

No	Action Items
4.3	BART 'how to use' training session
4.3	COMMS with air support and update on Pelican case radios
4.3	Contaminated uniform bags from DFES
4.3	Motion presented to council for awarding life membership within a brigade
4.3	Brigade tablets, update to be provided for second submission
8.2	Add FCO numbers to the HVMB website list
8.2	2023 Country Operations Lower South West Directories
9.1	Radio network stickers
9.2	WhatsApp message with Nando Guzzomi and Russell Guthrie contact numbers for the reporting of repairs/faults/equipment
9.3	WhatsApp group, adding smaller group for coordinators
9.5	Racking for Vasse Station
9.7	Fire debrief for 2022 incidents at Ambergate Shed
10.1	Copy of CoB Annual Skills Refresher 2022-2023 form
10.2	Disposal of foam drums at Waste Facility
5.1	Draft Bush Fire Local Law (CoB Legal Team)
5.2	Tablets

BFAC ACTIONS TA

CURRENT - JUNE TO SEPTEMBER 2023

Who	Due By
Actions from previous BFAC Meeting (December 2022)	
Matt du Plessis	Jul-23
Todd Johnson	Jun-23
Matt du Plessis	Jun-23
Rachel Runco	Jun-23
Todd Johnson	Jun-23
Ranger Admin	30-Dec-22
Matt du Plessis	Jan-23
Matt du Plessis	Complete
Matt du Plessis	Complete
Fire Control Officers	Mar-23
Matt du Plessis	30-Jan-23
Allan Guthrie/Matt du Plessis	Complete
Ranger Admin	Complete
Allan Guthrie/Matt du Plessis	30-Jan-23
Actions from previous BFAC Meeting (March 2023)	
CoB Legal/BFAC members	4 April 2023
Matt du Plessis	Dec-23

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Comment

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Administrators Forum 6 May, will be available via TEAMS

Todd J to follow up with DFES Aviation and provide comment in June 2023

Todd to push forward for Sep Update BFAC (Aligns with Pre-season briefs)

September 2023 update provided - AG and TJ took to ROAC, DFES do not have any more licences available for additional radios. There is a trial being run in the Wheatbelt where Brigades have purchased their own radios, DFES will provide further updates if additional opens become available to our Brigades.

2 bags to be stored in each appliance – follow up in June 2023 to ensure distribution of bags in appliances

Ongoing

Ongoing

Complete by 3rd March - Matt to send Spreadsheet to Phoebe

Received 22 Feb - to be delivered by 14 Mar

Complete

Complete

Complete

Order complete for Vasse and Suzzex

Complete

Complete

Spoken to Mark Wong and BAU for dropping off

BFAC supported further development of Local Law with consultation period on the tabled draft open until 4th April 23.

BFAC members voted 18 for, 0 against - moving the Local Law for Council endorsement

Investigate supply of sim cards and data for the tablets.

Possibility of getting Sims on LGGs 2023-24 Funding, appliance including installation costs.

June 23 BFAC - Investigate preferred supplier and costings for BFBs to order - Samsung Galaxy Tab Active 4 Pro 10.1" Wi-Fi 5G 64GB Black

September 2023 update - Retravision is the chosen supplier, information will be sent to Brigades on the product details, Brigades are to obtain them individually. We will source the name of a Customer Representative in which Brigades ask to ensure a seamless process of purchasing.

COLOUR KEY

COMPLETE

Status **ONGOING**

COMPLETE

Ongoing

COMPLETE

Ongoing

Ongoing

COMPLETE

COMPLETE

COMPLETE

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6.3	Meelup Fire Breaks/Access Tracks
7.2	Meal Grab Packs - single packs
8.2	Electric vehicle fire car training
8.6	Amendments to FIRS reports to capture critical incident information
8.4	Bush fire inspection to be carried out on property in Vasse
10.4	Follow up on program used by DBCA for their programmed Bush Fire Risk Mitigation Officer
4.2.1	Investigate if volunteer's vehicles are covered by insurance while parked at the brigade stations when tasked to an incident
5.1	Commonage Facility
5.2	Appliance Checklists
5.3	BFB Roles and Responsibilities
5.3	Bus Logistics Officers / Deployment Coordinators
6.3	Awards Night
9.2	WHS – Facilities – Vasse BFB Leak
9.2	WHS – Facilities – Emergency Water Supply - Yoongarillup, Metricup, Wilyabrup
9.2	WHS – Facilities – Back up battery for alarm - Yoongarillup
9.2	WHS – Facilities – Dunsborough Alarm
9.3	WHS - Training – Priority 1 Driving
9.3	WHS - Training – Electric Vehicle
9.4	WHS – PPE/PPC – FLIR rollout
9.4	WHS – PPE/PPC – Deliveries
9.4	WHS – PPE/PPC – Returns
5.4.1	Commage Facility Design and Draft Implementation/Working Group
5.5.1	Defibrillator and First Aid Kit Checks Pre Season - First Aid Kit Tamper Tags
6.1.2	CEO to approve FCO nomination - Mal Ballard

Allan Guthrie	Jun-23
Matt du Plessis	Jun-23
Peter Thomas	Sep-23
Matt du Plessis	Jun-23
Ranger	Jun-23
Ed Hatherley	Sep-23
Rachel Runco	Jun-23
Actions from previous BFAC Meeting (June 2023)	
Matt du Plessis	Sep-23
ALL BFBs	01-May-24
Matt du Plessis	31-Jul-23
BFBs	Oct-23
Matt du Plessis	Oct-23
Vasse BFB and Ranger Admin	Jul-23
Matt du Plessis	Dec-24
Matt du Plessis	Oct-23
Andy Thompson (DFES)	Sep-23
Andy Thompson, Todd Johnson	Ongoing
Andy Thompson	Oct-23
Todd Johnson	Oct-23
Matt du Plessis	Monthly
Andy Thompson	September
Actions from previous BFAC Meeting (September 2023)	
Matt du Plessis	Ongoing
Matt du Plessis	Dec-23
Tony Nottle/CEO Matt du Plessis	Dec-23

Raise concerns with Meelup Regional Park Committee

COMPLETED To be handed out at BFAC

Update FIRS Report to include Critical Incidents. Follow up with DFES

Completed

Email to Mitigation Officer (Deb Peachey)

September 2023 update for Neil to contact DBCA should he need any information

Rachel to follow up with CoB insurance.

Set up working group – Dunsborough, Yallingup Rural, Vasse and Wilyabrup

Complete and return Checklists to CoB

Deliver A3 Laminated copies to all brigades

Brigades send contact details for position holders to CoB – Tanya Simpson

CoB to host awards night / thank volunteer for medals and certificates of commendation. Highlight Hester Fire. Include Phil Brandrett DFES

Friday 27th October 2023 - Confirmed date

Leak to be investigated

September 2023 update - Raised Purchase Order by Tanya Simpson to get the works fixed

Matt to investigate emergency water supply for Brigades. LGGG Grant 2024/25

Servicing for all brigade alarms to commence in new financial year

Work order in place to resolve alarm issue at brigade

September 2023 update - CoB organising for all Brigades to have all Brigade alarms to be serviced annually

Investigate additional courses for the region. Todd investigate RAC course that St Johns do. Andy to liaise with DFES Training Coordinator (Donna)

September 2023 update - Todd can provide an advisory training session, however this will not include any formal qualification - transferred to 9.3.2 below

Investigate / deliver training to Brigades. Consider training BFB trainers to deliver.

Todd to assist CESM with role out and determine BFB requirements.

CESM to assist with delivering PPC to Brigades.

Security and Commonwealth Law stipulates Emergency Services PPE to be returned. Template letter to be sent to CoB and then distributed.

September 2023 update - Peter Thomas is going to follow up with Donna for the template letter, once received we will email it to Brigades. For cleaning of PPE uniforms please take PPE to Dunsborough Dry Cleaning

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Ongoing
Ongoing
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Ongoing
Ongoing

6.1.3	Terms of Reference - BFAC
8.1.2	Confirmation of Restricted Burning Period (Permits to Burn) - WhatsApp message to be sent
9.3.2	Priority 1 Driving Skills Refresher Training Advisory Session

Matt du Plessis	Ongoing
Matt du Plessis/Allan Guthrie	Pre Oct 15 2023
Todd Johnson	Date to be determined by Brigades

