



SA Country Fire Service

"creating a safer community"

Meeting Minutes and Actions

Date: 18th January 2007

Time: 1930

Location: Barossa Group Base

Attendees:

Vaughn Elsworth (GTO / BTO – Lyndoch), Steve Batson (BTO – Concordia), Peter Roberts (BTO – Williamstown), John Richardson (Captain - Eden Valley), Grant Kelly (Springton)

Apologies:

Nick Seager (BTO – Mt Pleasant)

No	Actions & Agreements	Who	When	Completed
1	Welcome – Chair opened the meeting at 1940 Apologies – As above			
2	Safety Briefing – exits, assembly areas and facilities of the station			
3	OHS&W Issues –			
4	Disclosure of Interests Nil			
5	Confirmation of Previous Minutes Moved: Steve Batson Seconded: Pete Roberts			
6	Business Arising / Outstanding <ul style="list-style-type: none"> Clan labs Request from November Meeting 			
7	Correspondence No Regional Training Minutes as meeting postponed due to Operational Taskings			
8	Brigade Training Reports No reports requested this month			
9.1	Plantation Firefighting <ul style="list-style-type: none"> Prefer May / June Advise Tanya and await reply 			
9.2	Group Training Session - Lyndoch <ul style="list-style-type: none"> Reminder to all Brigades Will be focusing on basic skills <ul style="list-style-type: none"> Hose Drills Ladder work Grassland Fire fighting & Burnover More info to come prior to next Group Training Meeting 			
9.3	2007 Training Program <ul style="list-style-type: none"> Updated Draft program handed out - is a starting point – takes into account school holidays which earlier program did not Mt Pleasant happy that events their side of the hill are occurring in the first half of the year. 			
9.4	Portable Dam Training <ul style="list-style-type: none"> 31/01/07 – Lyndoch, Williamstown, Concordia 20/02/07 – Mt Pleasant, Springton, Eden Valley 	Vaughn to liaise with Wilma		
10	A.O.B. <ul style="list-style-type: none"> Station Operational Procedures <ul style="list-style-type: none"> Paging – look at a common process that all brigades can follow to allow for consistency 			
11	Next Meeting Thursday 1 st March 2007 1930 Williamstown Station Guests: Any Agenda Items for the Next Training Meeting can be sent via e-mail to: velsworth@picknowl.com.au			



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Barossa Group Training Meeting

Agenda

Date: 1st March 2007

Time: 1930

Location: Williamstown

Proposed Items

What	Who
1 Welcome / Apologies	
2 Safety Briefing	
3 OHS&W Issues	
4 Disclosure of Interests	
5 Confirmation of Previous Meeting Minutes	
6 Business Arising from Minutes	
7 Correspondence <ul style="list-style-type: none">Regional Representative on R2 Management Committee (Operations)State Training Committee	
8 Brigade Training Reports	
9 Other Business <ul style="list-style-type: none">9.1 Group Training Session – Lyndoch 14th March9.2 BFF1 – March / April 20079.39.4	
10 AOB	
11 Next Meeting	

If you are unavailable please let me know or send a Proxy

Code of Meeting Conduct

1. We start on time and finish on time
2. We all participate and contribute – everyone is given opportunity to voice their opinions
3. We use improvement tools that enhance efficiency and effectiveness
4. We actively listen to what others have to say, seeking first to understand, then to be understood
5. We follow up on the actions we are assigned responsibility for and complete them on time
6. We give and receive open and honest feedback in a constructive manner
7. We use data to make decisions wherever possible
8. We strive to continually improve our meeting process and build time into each agenda for reflection

Proposed Plan – Wednesday 14th March 2007

1930 Assemble – Lyndoch Oval

Briefing – it is hoped that some of this can be done prior to brigades arriving – ie outline of what is to be achieved, working with others

“T-Cards” to be completed for crews and command cars

Brigades to mix and match – working with other members fosters team building

3 Groups with 2 teams per group working (dependent upon numbers)

Group 1: Hose Drills (Wet & Dry)

1 Training Coordinator + 2 Assistants

- Bowling
- Signals
- Pumps
- Broken Lengths
- Manned & unmanned Ground Monitors

Depending on numbers – 2 Groups running at 2 ends of the oval

Group 2: Ladders & Knots

1 Training Coordinator + 2 Assistants

- Basic Knots
- Securing Ladders to a roof to create a crawlboard
- Ascending a ladder with a hose and supporting operationally from the ladder
- Hoisting objects up a ladder

Group 3: Grassland Fire Drill

2 Training Coordinators

- Working from the back of an appliance
- Burnover Drill operations

* 2 appliances running the drill simultaneously to get through the groups

1945 Rotation 1

Hose → Ladders → Burnover

2015 Rotation 2

Hose → Ladders → Burnover

2045 Rotation 3

Hose → Ladders → Burnover

2115 Makeup

2130 Debrief and thank you

Teams to depart no later than **2145**

Formal Debrief to also occur at next Group Training meeting



Basic Fire Fighting Course (BFF1)

Saturday 24th March 2007

0830	Course Opening	
0845	Unit 3 – Prevent Injury	
1015	Morning Tea	
1030	Unit 13 – OHS&W Policies and Procedures	
1130	Unit 6 – Pumps & Basic Pumping Operations	
1230	Lunch	
1300	Unit 6 – Pumps & Basic Pumping Operations (Prac)	
1400	Unit 8 – Communication Systems and Equipment	
1500	Afternoon Tea	
1515	Unit 2 – Test & Maintain Response Equipment: Ropes	
1615	Unit 2 – Test & Maintain Response Equipment: Ladders	
1730	Clean Up / Depart	

Sunday 25th March 2007

0825	Issues from the previous day	
0830	Unit 2 – Test & Maintain Response Equipment: Hydrants / Hoses / Branches / Water Supplies	
1015	Morning Tea	
1030	Unit 2 – Test & Maintain Response Equipment: Hydrants / Hoses / Branches / Water Supplies	
1230	Lunch	
1300		

Sunday will change and go until 1630 – likely that a session from Saturday will move to Sunday - basically looking at names

NOTE: I will not be there on Saturday due to State Training Advisory Committee Meeting

Saturday 31st March 2007

0830	Issues from the previous week	
0845	Short Drill	
0915	Unit 4 – Respond to Wildfire	
1030	Morning Tea	
1045	Unit 5 – Respond to Wildfire	
1230	Lunch	
1300	Unit 7 – Portable Fire Extinguishers	
1500	Afternoon Tea	
1515	Unit 12 – Introduction to AIIMS / ICS	
1545	Clean Up	
1600	Depart	

Sunday 1st April 2007

0830	Issues from the previous day	
0845	Unit 9 – Introduction to Structural Fires	
1015	Morning Tea	
1030	Unit 9 – Introduction to Structural Fires	
1100	Unit 10 – Introduction to Hazmat	
1200	Lunch	
1230	Unit 11 – Respond to Road Crash	
1400	Afternoon Tea	
1415	Exercise – bringing it all together	
1500	Clean Up	
1530	Depart	