



MEETING MINUTES

Meeting: Northern Rivers Zone Liaison Committee

Convened by: Michael Brett

Attendees: Michael Brett – RFS
Boyd Townsend – RFS
Robbie Graham – RFS
Peter Arthur - RFS
Dave Tucker - RFS
Angela Jones – RVC
John Burley - KYC

Location: Northern Rivers Fire Control Centre

Date and time: Wednesday 6 September 2017; 1500 hrs

Apologies: Cr Nancy Casson – Lismore City Council
Graham Kennett – Kyogle Council
Cr Danielle Mulholland – Kyogle Council
Ross Cole – RFS
Cr Robert Mustow – RVC
Scott Turner – Lismore City Council

Moved: Peter Arthur / Angela Jones

Minutes by: Lisa Edmonds

Michael welcomed and thanked everyone for coming.

MOTION: “that the Minutes of last meeting held on 1 February 2017 be confirmed as read”

Michael Brett/Peter Arthur

All in favour

CARRIED

1 Review of Annual Performance Report

- 1.1 This is an annual report. An item in grey signifies it is completed, while an item in green means we are on target to complete.
- 1.2 R6.1 – Scheduled BFRMP treatments completed – 208 out of possible 237 – could not get involvement in some communities and have done our best.
- 1.3 DRS 4.1 – The BFRMP is behind target and is currently being reviewed. Peter Fitzsimmons is new on staff and will have input into this. We are hoping BFRMP can have some action over next 3-6 months.
- 1.4 D14.3 - Defects Completed is on target. There was one still waiting to be repaired at the time of this report and is now completed.
- 1.5 D21.3 – Fire fighter Training Qualifications – On Target. 982 out of 1158 have some sort of qualification. Those who don't have them are either historical members or haven't had their training recognised.
- 1.6 D25.1 – Formal District Staff Meetings - 33 out of possible 52 meetings. We had a number of informal meetings so we have really covered that KPI.
- 1.7 DTZ4.2 - Receipt of goods – 96 of 98 – Two outstanding orders that had not been receipted into the system due to someone being absent. This has since been corrected now.
- 1.8 Things we did not completed are of a minor nature but everything else has been put together.

MOTION: “that the Annual Performance Report be accepted as presented.”

Angela Jones/Dave Tucker

All in favour

CARRIED

2 Review of Zone Agreement

2.1 Schedule 3 Review –

- 2.2 The Agreement was signed within the last two months. It is now written so the Agreement is in perpetuity. Schedules have been modified and are now maintained in our asset management system. The only things that haven't changed are the services provided to us by Council. The Schedule is updated when stations are built, assets change or updated, etc. so it always remains current.

MOTION: “that the Review of the Zone Agreement as per our EAM system be accepted as presented.”

Angela Jones/Peter Arthur

All in favour

CARRIED

3 General Business

- 3.1 Budget for 2017/2018 has been provided to Council. This is our operating budget.
 - Item 1 – \$420,000 allocated for a new fire station for Kyogle HQ. This has been planned for several years. A report will be submitted at Council's next meeting. Construction will commence end September.
 - Item 2 – Three new appliances for the Zone – Nimbin, Blue Knob and Casino East. Allocation and disposal of Brigade vehicles discussed.
 - Item 3 – Fire Fighting Equipment (100,000) and PPE (\$90,000) funding discussed.
 - Item 4 – \$2,000 Community Education funding supplied.
 - Item 5 – HR Grant of \$38,934. Relates to Council bids for HR funding.
 - Item 6 – Allocation of \$218,220 made for Maintenance and Repairs of vehicles and \$139,500 for Stations and FCC allocated.
- 3.2 Update – LEMC Meeting was held here this morning. We are well into fire activity at the moment. Our fire season started mid-July. We are seeing a lot of re-ignitions from hazard reductions and fires in Hogarth Range, Belmore State Forest and one to the south of Busby's Flat is still burning in heavy

timbered country. It is very dry country. In the short term, there is no rain on the forecast until at least October. With strong winds and high temperatures, the country is drying out very quickly. Some fires caused some trouble in Kyogle Shire last week. We may have to come up with a plan on getting information out – possibly letter box drops, Council newsletters, etc. We have to try to educate landholders and the community.

One of the new KPIs in our Business Plan is to meet with Council General Managers on a half yearly basis. This will be an opportunity to discuss strategies with Councils on how to deal with the issue of landholders burning off. Information can be passed to Councils for inclusion in newsletters.

- 3.3 Three firefighters currently in Canada for 6 weeks to assist with fires there. Former staff member Bron Waters, who is now working in Northern Tablelands, also went to Canada for 4 weeks on Aviation duties.
- 3.4 Operationally, the FCC is ready for the fire season. We have been looking at facilities that are suitable for EOCs across the region. The FCC has been identified for Richmond Valley EOC.
- 3.5 Kyogle HQ station will be built on shared land with SES.
- 3.6 Richmond Valley Council has purchased the hangar next door to the FCC. Our State Mitigation Crew will be moved into that building, along with our Aviation capability. Capital works to be completed by June 2018.
- 3.7 We have now been in this building for 5 years and find we are starting to get to a point where some things are beginning to break down and are becoming expensive to repair. Example of air conditioning system discussed.
- 3.8 Question raised about solar energy. Initial quote acquired five years ago was very expensive. May look at opportunities for grants or other means of installing solar energy.

4 Meeting Close

There being no further business to discuss, the meeting was declared closed at 1546 hrs.

Table 1: Action items

Ref.	Item description	Owner	Due date	Status

Table 2: Next meeting

Date	Start time	Finish time	Location
7 February 2018	3:00 pm		Northern Rivers Fire Control Centre