

BFAC ACTIONS TABLE

Current - June 2023 to September 2023

No	Action Items	Who	Due By	Status or comment
Actions from previous BFAC Meeting (December 2022)				
4.3	BART 'how to use' training session	Matt du Plessis	July 2023	<p>Administrators Forum 6 May, will be available via TEAMS</p> <p>June 23 BFAC – need to work with trainers on a plan to get all brigades familiar before October. Need 'champions' to deliver this.</p>
4.3	COMMS with air support and update on Pelican case radios	Todd Johnson	June 2023	<p>Todd J to follow up with DFES Aviation and provide comment in June 2023</p> <p>Todd to push forward for Sep Update BFAC (Aligns with Pre-season briefs)</p>
4.3	Contaminated uniform bags from DFES	Matt du Plessis	June 2023	<p>2 bags to be stored in each appliance – follow up in June 2023 to ensure distribution of bags in appliances</p> <p>COMPLETE - Bags to be handed out at BFAC June</p>
4.3	Motion presented to council for awarding life membership within a brigade	Rachel Runco	June 2023	Ongoing
4.3	Brigade tablets, update to be provided for second submission	Todd Johnson	June 2023	Ongoing

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Actions BFAC (March 2023)				
5.1	Draft Bush Fire Local Law (CoB Legal Team)	CoB Legal/BFAC members	4 April 2023 In progress	<p>BFAC supported further development of Local Law with consultation period on the tabled draft open until 4th April 23.</p> <p>June 2023 BFAC members voted 18 for, 0 against - moving the Local Law for Council endorsement</p>
5.2	Tablets	Matt du Plessis	September 2023	<p>Investigate supply of sim cards and data for the tablets.</p> <p>Possibility of getting Sims on LGGS 2023-24 Funding, appliance including installation costs.</p> <p>June 23 BFAC - Investigate preferred supplier and costings for BFBs to order - <i>Samsung Galaxy Tab Active 4 Pro 10.1" Wi-Fi 5G 64GB Black</i></p>
6.3	Meelup Fire Breaks/Access Tracks	Allan Guthrie	June 2023	Raise concerns with Meelup Regional Park Committee
7.2	Meal Grab Packs – single packs	Matt du Plessis	June 2023	COMPLETED To be handed out at BFAC
8.2	Electric vehicle car fire training	Peter Thomas	September 2023	

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8.6	Amendments to FIRS reports to capture critical incident information	Matt du Plessis	June 2023	Update FIRS Report to include Critical Incidents. Follow up with DFES Followed up and FIRS can't be on current form. Separate online form to be completed.
8.4	Bush fire inspection to be carried out on property in Vasse	Ranger	June 2023	Completed
10.4	Follow up on program used by DBCA for their programmed Bushfire Risk Mitigation plan	Ed Hatherley	June 2023	Email to Mitigation Officer (Deb Peachey)
	Investigate if volunteer's vehicles are covered by insurance while parked at the brigade stations when tasked to an incident.	Rachel Runco	June 2023	Rachel to follow up with CoB insurance. June 2023 BFAC - Completed – response in development

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Actions from previous BFAC Meeting (June 2023)				
5.1	Commonage Facility	Matt du Plessis	September 2023	Set up working group – Dunsborough, Yallingup Rural, Vasse and Wilyabrup
5.2	Appliance Checklists	ALL BFBs	1 st May 2024	Complete and return Checklists to CoB
5.3	BFB Roles and Responsibilities	Matt du Plessis	31 July 2023	Deliver A3 Laminated copies to all brigades

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5.3	Bus Logistics Officers / Deployment Coordinators	BFBs	October 2023	Brigades send contact details for position holders to CoB – Tanya Simpson
6.3	Awards Night	Matt du Plessis	November 2023	CoB to host awards night / thank volunteer for medals and certificates of commendation. Highlight Hester Fire. Include Phil Brandrett DFES
9.2	WHS – Facilities – Vasse BFB Leak	Vasse BFB and Ranger Admin	July 2023	Leak to be investigated
9.2	WHS – Facilities – Emergency Water Supply - Yoongarillup, Metricup, Wilyabrup	Matt du Plessis	December 2024	Matt to investigate emergency water supply for Brigades. LGGS Grant 2024/25
9.2	WHS – Facilities – Back up battery for alarm - Yoongarillup,	Matt du Plessis	October 2023	Servicing for all brigade alarms to commence in new financial year
9.2	WHS – Facilities – Dunsborough Alarm	Andy Thompson (DFES)	September 2023	Work order in place to resolve alarm issue at brigade
9.3	WHS - Training – Priority 1 Driving	Andy Thompson, Todd Johnson	Ongoing	Investigate additional courses for the region. Todd investigate RAC course that St Johns do. Andy to liaise with DFES Training Coordinator (Donna)
9.3	WHS - Training – Electric Vehicle	Andy Thompson	October	Investigate / deliver training to Brigades. Consider training BFB trainers to deliver.

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9.4	WHS – PPE/PPC – FLIR rollout	Todd Johnson	October	Todd to assist CESM with role out and determine BFB requirements.
9.4	WHS – PPE/PPC – Deliveries	Matt du Plessis	Monthly	CESM to assist with delivering PPC to Brigades.
9.4	WHS – PPE/PPC – Returns	Andy Thompson	September	Security and Commonwealth Law stipulates Emergency Services PPE to be returned. Template letter to be sent to CoB and then distributed.