with the CEO.
- 8.4 Refresher courses will be up soon DFES
DFES to organise a refresher course for FCO's.

7.15pm Blair Wilding entered the meeting

- 8.4 Southern fire shed open day to be organised.
- 8.5 Department of parks and wildlife should be able to do a second part of that 60 or 70 hectare should be the next burn off. Information should come out in a reasonable manner.

9. NEXT MEETING SCHEDULED

The next meeting will be held on 13th May 2014 in the Northam Council Chambers.

10. DECLARATION OF CLOSURE

This meeting was closed at 7.22pm.