


Bushfire Advisory Committee Meeting

2 February 2022

Minutes

To: Bushfire Advisory Committee Meeting Members and Councillors.

Here within are the Meeting Minutes of the Bushfire Advisory Committee Meeting, held on the above-mentioned date in the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566.


Suzie Haslehurst
CHIEF EXECUTIVE OFFICER



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Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the next Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the Committee.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are incorporated into separate attachments to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 10 February 2022.



Suzie Haslehurst

CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 4 May 2022.

Signed:

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

1 DECLARATION OF OPENING

The CEO declared the meeting open at 6.01pm.

1.1.1 Election of a Chairperson

Date of Report:	2 February 2022
Applicant or Proponent:	Bush Fire Advisory Committee
File Reference:	FIR3
Author:	M Rebane – Executive Assistant
Responsible Officer:	R Koch – CESM
Attachments:	Nil

PURPOSE

To elect the position of Presiding Member of the Committee and if the Committee so chooses a Deputy Presiding Member.

BACKGROUND

At the BFAC meeting held on 2 Nov 2021 The CESM proposed that the Committee delay election of a permanent Chairperson until their first meeting in 2022.

At an Ordinary Council Meeting held on 23 November 2021 Council endorsed a Committee Book for the Shire.

OFFICER COMMENT

The CEO in accordance with section 5.10(5) of the *Local Government Act 1995* will act as the Presiding Member in accordance with the *Local Government Act 1995* and preside over the meeting until the election of the Presiding Member has been completed.

If there is more than one nomination for either position, members are to vote on the matter by secret ballot as if they were electors voting at an election.

VOTING REQUIREMENTS

Simple Majority

C Stewart nominated Cr M McKeown as Presiding Member

Cr M McKeown accepted the nomination.

J Hansen seconded the nomination.

DECLARATION 1 – BUSH FIRE ADVISORY COMMITTEE PRESIDING MEMBER

That the Bushfire Advisory Committee elects Cr M McKeown as Presiding Member.

MOTION/BFAC RESOLUTION NO. BFAC001/02/22

MOVED R Koch

SECONDED C Stewart

That the Bushfire Advisory Committee elected to nominate a Deputy Presiding Member when the Presiding Member is not available.

MOTION CARRIED 10/0

1.1 ANNOUNCEMENT OF VISITORS

Cr McKeown welcomed E Francis.

1.2 RECORD OF ATTENDANCE AND APOLOGIESMembers

Mr R Koch	CESM/Deputy 2 CBFCO
Ms S Haslehurst	CEO
Cr M McKeown	Councillor
Mr C Stewart	Chief Bush Fire Control Officer (CBFCO)
Mr S Tunncliffe	Coondle-Nunile Brigade Representative
Mrs C Murcott	Julimar Brigade Representative
Mr P Brennan	Toodyay Central Bush Fire Brigade Representative
Mr N Griggs	Deputy 1 CBFCO
Mr I MacGregor	Bush Fire Volunteer Fire & Rescue (Toodyay) Rep.
Mr J Hansen	Bush Fire Risk Management Planning Coordinator
Mr G Warburton	Reserves Management Officer

Staff

Mrs E Francis	Emergency Management Officer
Mrs M Rebane	Executive Assistant

Visitors

Nil

Apologies

Mr J Corrigan	Acting DFES District Officer
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1.3 DISCLOSURE OF INTEREST

The Chairperson advised that no disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting.

2 MINUTES AND ADDITIONAL INFORMATION

2.1 CONFIRMATION OF MINUTES

2.1.1 Minutes of Meeting held on 2 November 2021

OFFICER'S BFAC002/02/22	RECOMMENDATION/BFAC	RESOLUTION	NO.
MOVED	P Brennan		
SECONDED	S Tunnicliffe		
<p>That the Unconfirmed Minutes of the Bushfire Advisory Committee Meeting held on 2 November 2021 be confirmed subject to typographical amendments being made as follows:</p> <ul style="list-style-type: none"> • Under Section 5.4 Risk Management, fourth paragraph down the word “\$WD” be amended to read “4WD”; • Under Section 4 the words “<i>thermal engineering cameras</i>” be amended to read “<i>thermal imaging cameras</i>”; and • Under Section 5.4 the words “<i>operations of incident</i>” should read “<i>operations of incidents.</i>” <p style="text-align: right;">MOTION CARRIED 10/0</p>			

2.2 REVIEW OF STATUS REPORT

2.2.1 Status Report	
Attachments:	1. BFAC Status Report

The status report was reviewed.

BFAC STATUS REPORT
Bush Fire Advisory Committee

Supporting Officer / Responsible Officer
Community Emergency Services Manager /
CEO



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
Updated on 2/11/2021 from previous meeting held in August 2021.	Item 6.1.8 of the Minutes from last month re FCO Nominations and request for one page cover letter – to say why they are intending to take on the role - Change to SOP's would be applicable.		ASAP	CESM		
2/11/21	Recommendation 1 Projects and Grant Funding	<p><i>That Council:</i></p> <ol style="list-style-type: none"> 1. <i>Supports the revision of the Shire's Resource to Risk DFES documentation.</i> 2. <i>Supports the seeking of LGGS funding for:</i> <ol style="list-style-type: none"> a) <i>a new 2 bay Bushfire Bridge Facility for Bejoording Bush Fire Brigade; and</i> b) <i>a second</i> 	November 21	CESM	Noted by Council at OCM dated 23.11.2021	Council Resolution No. 255/11/21

BFAC STATUS REPORT
Bush Fire Advisory Committee

Supporting Officer / Responsible Officer
 Community Emergency Services
 Manager / CEO



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
		<p><i>appliance for the brigade</i></p> <p>3. Requests the CEO to communicate with DFES and advocate for the items in point 2 of this recommendation.</p>				
2/11/21	Recommendation 2 – Risk Management	<p>That Council:</p> <p>1. Supports that flash hoods be made available to firefighters who may wish to use them, particularly those crew that end up on the back of an appliance chasing down a running fire; and</p> <p>2. Supports the development and adoption of an SOP in relation to Point 1.</p>	November 21	CESM	Noted by Council at OCM dated 23.11.2021	Council Resolution 256/11/21

BFAC STATUS REPORT
Bush Fire Advisory Committee

Supporting Officer / Responsible Officer
Community Emergency Services
Manager / CEO



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
2/11/21	Recommendation 3 – Committee Meeting Dates	<i>That Bush Fire Advisory Committee Meetings will be held at 6.00pm on the first Wednesday of the months of February, May, August & November, unless otherwise determined by the Chairperson of the Committee.</i>	November 21	CESM	Noted by Council at OCM dated 23.11.2021	Council Resolution No. 240/11/21

2.3 INWARD/OUTWARD CORRESPONDENCE**3 OFFICER REPORTS****3.1 Flash Hood Action Item**

Date of Report:	10 February 2022
Applicant or Proponent:	Shire of Toodyay
File Reference:	FIR3
Author:	M Rebane – Executive Assistant
Responsible Officer:	S Haslehurst – Chief Executive Officer
Previously Before Council:	23/11/2021 OCM
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. SOP 25 Use of Flash Hoods during Bush Fire Operations

PURPOSE OF THE REPORT

To endorse the draft SOP25 use of Flash Hoods during Bush Fire operations and to request Council approve the update of the Standard Operating Procedures to include SOP25.

BACKGROUND

At the BFAC Meeting held on 2 November 2021, recommendations were made to Council as follows:

Recommendation 2 – Risk Management

That Council:

1. *Supports that flash hoods be made available to firefighters who may wish to use them, particularly those crew that end up on the back of an appliance chasing down a running fire; and*
2. *Supports the development and adoption of an SOP in relation to Point 1.*

COMMENTS AND DETAILS

At the Council Meeting held on 23 November 2021 Council resolved as follows:

That Council:

1. Notes the BFAC Recommendation in relation to flash hoods, made at the BFAC meeting held on 2 November 2021; and
2. Supports flash hoods being made available to firefighters subject to the development and adoption of a Standard Operating Procedure that considers the use of flash hoods in accordance with relevant Occupational Safety and Health requirements.

A Standard Operating Procedure has been included in Attachment 1.

The CESM will make further comments at the BFAC Meeting scheduled for 2 Feb 2022 in relation to this matter.

IMPLICATIONS TO CONSIDER

Consultative:

Nil.

Strategic:

A key point of the Shire's Strategic Community Plan 2028 is:

S 2.3 Collaborate with fire and emergency services, law and order programs and other volunteer services.

Policy related:

There are no policy related implications. Changes to the Council endorsed Shire of Toodyay Bush Fire Operating Procedures will be required.

Financial:

Budgetary funding may be implicated.

Legal and Statutory:

The BFAC recommendation contained elements of worker safety improvements of which the Shire has obligation for under relevant statutory Occupational Safety and Health legislation.

Risk related:

Risks were assessed in line with Shire policy A.18 Risk Management.

Workforce related:

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO. BFAC003/02/22

MOVED C Stewart

SECONDED I MacGregor

That the Bushfire Advisory Committee recommends to Council the following:

That Council:

1. Endorses the draft SOP25 Use of Flash Hoods during Bush Fire operations as amended; and
2. Approves the update of the Bush Fire (Operating) Administrative Procedures to include SOP25 by the Community Emergency Services Manager.

MOTION CARRIED 10/0

SOP.25 USE OF FLASH HOODS DURING BUSH FIRE OPERATIONS
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Procedure No.	SOP.24
Procedure Subject:	Use of Flash Hoods During Bush Fire Operations
Adoption Date:	
Last Reviewed:	

INTRODUCTION

The correct wearing of Personal Protective Equipment/Clothing (PPE/C) is an important component of safe firefighting operations. The shielding of the body via appropriate materials/garments minimises the exposure to radiant heat and limits contact with embers or other airborne burning material. To this end the Shire of Toodyay have authorised the use of flash hoods in bush firefighting operations in line with this SOP.

This SOP outlines acceptable usage scenarios, management of associated body heat related issues, correct care and maintenance and donning procedure.

PROCEDURE

The following criteria must be considered and complied with when using flash hoods during bushfire operations:

1. **Usage Scenarios** – Owing to the body heat management consideration below the use of flash hoods are only to be used in appropriate scenarios. These may include:
 - a) Rural Urban Interface (RUI) line or ember defence operations.
 - b) Appliance rear work platform-based firefighting – for example running crop fire or flank attack machine supervision.
 - c) It is not expected or appropriate to wear this item of PPE during low intensity firefighting, mop-up or non-direct fire suppression operations.
 - d) The availability of this item of PPE does not change the risk assessment of safe operating environments **nor does it necessitate its use in all circumstances. Risk assessment and decision to wear is the responsibility of the individual firefighter.**
2. **Safety: Body Heat Management** – A flash hood is a head covering, restricting one of the body's most efficient method of regulating (losing) heat:
 - a) Only use during operations where risk of embers contacting the skin or radiant heat exposure is elevated. Options for removing personnel from such

risks/environments should be considered before operations with flash hoods commence.

- b) Minimise time spent wearing flash hood by:
 - i. Minimise time spent in such operating conditions;
 - ii. Removing flash hood as soon as conditions allow (i.e. change of location, task);
 - iii. Rotating crew members through task necessitating a flash hood.
- c) Monitor wearers for signs of heat stress and fatigue. Remove any effected personnel immediately from active firefighting duties and follow first aid treatment.
- d) Do not wet the flash hood (or other PPE/C) to aid cooling due to increased risk of steam burns.

3. Care and Maintenance

- a) Flash hoods are to be washed following use as per other clothing related PPE/C items.
- b) Flash hoods are to be protected from contamination and damage when not in use (i.e. within a protective bag in tunic pocket or stowed within respiratory mask bag).

4. Donning Procedure

- a) Safety: Donning of a flash hood requires removal of helmet. Ensure this is done in an environment where removal of helmet can be performed safely.
- b) When also utilising full face respiratory protection, the flash hood is donned over (after) the donning of the respiratory protection.

4 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE

4.1 RISK MANAGEMENT

CESM provided overview of COVID and pandemic operations of the Shire in relation to business continuity planning.

Brigade Business Continuity Planning will include a lot of the measures undertaken in 2020 i.e. not having brigades in person. Limit interaction of brigades to response only. Implementing when the time comes.

N Griggs Deputy (CBFCO) entered Council Chambers at 6.22pm.

DFES has a preference KN95 masks and stocks are in and will be distributed to stations. A preference but not a hard ruling unless in a high-risk situation.

Most stations should have a good stock of surgical masks.

Vaccination mandate: thanks for outstanding response to the mandate. Pass on to the brigades the result. 85% of the membership have provided the documentation needed, acknowledging more booster requirements to be coming. It covers 97% of filling fire trucks. Statistics applied to IRS reports.

- Negative social media and general media reporting on this subject has not been reflected here in Toodyay.
- Booster requirement kicks in on 5 Feb 2022.
- Sliding scale compliance dates.

What do we do if we have a close contact in a brigade meeting?

CESM response:

Still working on these processes. Dept. Health still putting out information. Awaiting procedures regarding testing and process of proving the result of the testing. Brigade's communication will be undertaken once information/clarification is set.

- Expectation clearly travelling to and from incidents is wearing a mask.
- Test kits: some are on order. The Shire has had some pandemic working group meetings for more PPE and RAT tests.
- If BFB member needs a RAT test the Shire will supply it.

How do people who believe they are exposed get the RAT?

CESM response:

We may have to put it on the front step for them. Processes to come in regard to this.

N Griggs Deputy (CBFCO) departed Council Chambers at 6.30 pm.

4.2 PRESENTATIONS OR EVENTS

Nil.

4.3 INCIDENT/EXERCISE REPORTS

Had a few incidents.

CBFCO update

I missed the Christmas day fire incident at Bindoon Army range. Well done to the crews who attended the intense fire.

Was a challenge on Saturday. River fire dealt with CESM and Nick and brigades getting there. Other fire Jingaling Brook and Dumbarton incident kicked off just then. Trying terrain. Everyone commended in work done in that fire.

- Assistance to Northam at Yongah Hill.
- Fernie Road as well.
- Property owner dealt with a Morangup structure fire – not involving bushfire. Supported by VFRS.

P Brennan

Volunteers and time. 186 hours central only. \$5,300 value during the Dumbarton incident.

CBFCO

Maintaining their shifts. Commend the work.

CESM

Bindoon Army Range fire: Email circulated to brigades with items coming out of that. Including early reports of UXO. Followed up by Range staff and since email followed up by Dept. of Defence. Good outcome. Everything in area does not concern. Small munitions only. Confirms mapping and understanding of what is on the range it is nothing out of line with what is considered safe. The reporting of suspect UXO done on the day was the right thing to do.

When at a defence facility federal government legislation prohibits taking photographs – one brigade checked and one did not. Do intend to work on fire ground information SOP to give guidance to BFB Members to bring to next BFAC Meeting. Cases where crime scenes are incident scenes. What is private on someone's property should remain as such. Non-descript photographs should be the aim.

Email noted reported water issues at the range fire. Follow up re water supply will be taken.

Some broken pumps and Range staff been outlining their intent of what to do to fix it and what standard they need to be at.

Formal debrief required. Put it to the brigades in lieu of there being much more COVID information look at Saturday to have one.

Deputy 1 CBFCO:

Coondle had run a debrief session; and one is organised for Dumbarton. Nothing much came out of the first debrief.

Dumbarton fire debrief to occur this Saturday 9am – location to be the colocation centre in Toodyay.

CBFCO

High profile UXO area and DBCA used fire to fire to contain and control.

Parks was responsible for dealing with it that way as it was in the rail corridor in the National Park.

4.4 PROJECTS AND GRANT FUNDING

- Julimar Project: still progressing well. Nearing the end of it.
- Awaiting the certificate of occupancy which takes ten days once we receive paperwork from the Builder. Thereafter set a date for the brigade to move in and Stage II is the removal of the previous station. Timeline not set yet.
- WA Recovery Grant money for water tanks: nine tanks and two bores various locations. Combination new sites upgrade capacity for asset replacement work commenced. Getting sand pads in. Tanks to be installed shortly. No tangible benefit this fire season.
- LGGS funding round open and due mid-March. Bejoording facility being pursued as well as a second appliance at Bejoording and two other main projects.
- Better PPE and vehicular management for Toodyay Central BFB. Upgrading the 12.2 drafting capacity. Enhancement of that appliance.

4.5 STRATEGIC REVIEW / PLANNING

- Shire's R2R document underpinning where we go asset wise and major projects wise. Shire has not updated in 7 years. Doc supposed to have 3-year lifespan.
- Workshop captains re analysis and possible solutions. DFES regional office acting DO and superintendent. Progressing. Aim to have it done prior to the LGGS round to further support the application. May be tight timeline.
- Project Ebony working on – in 2015 report commissioned for strategic fire breaks etc. Mitigation. Broad scope. Document quite broad. Now doing internal review of the 2015 report with our learnings and including in scope items the report did not include. Some items not researched as deeply as they should have been. Aim to bring draft report to BFAC. Intent.
- Then and now: like to have BFAC Membership see the old report with a bit of a scope statement and key questions or areas of feedback and till end of March feedback to be rec'd. Out in the next 2 weeks out for 6-week period
- Opportunity for BFAC to give feedback. Strong/weak points of report and areas around BF management.
- Scope document will give good idea.
- Access and egress in subdivisions. Strategies for bush fire mitigation. Recommendations for enhancing fire emergency water facilities and stuff round engagement with brigades and community.

- Want to limit it to that scope but if someone wants something to be included we can consider it. Good chance to have a say on larger issues. e.g. If pipeline from Northam fails what to do then. Some strategies round that. Submissions can be worked into the scope.

EMO

Feedback array of knowledge and experience. This document going forward. Recommendations guiding into the future and give us more strength. Thanks in advance of providing feedback.

4.6 ROUNDTABLE DISCUSSION AND AGENCY UPDATES

Julimar

Not much to report. Struggling to put people on seats. Working to having a solution. As CESM pointed out, the new fire station is pending. Members kept busy entertaining locals at the Christmas Street party. Families had a ball. Good chance to mingle with the crowd and introduce what we do to protect their homes.

Coondle

Busy weekend. New members got out there. Lots of experience later in the fire. Going well. Good turnout. Nick nothing to add.

RMO

Reserves playing catchup. Looking good. Issues last year in terms of spraying. Nothing more to add. Thinking about permit season approaching. No contractors available for mitigation as yet. Slashing and machine work completed. Concentrating on track access upgrades once contractors become available.

CESM

MAF projects progressing and go back to DFES grant people around mitigation burning projects will not go ahead this year to due to insurance issues hitting the fire mitigation industry so we look at swapping out activities to utilise the funds in other areas.

Deputy 1 CBFCO

Dumbarton fire got Northam appliances over for that. Looking forward to agency training again.

CBFCO

Incidents: At the Clarke's property at edge of the Shire. Springbank challenge up and down hills.

Spending time at Dumbarton - quite a lot of rubbish fast food packaging water bottles, coke cans etc. Lots of rubbish around fire ground. Make sure we take care not to leave rubbish around. People fatigued. Mindful not to litter the fireground.

RMO: Single use plastics are now banned. With catering need to think along those lines. Aluminium cans can be used for cash for cans fundraising.

CESM: Issue brought up by member and he will email the captains to circulate through.

J Hansen

FCO side lodged report with CESM and Captain re incident Northam Toodyay road fire being looked into. Further information to come.

Central Brigade (P Brennan)

Open day we had at station great success. 2 new volunteers. Big thanks to all trainers across shire for getting all members up to speed. Helps with our effort.

Over Christmas period truck maintenance issues. Thanks for Rob and team. Concerned this year with COVID what training will be available through DFES to get people up through the brigades and even get new members on board.

CESM

Aware of concerns. Cannot give definitive answer. Told it is possible DFES might cancel its training as per 2020. Acting Superintendent has been written to re effort to keep foundation training active for as long as is reasonably possible as this gets people in seats on fireground. Others can take less priority. Part of the correspondence includes controls of those attending training. RAT test and two-week exclusion from their brigade just in case spreading event.

Indicated to DFES that LG could run courses. Some hope the basics will still be provided.

Deputy 1

Thanked all brigades for turning out. Introduction to Steve. Intention to not stand as Captain next year.

Couple of incidents one to Wundowie and one to Northam. Having FCO at these incidents worked well. Kept trucks controlled. The structure worked and cross border – the help provided by Northam was excellent.

Issues with firefighting skills not being done properly. A lot of action is being copied from other shires. Using canons for mop up and using for fighting fire in bush. Alright for running grass fire. Captains requested to review procedures with crews and ensure people not taking easy route.

Truck went down at Coondle Christmas Day. Out for 2-3 weeks. Had other trucks down too which is the nature of business. Can we look at having other vehicles on standby?

High season unit been organised. This year did not work around Christmas time with the mechanic on holiday and appliances damaged. Just unfortunate. More around suppliers not being open to obtain specialist parts. Utilisation high season noted. Very hit and miss each year how high season fleet distributed. Do have one and could have made earlier representation of one.

Impact on overall fleet is not desirable but minimal impact.

Machinery operators on the fireground at Bindoon and Northam ought to be commended.

CBFCO

Acknowledgement that Jeff Venn won the Citizen of the Year award.

CESM: Acknowledgement that Max Heath won the senior citizenship award.

CEO

Heartening to see Craig and Rob nominated for citizenship awards in this year's line-up. Congratulations. Tough choice.

Reiterated the Shire has formed an internal working group for Covid looking at key areas such as communications, community support and recovery, logistics and supply and staffing and HR.

Meeting frequently to talk through what is going on. Weekly bulletin for information of staff. No. of questions from staff. Consider the brigades as part of our staff so bulletins will be sent out to brigades. Focus not on all the information from government, but on what relates to the Shire and the community to provide useful information. One page bulletin coming out weekly.

5 CONFIRMATION OF NEXT MEETING

The next meeting of the Bushfire Advisory Committee Meeting is scheduled to be held on 4 May 2022 commencing at 6.00pm.

6 CLOSURE OF MEETING

The Chairperson closed the meeting at 7.19pm.