

SENIOR MANAGEMENT TEAM MEETING 28/04/08



Minutes

MEETING DETAILS:

Meeting date: Monday 28th April 2008

Location: TUMUT FCC

Start: 7.38 pm

End: 9.25pm

Participants:		Present	Apology
Tony Clee	Manager	√	
Steve Jory	Operations Officer		√
Peter Jones	Community Safety Officer		√
Michael Liston	Mitigation Officer	√	
Lindsay Lashbrook	Learning & Development Officer	√	
Bruce McGregor	Gundagai Group Captain East	√	
Robert Field	Gundagai Group Captain North	√	
Steven Luff	Gundagai Group Captain South		√
John Jervois	Tumbarumba Group Captain	√	
Scott Anderson	Tumbarumba Deputy Group Captain Central		√
Peter Lonergan	Tumbarumba Deputy Group Captain North		√
Greg Lyons	Tumbarumba Deputy Group Captain South		√
Rodney Purcell	Tumut Group Captain East	√	
David McGruer	Tumut Deputy Group Captain East		√
Colin Marshall	Tumut Deputy Group Captain East	√	
John Watson	Tumut Deputy Group Captain East	√	
Keith Harrison	Tumut Group Captain West	√	
Michael Neyland	Tumut Deputy Group Captain West	√	
Tom Butler	Tumut Deputy Group Captain West	√	
Guests:			
Observers:			

Next meeting: To be advised.

Venue:

RH SENIOR MANAGEMENT TEAM MEETING 28/04/08

1. **Welcome** – Election of Chairperson – John Watson
2. **Apologies:** Bruce McGregor, Stephen Luff, Scott Anderson, Greg Lyons, Peter Lonergan, David McGruer, Stephen Jory, Peter Jones.

3. **Minutes of previous meeting**

The minutes of the meeting held on 18th February 2008, as circulated were approved.

4. **Business Arising:**

NIL

5. **Business**

District and Zone reports

- Group Officers

Keith Harrison – Some useful rain and light snowfall of recent days, no recent fires reportable.

Rodney Purcell – Small fire Wee Jasper Road last Saturday, several MVAs recorded.

Robert Field – No recent car or vehicle fires, several heavy vehicle accidents required responses.

John Jervois – Some HR completed in Forest land within the Tumbarumba area.

- Staff:

Tony Clee –:

- Admin Officer (Marie Casey) on 10 weeks leave.
- Temporary Admin person (Kelly Sephton) likely to be appointed by State RFS to fill in.
- Michael Liston undertaking Structural Fire Investigation assignments.
- Steven Jory on A/L
- Mentioned the World Youth Day 12/14 July 2008 and the additional road traffic expected on the Hume Highway at the time.

Lindsay Lashbrook-:

- Courses run since last meeting included First-Aid Tumbarumba, Village Fire Fighter course Adelong, Rural Fire Driving Tumut and a Chain Saw recertification.
- Up coming courses planned included Rural Fire Driving Tumbarumba, Chain Saw x cut at Gilmore and Tumbarumba, Crew Leader Zone, Chain Saw and First Aid Gundagai.

Michael Liston (Operations)

- Almost completed annual service and safety check of Tumbarumba tankers.
- Servicing commenced Tumut with Snowy Works and Service and Tumut Truck repairs jointly undertaking the checks.
- Gundagai tankers yet to commence servicing with Paul Smith.

Meeting informed that in some cases the workshops prefer to pick and return tankers to fire sheds.

RH SENIOR MANAGEMENT TEAM MEETING 28/04/08

RFS Technical Committee and RFSA report

Michael Neyland spoke about the RFSA plan to create smaller zones or regions for the purpose of electing delegates to attend state meetings. He said that the zone/region relating to this district would include Southern Border, Riverina and Riverina Highlands. Volunteers and Staff would be encouraged to participate at the first meeting which may be held at Holbrook.

(1) Local Debrief Gundagai IMX

Lindsay Lashbrook

The Region South Exercise (South 5) was held over the weekend of April 19th & 20th at the Gundagai Racecourse. The event was hailed a huge success with over 40 tankers and crews travelling from across the region to attend. Senior staff from Head office and Region also attended, to mix with volunteers and in some cases participate.

Riverina Highlands staff and volunteers were once again heavily involved in the organisation and running of the event. Some of our volunteers involved included Robert Field (Divcom), Sue Henderson (Logistics Officer), Daniel Sullivan, Peter Ravenscroft and Paul Weule (Comms), Robby Veitch, Graeme Martin and Mark Smith (Navigation exercise).

Item Noted:

(2) Brigade Classification & Constitution acceptances.

Tony Clee

Since last meeting several more brigades have provided evidence of approval of both the new brigade constitution and brigade classification.

Item noted:

(3) Final arrangements brigade member forum - Talbingo. *Steven Jory*

A group booking has been confirmed with the Talbingo Mountain Retreat for the period 12 pm Saturday 3rd May to 2pm Sunday 4th May. At time of the meeting 30 nominations have been confirmed. Regional Operations Manager, Ken Hall, has indicated his attendance.

The meeting discussed the draft program and made relevant changes and inclusions.

Area Group Captains agreed to contact those members attending within their group in relation to travel in either a tanker or group vehicle.

As suggested at the last SMT meeting some hands on scenarios have been prepared.

The forum is to give brigade Captains the opportunity to meet and get to know other volunteers in a relaxed atmosphere where they can discuss issues that may be of interest from across the zone.

Information noted and program changes agreed to.

(4) Operations update & vehicle servicing proposals 2008/09.

Incidents/Fires:

Due to the turnaround in weather conditions over the summer period, brigades have had a relatively quiet season with most callouts being to MVA's. The most sizable fire occurred within Khancoban brigade area due to a lightning strike. From the 1st July 2007 to date this season the Riverina Highlands has recorded 136 incidents.

With the likely advent of winter frosts, which will soon occur, brigades may become involved in a number of responses to 'grass alight', particularly on roadsides.

Reports presented on roadworthy checks and servicing details of tanker fleet.

Jump Starting Tankers

Unfortunately it is a regular occurrence for tankers to have flat batteries. There are various reasons for this; radios left turned on, battery switch not turned off, trickle charger not connected or vehicle not run for excessive time.

Most trucks have their batteries under the tray with covers on them. This makes jump starting them a slow process as the cover needs to be removed first. One way to help with this is to install some sort of connectors or conductor cables direct to the batteries and accessible from outside the vehicle.

The meeting was informed of an experiment to place two external battery type terminals connected to the battery by heavy duty cables. This would allow standard jumper leads to be used without removing battery covers. This set up has been installed on Tumorrana 7 with the cost being around \$300.

*Input on this matter was sought. The general **consensus** being to continue with this project over a period of years for tankers which are likely to be in service for many years, particularly in remote locations.*

Submitted for comment and resolution:

(5) Community Safety report and proposals for 2008/09

Peter Jones

The Riverina Highlands Zone Community Education activities completed recently were,

- Attendance at the 4 of the 5 agricultural shows within the Zone
- Local Cadets manning the RFS Stand at the RAS Show in Homebush for two days
- Weekly interviews on local Radio Stn 96.3/94.3 reporting on recent incidents and Fire danger.
- Two pre-school visits, and in the last 12 months 13 school visits.
- Regular media Releases to radio and press (on average one per month).

Submitted for information.

RH SENIOR MANAGEMENT TEAM MEETING 28/04/08

(6) V2C Volunteer to Career Workshop

Tony Clee

The RFS in conjunction with the Rural Fire Service Association will be conducting "Volunteer to Career" workshops again this year.

The workshops are run over a weekend and are designed to familiarise members interested in a career within the RFS. Explanations are provided on the types of jobs available, what they involve, entry qualifications required and how people are selected for jobs within the RFS.

The nearest V2C workshop to this area is at Yass on the weekend of August 2-3

All volunteers are welcome to attend and an expression of interest form is attached.

Submitted for information and comment.

(7) Stand alone Fire Control Centre Proposal

Tony Clee

The Riverina Highlands Zone Liaison Committee has authorised the preparation of a feasibility report to Councils in relation to the planning of a proposed stand alone Fire Control Centre for this zone. If the project was approved by all three Councils it would take five years to accumulate sufficient funding to commence.

Comment and feed back from Councils has been sought by September 2008.

Inserted for information

(8) Calling of brigade Annual General Meetings

Brigade Annual General Meetings are now falling due. Letters containing a zone report and brigade executive notification form have been posted to all secretaries. September 2008 has been the target date for completion of AGM's.

SMT members are asked to encourage brigades to call early meetings

This zone has been advised of AGM's for the following brigades:-

Brindabella	Saturday 26 April
Adelong	Monday 21 July
Wondalga	Saturday 10 th May
Tumbarumba	Wednesday 28 th May
Bombowlee	Sunday 18 th May 9.30

Submitted for consideration of the SMT

RH SENIOR MANAGEMENT TEAM MEETING 28/04/08

Diary Dates

Marie Casey A/L 10 weeks	Monday 14 April
BFMC Meeting ;	Tuesday 22 April
Festival Falling Leaf (Tumut)	Saturday 26 April
Brigade Forum Talbingo:	Sat, Sun 3 & 4 May
Community Ed Conf Newcastle:	14 to 17 May Newcastle
Region FLF Chainsaw	14 to 17 May
RFD Tumbarumba:	17/18 May
Chainsaw	24 May Recertification Gundagai -
Region South Conf	27/29 May
Manager meeting B/ Bay	11/12 June
RFSA Annual Conf:	20/21 June Mudgee

(9) Other Business:

Verbal report given on the maintenance issues regarding the PMR radio network and repeaters sites. It is now a State requirement that an annual check of repeater sites be conducted every year.

A Wagga firm EACOM Technologies have been contracted to undertake the annual inspection and service of equipment. Eacom have also been tasked with the collection and recording of technical data of the transceivers and link radios for future reference.

Recent faults have been at Lighthouse (Tumbarumba) and Tumorrana (Tumut)

An engineering report on the existing tower at Mt Kendal has revealed that the tower cannot take any additional antennas therefore another tower for the callout paging network will be required. An on site meeting at Mt Kendall with Forest NSW and RFS will take place shortly.

The wind damaged radio tower at Mt Ginini (National Park site at Brindabella) has been replaced and signals from that site have improved after antenna were placed on the new tower.

Meeting closed 9.25