



MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING
17 June 2020

The Chief Executive Officer recommends the endorsement of these minutes at the next Meeting of the Bush Fire Advisory Committee.

Signed:  Date 19 June 2020
(CEO)

These minutes were confirmed at the Bush Fire Advisory Committee Meeting held on

Signed: 
(Presiding Person at the meeting at which minutes were confirmed)

Acknowledgement of Noongar People

The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.

Naatj ngiyan Birdiya Gnarojin kep unna nidja Noongar Moort ngaala maya nidja boodjera baarlap djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koora wer boorda.

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BUSH FIRE ADVISORY COMMITTEE MEETING

17 JUNE 2020

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Acting Presiding Member, Richard Chadwick, declared the meeting open at 4:03 pm.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

CBFCO

Richard Chadwick (Acting Presiding Member)

DCBFCO's

Pip Porter

Vern Gibson

FCO's

Alastair McDougall

Barry Hardie

Bill Warren

Nathan Walker

Stuart Moyses

Tim Shepherd

STAFF (Non-Voting)

Mr D Stewart – Chief Executive Officer

Mr Azhar Awang – Executive Manager Development & Regulatory Services

Mr Guy Maley – Senior Ranger

Mr Peter Cupitt – Bushfire Risk Planning Coordinator

Mrs Wendy Russell – Executive Support Officer

OTHER (Non-Voting)

Simon Vogel – DFES

Apologies

Mr Leigh Ballard – Shire President / Presiding Member

Kieran Quartermaine

Jon Rick

Brenton Hardie

Snr Sgt John Bouwman

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICERS' RECOMMENDATION AND COMMITTEE RESOLUTION

Moved: Nathan Walker

Seconded: Stuart Moyses

That the minutes of the Fire Control Officers Meeting held on 10 September 2019 be confirmed as an accurate record of the proceedings.

CARRIED

4. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

5. MATTERS WHICH REQUIRE DECISIONS

5.1 BUSH FIRE RISK MANAGEMENT PLANNING UPDATE

Peter Cupitt, Bushfire Risk Planning Officer provided an update which included the following:

The Bushfire Risk Management Plan is complete and been sent to Office Bushfire Risk Management (OBRM) for approved. Once it has been approved it will then to go to Council for endorsement.

Once the plan has been endorsed by the Shire then Mitigation Activity Funds (MAF) will be available to be applied for. It must be noted that work can only be done on Shire managed land or reserves.

450 assets have been identified within the Shire, of these approximately 35-40% are rated high or above. About 12 assets have been identified as being extreme fire risks.

MAF can be sourced for anything high and above and can include:

- Fuel loading reduction by fire brigades such as through burning;
- Fire mitigation through contractors by mulching and spraying.

5.2 ANNUAL APPOINTMENT OF FIRE OFFICERS

Attachment 1– List of current appointees

A list of the current CBFCO, DCBFCO, Weather Committee, FCO's ,Brigade Captains and Dual FCO's is required to be endorsed by Council annually prior to the fire season.

COMMITTEE RESOLUTION

Moved: Alastair McDougall Seconded: Stuart Moyses

That it be a recommendation to Council to appoint the following officers with all previous appointments being rescinded.

Chief Bush Fire Control Officer - Pip Porter
First Deputy CBFCO - Vern Gibson
Second Deputy CBFCO - Stuart Moyses
Base Radio Operator - Alastair McDougall

Bush Fire Brigade Fire Control Officer's:

Boundain	Captain	Mark Hoysted
Highbury East	Captain	Pip Porter
	1st Lieutenant	Bernie Rhodes
Highbury South	Captain	Stuart Moyses
	1st Lieutenant	Murray Saunders
	2nd Lieutenant	Bill Warren
Highbury West	Captain	John Eckersley
	1st Lieutenant	Russell Ashley
Minigin	Captain	Brenton Hardie
	1st Lieutenant	Barry Hardie
Narrogin Central	Captain	Richard Chadwick
	1st Lieutenant	Cameron Hayes
Narrogin South	Captain	Vern Gibson
	1st Lieutenant	Jon Rick
Narrogin Valley	Captain	Keiran Quartermaine
Nomans Lake	Captain	Nathan Walker
	1st Lieutenant	Daryl Kilpatrick
Ockley	Captain	Tim Shepherd
	1st Lieutenant	Alastair McDougall

Shire of Narrogin Fire Control Officers

Senior Ranger	Guy Maley
Ranger	Noel White

Weather Committee Alternative Member

Mark Hoysted	Keiran Quartermaine
Pip Porter	Stuart Moyses
Murray Saunders	John Eckersly
Barry Hardie	Brenton Hardie
Richard Chadwick	Vern Gibson
Nathan Walker	Daryl Kilpatrick
Alastair McDougall	Tim Shepherd

Dual Fire Control Officers	
Cuballing	Richard Chadwick Barry Hardie Tim Shepherd
Wagin	Nathan Walker Stuart Moyses Murray Saunders
West Arthur	Murray Saunders
Wickepin	Alastair McDougall Tim Shepherd
Williams	Barry Hardie Brenton Hardie

CARRIED

5.3 RELOCATION OF FIRE UNIT TO Highbury Townsite

The Chief Executive Officer (CEO) sent a letter to all FCO's in January 2020 requesting their thoughts on the relocation of one of the 3.4 Fire Units to the Highbury Townsite. Six (6) responses were received with two (2) being in favour of the suggestion and four (4) being against.

A number of issues were raised including the number/ability of volunteers in Highbury to operate the unit and respond when required.

It was suggested that volunteers from the Highbury area look into becoming trained in the use of the 3.4 Fire Units, they would then be available to assist the current volunteers when required in their area.

ACTION Administration Staff to liaise with DFES Staff to ensure that all FCO's are offered training on the Shire's Fire Trucks at the commencement of each fire season.

5.4 MOBILE STANDPIPES

Guy Maley provided the following information about the mobile standpipes.

There are currently four (4) mobile standpipes located in the Shire of Narrogin, these are located in Ockley, Narrogin East, Minigin and Highbury East.

There were concerns expressed that there was a fire and the closest Shire Standpipe was broken, the brigade was unable to source a mobile standpipe.

It was recommended that all brigades be made aware of the location of all of the mobile standpipes in the Shire so that they know who to contact if the situation should arise again. It was also recommended that the Shire purchase some additional mobile standpipes.

ACTION Administration Staff to ensure that all FCO's are aware of the location of all mobile standpipes including the Shire's one.

ACTION Shire Staff to ensure that the mobile standpipes are serviced and returned in a timely manner.

COMMITTEE RESOLUTION

Moved: Nathan Walker

Seconded: Stuart Moyses

That it be a recommendation to Council that two (2) new mobile standpipes be sourced, preferably, through the Emergency Services Levy (ESL), and prior to the next fire season.

CARRIED

5.5 WHATSAPP

Stuart Moyses advised that the WhatsApp application is being successfully used by the 'Narrogin Fire Group' as a tool to keep FCO's and local farmers informed on what is happening in the area. Unfortunately it is starting to be used for general chat and the administrators, Stuart Moyses and Dani Porter, are concerned that people are being inundated with chatter which can lead to people ignoring messages, assuming them to be chat when it could be important information.

The administrators of the app have requested the Shire's assistance in formulating and enforcing communications policy on the app to ensure that only important messages are being sent.

ACTION: Stuart to send the draft rules to the Executive Support Officer.

5.6 AUTOMATED EXTERNAL DEFIBRILLATORS

Attachment 2 – Information from DFES re the supply of Automated External Defibrillators (AEDs)

The Brigades noted the information provided.

6. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

- It was noted that early in the fire season a ban notification was sent out through the SMS system but a message was not able to be sent advising that the ban had been lifted as there were insufficient credit available on the SMS system. This cause some confusion and criticism.

ACTION Administration Staff to ensure that there is sufficient credit at the start of the fire season and that staff are aware of the process and procedure to purchase more should it be required out of business hours.

- It was suggested that Brigades educate their members about 'chaff dumping' and ensure that when burning permits are issued the person being granted the permit is aware of their obligations as printed on the permit, ie check the weather forecast and ensure sufficient breaks.
- A note of thanks was given to the Rangers for all of their assistance.
- FCO's are permitted to close roads and do whatever else needs to be done in the performance of their role in an emergency situation.

- It was advised for information that the SES and BFB are looking at having a joint facility. There will be a meeting of the volunteers to discuss this. The funding for the co-located facility would come from the ESL.

7. CLOSURE OF MEETING

There being no further business to discuss, the Acting Presiding Member declared the meeting closed at 6:04 pm

Bush Fire Appointments 2019/20 Fire Season

		Name
Chief Bush Fire Control Officer		Richard Chadwick
First Deputy CBFCO		Pip Porter
Second Deputy CBFCO		Vern Gibson
Base Radio Operator		Alastair McDougall
Bush Fire Brigade	Brigade Rank	Fire Control Officers
Boundain	Captain	Mark Hoysted
Highbury East	Captain 1st Lieutenant	Pip Porter Bernie Rhodes
Highbury South	Captain 1st Lieutenant 2nd Lieutenant	Stuart Moyses Murray Saunders Bill Warren
Highbury West	Captain 1st Lieutenant	John Eckersley Russell Ashley
Minigin	Captain 1st Lieutenant	Brenton Hardie Barry Hardie
Narrogin Central	Captain 1st Lieutenant	Richard Chadwick Dave Hayes
Narrogin South	Captain 1st Lieutenant	Vern Gibson Jon Rick
Narrogin Valley	Captain	Keiran Quartermaine
Nomans Lake	Captain 1st Lieutenant	Nathan Walker Daryl Kilpatrick
Ockley	Captain 1st Lieutenant	Tim Shepherd Alastair McDougall
Shire of Narrogin Fire Control Officers		
Senior Ranger Ranger		Guy Maley Noel White
Weather Committee		Alternative member
Boundain	Mark Hoysted	Keiran Quartermaine
Highbury East	Pip Porter	Stuart Moyses
Highbury South	Murray Saunders	John Eckersley
Minigin	Barry Hardie	Brenton Hardie
Narrogin Central	Richard Chadwick	Vern Gibson
Nomans Lake	Nathan Walker	Daryl Kilpatrick
Ockley	Alastair McDougall	Tim Shepherd

Dual Fire Control Officers	
Shire	Fire Control Officers
Cuballing	Richard Chadwick Barry Hardie Tim Shepherd
Wagin	Nathan Walker Stuart Moyses Murray Saunders
West Arthur	Murray Saunders
Wickepin	Alastair McDougall Tim Shepherd
Williams	Barry Hardie Brenton Hardie



Government of Western Australia
Department of Fire & Emergency Services



Our Ref: 23598: 20/089462

Shire of Narrogin
RECEIVED

04 JUN 2020

9.8.1/ICR2020373

Aaron Cook
Chief Executive Officer
Shire of Narrogin
PO Box 1145
NARROGIN WA 6312

Dear Mr Cook

AUTOMATED EXTERNAL DEFIBRILLATORS – LOCAL GOVERNMENT GRANT SCHEME ROLLOUT

The following information is provided to update you on previous correspondence announcing the recognition and implementation of Automated External Defibrillators (AEDs) through Local Government Grant Scheme (LGGS) funding.

The purpose for supplying you with AEDs for Bush Fire Brigades (BFBs) and State Emergency Service (SES) Units is to protect the lives of volunteers while they provide invaluable emergency response services to your community.

The contract for the supply and delivery of the defibrillators has been awarded to a Western Australian regional provider, LFA First Response Pty Ltd, which is based in Northam.

LFA First Response will deliver the units direct to your office on the basis that we are providing one unit for each LGGS funded motorised fleet asset including SES All Terrain Utility and Flood Rescue-boats.

Delivery is expected to occur through June 2020. You will not be invoiced for the AED's however a supplementary grants advice will be issued to recognise the funding allocation.

To assist your staff with administration matters, additional information, contact and warranty details are provided at Attachment 1. For any questions regarding this roll out, please contact Garry Kravainis, Manager Resource Allocation on 9395 9510 or email Garry.Kravainis@dfes.wa.gov.au.

DFES also acknowledges the continued support of the Western Australian Local Government Association (WALGA), the advocacy of the Association of Volunteer Bush Fire Brigades (AVBFB) and the support of the SES Volunteers Association (SESVA) in delivering this initiative.

DFES is committed to improving volunteer and community safety and this important initiative further supports this commitment.

Yours sincerely

**Darren Klemm AFSM
COMMISSIONER**

26 May 2020

Attachment 1 – Additional Information, contact and warranty details

About AEDs

AEDs are a portable device that automatically diagnoses life-threatening cardiac arrhythmias and treats them through defibrillation.

While AEDs are designed for use by non-clinical users, it is recommended local governments review their volunteer training requirements to ensure they maintain sufficient numbers of trained personnel (in first aid) in preparation for the rollout.

Most first aid training providers have incorporated the use of AEDs into their first aid courses. Where training for Brigades and Units is initiated through the local government, the expenditure is eligible through operating grant allocations. Volunteer first aid training requirements may also be coordinated through your DFES Regional Office, courses provided through the DFES First Aid contract (e-Academy pathways - HLTAID003 Provide First Aid) include defibrillation as a course component. Costs for this training is also met by DFES.

To assist with training requirements that may be delivered locally, one (1) AED training unit and training electrode pads (adult and child) will also be provided per local government.

AED Make and Model, Supplier and Warranty Details

The selected AED, is the HeartSine Samaritan 360P model, will be provided as a 'kit' which includes the defibrillator unit, user guide, adult electrode Pad-Pack (one pair), child electrode Pad-Pack (one pair) and a protective hard case. The units are maintenance free, self-test for faults on a weekly basis with no user input required. An instructional video (in PDF format) is also available for e-mail.

AED Type: HeartSine Samaritan 360P

Supplier: LFA First Response Pty Ltd

Address: 98 Byfield Street Northam WA 6401

Notice Address: PO Box 499 Northam WA 6401

Contact Person: Jason Hitch

Email: jason@lfafirstresponse.com.au

Telephone: 0439 416 436 (Direct: 08 9622 6603)

Unit Warranty: 8 years

Shelf Life: Integrated battery and electrode (single use cartridge) – 4 years.

The awarded contract provides the following option Local Governments may wish to consider:

LFA has given options for Wi-Fi based online portal to monitor defibrillator readiness. An optional HeartSine Gateway self-powered Wi-Fi based communication module will communicate via Wi-Fi with LIFELINKcentral AED Program Manager and LIFENET System to enable AED's to be managed across single or multiple locations.

LIFELINKcentral AED Program Manager monitors AED programs by tracking AED readiness status, PadPak expirations, CPR/AED training certificates and more.

For more information on this system option, please contact LFA First Response. Costs associated with this system are eligible expenditure under the LGGS.