



**SCOTTISH WILDFIRE FORUM EXECUTIVE COMMITTEE
MONDAY 5 SEPTEMBER 2016 AT 10:00 HRS
MORAY CONFERENCE ROOM
INVERNESS**

MINUTES

Present:

Andy Coueslant (Chair)	AC	Scottish Fire and Rescue Service (SFRS)
Michael Bruce (Via Telephone)	MB	Confederation of Forest Industries (Confor)
Jill Barber	GB	SFRS
Bruce Farquharson	BF	SFRS
Simon Thorp (Via Telephone)	ST	Director of Heather Trust and Chairman of England & Wales Wildfire Forum
Michael Foxley	MF	SFRS Board Member
Helena Turnbull (Note)	HT	SFRS

Item		Action
1	<p>APOLOGIES</p> <p>Apologies were noted from Ian Wilson, Graham Sullivan, Jim Whiteford and Drew MacFarlane-Slack.</p> <p>The Chair believed Dunstan Cribb might join the meeting at a later juncture as no apology had been received.</p> <p>The Date of the Next Meeting in the Agenda was amended to Monday 7 November 2016, and Michael Foxley's name was also amended.</p> <p>Under this item AC re-iterated that if issues pertaining to the date or location of future meetings might prevent attendance of personnel, flexibility could easily be built into the arrangements.</p>	

2	<p>REVIEW OF MINUTES (28 June 2016)</p> <p>AC proposed for the ease of minute taking/logging actions, the Minutes of the Previous Meeting would be checked, page by page, first for accuracy and then for approval.</p> <p>Actions would be Minuted and also added to the Action Log.</p> <p>The Minutes of the Previous Meeting were approved, subject to the following minor amendments:</p> <p>2.1 - Page 1 Amend spelling of “Thorp”.</p> <p>2.2 – Page 2 Item 5 – Fire Danger Warnings MB requested the Minute be amended to reflect his position regarding the Met Office.</p> <p>ACTION: AC agreed to produce an alternative form of words.</p> <p>Following discussion it was agreed that item 5.3 be combined with item 5.6.</p> <p>ACTION: HT to amend the Action Log to reflect this.</p> <p>MB requested that the SWF support him in seeking ongoing representation from the Met Office following the recent death of Rowena Jeremy. Carl Kitchen may be the point of contact in the meantime.</p> <p>ACTION: HT to amend the Minute and Action Log to reflect this.</p> <p>2.3 – Page 3 ACTION: Minor “Wildfire” typo to be amended under item 7.8.</p>	<p>AC</p> <p>HT</p> <p>HT</p>
3.	<p>ACTION LOG</p> <p>ST asked AC to clarify the G, A and R system utilised on the Action Log, and requested that from now on the legend be placed on the front page of the document.</p> <p>Green – Item Concluded Amber – Work in Progress Red – Item not Started</p>	

	<p>MB stated that he found the current Action Log document onerous and confusing and suggested concluded items be moved to a separate archive log. The meeting concurred with this point.</p> <p>ACTION: HT to remove all “concluded” items from the Action Log and place them in an archive log.</p> <p>Action Log Number 003 – Asset Database BF advised that development of the Asset Register was almost concluded, with project members now seeking information to allow further work on the insurance and governance aspects of the Register.</p> <p>MB commented that they were in exactly the same position with Wildfire Assets; trying to list and utilise telephone contacts, local knowledge, and using all physical, human and geographical factors that presented themselves.</p> <p>MB was of the opinion that the Register should contain an up-to-date list of contact names in all areas, rather than a list of specific assets or equipment.</p> <p>BF remarked the two projects weren’t entirely the same, and there would be a degree of conflict if there were two databases; far better to have one comprehensive database, but at this point it wasn’t entirely clear what form it would take.</p> <p>MF advised that during last month’s Service Transformation meeting the DCO inferred that a number of projects could be closed down if they were not completed or progress was seen to be slow. Wildfire was one such project, and the trick would be to continue gathering the information and feeding it into the whole Asset Register project.</p> <p>MB reiterated that it would be impossible from an administration point of view to ensure all physical assets were listed on a register. It would be far easier to introduce a management chain, whereby one name on the register was fixed to each and every group. BF agreed this would be far easier to maintain.</p> <p>BF agreed the content would have to be rewritten, and MF commented that this item should remain amber until it is complete.</p> <p>ACTION: MB and Alex Clark to liaise via Service Transformation.</p>	<p>HT</p> <p>MB</p>
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	<p>Action Log Number 009 – Wildfire Tactical Advisor Role</p> <p>AC reported that a fire liaison proposal was going through for the appointment of tactical advisors, 12 across the whole country, but obviously he could only comment on SFRS personnel.</p> <p>He also added that essential information received from estate landowners was never ignored, and taken on board by operational personnel.</p> <p>MF had reservations about the appointment of SFRS personnel in this role, as there was a general feeling that they might not have enough specific knowledge or experience, and the last thing required during incidents was tension between the advisors and those with local knowledge.</p> <p>It was agreed this item would remain amber.</p> <p>Under the transfer of assets item MF enquired whether national and international FRS were able to outsource easily equipment from the private sector, e.g. cranes and cutting gear.</p> <p>BF noted some countries used external agencies to carry out burning on a regular basis, but SFRS would not do this as the degree of training required was too high.</p> <p>AC commented that SFRS works with all agencies to ensure essential knowledge and resources were accessible. MF agreed this stance, but was concerned about where gaps in available resources were identified.</p> <p>ACTION: BF to discuss this item at the next WF User Group meeting and provide an update for the next meeting.</p> <p>This item would remain amber, and AC would provide a more appropriate form of wording.</p> <p>Action Log Number 011 – Fire Danger Rating System</p> <p>MB advised that project plans had been formulated for the FDRS, and, together with the rest of the meeting, agreed they should form the basis of a national initiative.</p> <p>He was of the opinion that Met Office personnel were essentially weather, and not fire people, and their interpretation of factors might not be the same as WF groups.</p>	<p>BF</p>
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	<p>ST advised that the Government's firm opinion was that the Met Office was the best institution to deal with this, and while MB's connection with Carl Kitchen was valuable, it was vital to be seen gaining access by the front door, through the Met Office's connection.</p> <p>MB believed he could work with CK to focus on suitable outcomes and get through to a wider audience. AC agreed SFRS was supportive of a need for such a system, but a joined-up approach with all agencies and existing knowledge and resources had to be employed in order to be entirely specific.</p> <p>ST proposed that if MB and CK produced a joint proposal that could be approved by the user group, Executive Forum and EWWF, it may then be possible to commission MB to take that proposal forward.</p> <p>AC agreed that SFRS would also assist, and he would discuss it further at a meeting in Exeter.</p> <p>Action Log Number 013 - SWF Memorandum of Understanding It was agreed that AC and BF would review the MOU together. BF to obtain current copy.</p> <p>Action Log Number 015 – Communications Strategy AC advised the Electronic Newsletter would be disseminated at the turn of the year subject to resources being available.</p> <p>Action Log Number 018 – CFOA Wildfire Training Group BF attended the CFOA meeting in June and the training framework was accepted. The training framework would be made available to all members of the meeting. Item is now concluded.</p> <p>Action Log Number 019 – SWF Website The meeting concurred with ST's belief that a combined website should be produced for all areas, which could then be tailored for individual organisations.</p> <p>BF had been in contact with a college which had agreed to design an appropriate website, and all they required were ideas for the format and content.</p> <p>AC confirmed SFRS was prepared to offer financial assistance, and Further funding was available from SWF. ST to meet with BF to discuss the matter further and progress. Item ongoing.</p>	<p>AC/BF</p> <p>ST/BF</p>
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	<p>Action Log Number 020 – Wildfire Project Plan/Leader Application The meeting agreed this item would be dropped unless other funding can be secured.</p> <p>Action Log Number 024 – Emergency Planners BF to discuss with RRP next week and report back. Item ongoing.</p> <p>Action Log Number 029 – Software Solution to Support Rural Fire Management BF reported that a mapping pilot study is being considered for frontline operational personnel rather than Control Room staff.</p> <p>MB was concerned that with over 600 legacy fire plans sitting in Inverness, due for transfer to Dundee, IT systems may not be able to accept data in its current, and varied, format. He hoped that serious and immediate consideration was being given to getting information into control rooms.</p> <p>AC suggested BF convene a meeting with MB and GB to discuss this item as soon as possible. In order to facilitate this, the meeting might be held in Glen Tanar.</p> <p>Action Log Number 033 – Promote Appropriate H&S at Wildfires MB reported he had held discussions with FISA regarding updating the H&S leaflets, but they did not consider firefighting to be high on their list of priorities at this stage. He would ensure the item remained live.</p> <p>AC had been unable to progress this item, so far, due to absence of key personnel, but he would continue to monitor it.</p> <p>Action Log Number 034 – Promote T&D of Persons with Wildfire Involvement MB reported this item was reported to, and is now included in the CFOA training path. Item concluded.</p> <p>Action Log Number 037 – Key Stakeholders Seminar AC reported that Dingwall Auction Mart was available to hire for £100 per half day and £150 per whole day. The venue could accommodate between 30-60 persons, but unfortunately had no disabled access as it was on a first floor.</p> <p>It was agreed the seminar would be held in February 2017, and an Agenda should be produced as soon as possible. ST noted that the Muirburn Code review could form an important Agenda item.</p>	<p>BF</p> <p>BF/MB/GB</p> <p>MB</p> <p>AC</p>
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	<p>MF recommended the school holiday period be avoided, and AC confirmed he had secured dedicated seminar planning personnel. He suggested that person, when identified, would contact MB to discuss a communications plan for the event.</p> <p>Action Log Number 038 – Knowledge Transfer GB would discuss this under item 4 of the Agenda.</p> <p>Action Log Number 040 – Fire Plan Template BF reported that legacy fire plans from H&I and Grampian would be incorporated and then shared.</p> <p>Action Log Number 042 – Muirburn Code Review This item was still at WIP stage, taking a little longer than initially planned.</p> <p>Action Log Number 044 – Controlled Burning Training Even BF advised the meeting that this wouldn't happen until approval had been granted by SLT and a suitable Estate identified and secured. Once established it would become a regular event. Item ongoing.</p>	<p>MB</p> <p>GB</p>
<p>4.</p>	<p>FIRE CONTROL MIGRATION</p> <p>GB reported that the migration date for Aberdeen would be 8 October 2016 and Inverness would be 6 December 2016. The purpose-built temporary structure in Dundee is more than adequate, and comfortably accommodates the 3 existing systems into 1 comprehensive Control Operations system. It was hoped that staff would move into the permanent building in March/April 2017.</p> <p>All staff have received training, and GB highlighted the excellent work undertaken by Alison Cameron with regard to specific Wildfire incidents, of which she had extensive knowledge and experience.</p> <p>She advised that all forms detailing landowner details from respective legacy Services will be transposed and then sent back to the land/estate owners for double-checking and final approval, ensuring no information is lost in the migration.</p> <p>MF was pleased that staff from both Inverness and Aberdeen would be transferring to Dundee, ensuring their skills and knowledge would not be lost.</p>	

	<p>MB highlighted the fact that currently land managers use 6 digit grid references when calling incident rooms, but in Scotland they will need to provide letters as well as numeric grid references. GB advised that OC staff can still plot positions with the 6 digit references; it would be helpful if letters could be provided, but not essential.</p> <p>AC advised that within the North of Scotland two bespoke satellite rooms would operate; one in Dyce and one in the Inverness SDA HQ building. They would co-ordinate all local incident support resources and equipment available.</p> <p>AC confirmed that all incident command support vehicles will be bespoke; they would have satellite communications capability, but would not be off-road vehicles. Work would be undertaken to identify where mobile phone signal blackspots were located, and rigorous testing would be carried out to ensure that wherever the PODS were situated communication would be viable with Control, Satellite rooms, and the wider public.</p> <p>BF noted that on the fire plans held for each estate it would be helpful to include the best position for PODs to be parked for maximum communications capability.</p> <p>AC thanked GB for providing such detailed information under this item.</p>	
5.	<p>A.O.C.B</p> <p>1. National Occupational Standards</p> <p>MB reported that funding had been made available to update the existing N.O.S for Trees and Timber and Fire and Heather Burning (which would contribute toward the Review). The FF N.O.S were satisfactory.</p> <p>BF suggested he could act as a conduit to Dave Leishman (TED) for Scotland and ST enquired whether both groups could liaise and produce recommendations jointly; as one voice. The meeting concurred with this view.</p> <p>2. Wildfire 2017 Conference</p> <p>ST reported that he was looking at planning options for the forthcoming EWWF Conference, and would welcome any contributions that could be provided.</p>	

	<p>3. Wildland Fire Safety Summit and Award MB asked the meeting to consider whether a presence at this Conference, taking place in Barcelona in January/February 2017, would be appropriate or advantageous.</p> <p>4. Memorandum of Understanding MB to provide BF with contacts as part of his review of the joint operating principles of the current MOU.</p>	MB/BF
6.	<p>DATE OF NEXT MEETING</p> <p>The date of the next meeting is scheduled for 5 December 2016 in Inverness.</p>	