



**SCOTTISH WILDFIRE FORUM EXECUTIVE COMMITTEE
TUESDAY 28 JUNE 2016 AT 10:00 HRS
MORAY CONFERENCE ROOM
INVERNESS**

MINUTES

Present:

Andy Coueslant (Chair)	AC	Scottish Fire and Rescue Service (SFRS)
Bruce Farquharson	BF	Scottish Fire and Rescue Service (SFRS)
Dunstan Cribb	DS	Forestry Commission
Ian Wilson	IW	National Farmers Union (Scotland) (NFUS)
Graham Sullivan	GS	Scottish Natural Heritage (SNH)
Jim Whiteford	JW	National Farmers Union (Scotland) (NFUS)
Michael Foxley (by video conference)	MF	SFRS Board Member
Michael Bruce (Vice Chair) (by teleconference)	MB	Confederation of Forest Industries (Confor)
Simon Thorp (by teleconference)	ST	Director of Moorland Forum and Chair of England & Wales Wildfire Forum
Melanie McAbney-Reilly (Notes)	MMR	Scottish Fire and Rescue Service (SFRS)

Item		Action
1.	CHAIRS WELCOME	
1.1	AC welcomed all to the Executive Committee Meeting.	
1.2	The following members joined the meeting by Video and Telephone Conference:	
1.3	<ul style="list-style-type: none"> ▪ Michael Bruce, Vice Chairman & Confor Rep ▪ Simon Thorp, Director of the Heather Trust AND Chair of England and Wales Wildfire Forum (EWWF) ▪ Michael Foxley, Board Member, SFRS 	

<p>2.</p> <p>2.1</p> <p>2.2</p>	<p>APOLOGIES</p> <p>Apologies were noted from the following:</p> <p>Drew McFarlane-Slack, Scottish Land & Estates and Colin Edwards, Forestry Commission</p>	
<p>3.</p> <p>3.1</p>	<p>ACTION LOG</p> <p>The entire actions log was reviewed at the meeting with some actions being consolidated and marked as complete.</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p> <p>4.7</p> <p>4.8</p> <p>4.9</p> <p>4.10</p>	<p>MINUTES OF LAST MEETING (9 May 2015)</p> <p>The minutes of the last meeting were approved subject to the following minor amendments:</p> <p>Page 3 - Community Asset Register</p> <p>Item 6.2.3 Altering to be amended to all-terrain vehicles</p> <p>Information Gathering Template</p> <p>Item 7.3 Contact able to mobilise within a group.</p> <p>Page 4 – Fire Groups and Operation Ballater Clean Up</p> <p>Item 8.3 ACTION: BF to explore connections with Severe Weather Capability Group and training exercises. BF is lead for Civil Contingencies Lead for Scotland. It was agreed that MB and BF will discuss this issue further off table.</p> <p>Item 8.4 Inverness and Dundee Control Rooms</p> <p>Michael Foxley expressed concern re the possible loss of wildfire related intelligence and experience when the fire control room in Inverness and Aberdeen close. The Committee acknowledged MFs concern.</p> <p>AC and BF stated that there are working groups in place to capture knowledge via a North Control Migration Solutions Group. Dundee has a great deal of knowledge however it is accepted that Inverness and Aberdeen Control Room Staff do have a greater depth of knowledge in terms of wildfire related matters and this will be shared as part of the project.</p>	<p>BF / MB</p>

4.11	MB asked that SFRS give consideration to incident rooms and incident command training. Options will be retained in terms of the training aspect of the wildfire reference. AC confirmed that incident command room facilities would be retained in Inverness and Aberdeen.	
5.	<p>FIRE DANGER WARNINGS</p> <p>5.1 MB stated that one warning was issued since last meeting. Warnings given do need to be timely and appropriate. He asked the group for their feedback in relation to this.</p> <p>5.2 BF stated that it would be beneficial to have more than one point of failure. There must be an opportunity to have some resilience in this to alleviate the pressure from MB being the only alert point. The group agreed.</p> <p>5.3 Incorporated into 5.6</p> <p>5.4 BF suggested that SFRS on duty officers could have involvement. There are a series of Workshops which the Met Office are running for Blue Light Services for information from responders. ACTION: It was agreed for BF to pick up with Graham Hill, Met Office to give this some thought.</p> <p>5.5 ACTION: It was agreed that ongoing representation for Met Office to be sought following the loss of Rowena Jeremy.</p> <p>5.6 MB suggested a consultancy fee of 1 or 2 days may be appropriate to consolidate the EFFIS rating and apply other knowledge, e.g Fire Danger Ratings Index, in order for communication messages to be distributed from SWF. Members agreed to discuss whether an educated summary of the EFFIS rating was required at the end of the meeting without MB in attendance. ACTION: Agreed to survey within SNH, SFRS and FC who use the information before agreement with MB is decided.</p> <p>5.7 Members agreed that they do not have a great knowledge of what information is required. ACTION: AC agreed to engage with EWWF on this to find out how we move forward from a UK perspective.</p>	<p>BF</p> <p>AC</p>

6.	WEBSITE	
6.1	BF highlighted that he approached Dundee & Angus College who would be delighted to design a website for the SWF. They require content so they can design a framework. This project will not incur a fee to SFRS as students will be learning about web design. BF hasn't looked at costs of hosting a website. MMR stated that the legacy Highlands and Islands Fire and Rescue Service used an external website provider to host the SWF which cost around £90 per annum.	
6.2	BF stated that the SWF has to confirm whether it wants to proceed via Dundee and Angus College by end of August 2016 and design brief will also be required to students. ACTION: AC and BF to progress	AC/BF
6.3	The group agreed to proceed with the website development using Dundee and Angus College. ACTION: BF and MB to develop brief with deadlines. Agreed for sub-committee to be formed to proceed with this.	BF / MB
7.	MUIRBURN CODE REVIEW	
7.1	ST gave an update on the Muirburn Code Review. The review process is running currently. A draft will be provided by August. Series of 4 workshops around the country for closer engagement with stakeholder to refine and redevelop. Published code after March 2017. Key features: revise code for practitioners guide to embrace grazing and cutting. More focus on eco systems and grazing management to make relevant as possible. Sub Groups been set up to assist. Get as wide as engagement as possible. ST stated that they are trying to target the farming community. Ease access to information but signpost to more technical information. Linking with Wildfire issues as fundamental principal. Key thing to consider is how to contact SFRS before and after Muirburning. This is essential and key to progress asap.	
7.2	DC stated that his colleague Colin Edwards, Forestry Commission would want to be included on the Muirburn Network to support the draft.	
7.3	JW offered his assistance in lowland heathland for farming members with hills and fire.	

<p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p> <p>7.8</p>	<p>ST, GS & MF discussed a potential way and theme referring to appendices and taking the risk management approach which links to safety and wildfires. MB stated that this is the concept of how this will be brought together.</p> <p>MF queried how the draft would fit into the planned stakeholders meeting scheduled for Nov / Feb in Dingwall. Timing with consultation of the Muirburn Code to launch at the stakeholders meeting would be ideal. Workshops to be held Oct, Nov, Feb & March so if they could be tied together Nov or Feb would work. Dingwall again was suggested and to tie in with another event. Ideally if we were on 2nd/3rd draft of Muirburn Code.</p> <p>GS stated that he was unsure how events would tie in together. To get out on the ground would be particularly helpful for Muirburn. ST reluctant to lose the opportunity to get people out on ground.</p> <p>MB suggested that 2 separate events may be more relevant.</p> <p>EWFF – Wildfire Conference 2017. England and Wales may want to take the lead on this. However ST suggested that this meeting will give it more thought.</p> <p>ACTION: AC and ST agreed to schedule a call in the next couple of weeks to discuss Muirburn and Stakeholder Event further.</p>	<p>AC / ST</p>
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>AOCB</p> <p>TRAINING PROPOSAL FOR WILDFIRE TACTICAL ADVISORS</p> <p>BF updated members that there are 9 modules within 4 levels – Fire investigation to advance map reading.</p> <p>This will be approved at tomorrows at CFOA meeting. Contentious point: tactical advisor for wildfire should be FRS staff no one else. If approved discussion will go on whether training to be rolled out internally. Developed by Group Manager Dave Leishman taking guidance from Steve Gibson from Northumberland FRS.</p>	

8.4	ASSET REGISTER	
8.5	BF gave an update re Asset Register which was presented at the Strategic Leadership Team Meeting yesterday and it was approved. The Asset Register will now roll out across the country identifying wildfire assets within it. Asset register will include people of knowledge as well as assets. Identify assurance process that all people have been checked and approved to work in this field.	
8.6	MB highlighted that continuing austerity trends Fire and Rescue Services may not be able to cope therefore those resources are getting increasingly stretched. MB stated there may be a need for landowners etc. to intervene. MB raised concerns around CFOA strategy in that it doesn't include partnership working.	
8.7	WILDFIRE CONFERENCE 2017	
8.8	ST suggested themes and content for the next meeting. It was acknowledged that the SWF took the lead in the last successful conference therefore EWWF will take the lead role for the 2017 conference.	
8.9	APPRECIATION	
8.10	AC acknowledged that it was MMR's last meeting as the North Service Delivery Area is no longer part of her new role. AC thanked MMR for her detailed minute recording which was appreciated.	
9.	DATE OF NEXT MEETING	
9.1	The next meeting is scheduled for Monday 5th September in the Moray Conference Room, SFRS, 16 Harbour Road, Inverness at 1000hrs.	