



Infrastructure Services Consultative Committee Minutes

Date of Meeting:	Friday 15 March 2019
Time from/to:	0900 – 1630
Chair:	Brian McDonough
Deputy Chair:	John Parnaby, Director Assets & Infrastructure
Attendees:	Steve Jones - RFSA Mark Ross – RFSA Vikki Bingley – RFSA Errol Hockley – RFSA Troy Dowley – RFSA Peter Burfitt – RFSA (Alternative Delegate) Jason Lewington – RFSA (Alternative Delegate)
Apologies	Bruce McDonald AFSM Adrian Reynolds – RFSA Garry Barrett – RFSA Pat Bradley – RFSA
Invited Speakers:	Kelly Browne AFSM, Director ICT & CIO (DICT) Andrew Canderle, Manager Engineering Services (MES) John Parnaby, Director Assets & Infrastructure (DA&I) Linden Dryburgh, A/Senior Project Officer, Fixed Assets
Location:	NSW RFS HQ Level 2 Melaleuca Meeting Room
Minutes:	Linden Dryburgh – NSW RFS (XO)



AGENDA

No.	Agenda Item	Responsible	Time
<i>Coach transfer to Headquarters departs Mercure</i>			0800
1.	Tour of the State Operations Centre		0830
2.	Commissioners Address – Level 4 Barwon and Barwon West Meetings Rooms	NSW RFS	0900
<i>Infrastructure Services Consultative Committee convenes Blue Mountains Room</i>			1000
3.	Welcome and Introduction	Chair	1000
4.	Acceptance of Apologies	Chair	1005
5.	Declaration of Conflict of Interest	Chair	1010
6.	Acceptance of Minutes of previous meeting	Chair	1015
7.	Matters arising from Minutes of previous meeting	Chair	1020
8.	Standing Agenda Items: - Current Appliance Build Update - ICT Update	Andrew Canderle Kelly Browne	1100
Lunch – Barwon & Barwon West Meetings Rooms on Level 4			1200
<i>Infrastructure Services Consultative Committee convenes Blue Mountains Meeting Room Level 3 near Library</i>			1300
9.	Rural Fire Station Standard Design Review and Workshop	John Parnaby / Angelo Baldo	1300
10.	Assets & Infrastructure presentation: - Dubbo Training Academy - Terminal replacement program	John Parnaby	1400
11.	RFSA Business Paper 4-69 Overrun Roll Up Blinds	RFSA	1420
12.	RFSA Business Paper 4-70 Use of CB Radios	RFSA	1440
13.	RFSA Business Paper 4-71 Cold Weather PPC	RFSA	1500
14.	Afternoon tea and walk around balance of new HQ		1500
15.	General Business		1530
16.	Meeting closes		1630



RFSA

No.	Agenda Item	Responsible	Time
17.	Next Meeting – Meeting No 11 Friday 5 July 2019 Meeting No 12 Friday 25 October 2019		
	<i>Coach transfer departs Headquarters for Mercure Hotel</i>		1645
	Dinner – Mercure Hotel 106 Hassall Street, Parramatta		1800 for 1830

Minutes

No.	Minute	Action
1.	Tour of State Operations	
2.	Deputy Commissioner's Address	
3.	Welcome by the Deputy Chair to all and for John Parnaby, Director Assets & Infrastructure to stand in for Bruce McDonald. Welcome to Jason Lewington and Peter Burfitt to act as alternative delegates in place of Adrian Reynolds, Pat Bradley and Garry Barrett.	
4.	Acceptance of Apologies: Bruce McDonald Adrian Reynolds Garry Barrett Pat Bradley	
5.	Declaration of Conflict of Interest – Nil	
6.	Acceptance of minutes of last meeting. Moved: Mark Ross Seconded: Errol Hockley	
7.	Matters Arising from the last meeting – will cover through the meeting	
8.	ICT update provided at Deputy Commissioner's Briefing - Automatic Vehicle Location - Availability & Response application - Membership Platform – replacement of MyRFS and Intranet	
10.	Dubbo Training Academy – John Parnaby Practical completion for Stage 1 scheduled for 30 June 2019 which consists of the main complex and one accommodation block. Other two accommodation blocks are scheduled to be completed by April 2020.	



RFSA

No.	Minute	Action
	Will start to undertake training mid July, 2019. Provided update as to some of the work currently being undertaken for management (cleaning / catering contracts etc) of the facility. Provided some background as to the NSW Police having a portion of land adjacent to the facility and the potential for multi-agency access to the accommodation and other facilities at the Academy.	
15.	PFAS Updated – John Parnaby The NSW RFS continues to work with the EPA and the NSW Chief Scientist on historical PFAS use matters. The NSW RFS has undertaken various surveys around the state with its Districts and Brigades. Discussed the various preliminary and detailed site investigation process.	
11.	RFSA Business Paper 4-69 Overrun Roll up Blinds – John Parnaby & Andrew Canderle The NSW RFS advised that the completed vehicle is subject to various compliance checks and the blinds are ADR compliant. Advice is to roll them as tight as possible. Discussed the ADR about the vision from the driver's position and about it from the bottom and not necessarily the top.	
12.	RFSA Business Paper 4-70 Use of CB radios – John Parnaby Brian provided some background to the paper of having CB radio in all fire-fighting appliances to use to communicate with the farmers. The NSW RFS equips each new appliance with an antenna and the ability to connect to power for additional radios as required and determined by the local conditions. Brian advised that the State Council wants the UHF CB to be fitted with the build and only in new appliances. Advised that the radio upgrade program, currently underway, only considers primary and secondary radios. The replacement or installation of CB radios is a local determination and as required. The current policy advises that it is up to the District to make a determination about the installation of the CB radios at either District or Brigade expense. The RFSA is advising that this is not acceptable to them and that some anecdotal discussion was that Brigades are being "told" to buy their own. Discussion was had around the use of CBs with heavy plant, heavy transport drivers and other uses with farmers and work locations. The committee noted that the business paper, as provided, falls short of the actual issue of installing the radio at build phase and who is actually going to pay for it. The aim of the RFSA is to have the CB radio installed as part of the new build process into all new builds. John advised that we would take this on notice and provide a response for the July 2019 meeting.	Response to be provided at July 2019 meeting



RFSFA

No.	Minute	Action
13.	RFSA Business Paper 4-71 Cold Weather PPC – Andrew Canderle Engineering has undertaken a risk assessment of all work aspects of the NSW RFS use of PPC ie. firefighting, RAFSO, airbase, arduous etc. In reviewing the PPC, looking to add a “liner” which could address a possible solution. Hoping that by this time next year that a solution will be in place. The current PPC contract will come to an end, after 5 years of operation, later this year and will be subject to re-tendering. Question from Errol about members having a view of what is available. Discussion was had on the SAP catalogue and the availability to the brigades. This may be available into the future via the member website.	
10.	Radio Replacement Program – Manoj Dahiya Update provided as to the current status of the program with the initial Districts having commenced installation. A detailed install program is available and being worked through with the relevant District personnel. The committee was provided a look and feel of the prototype of the status panel, which enables the transmission of 6 predetermined status (ie. responding, on scene etc) through packet data in the upgraded GRN footprint.	
8.	Appliance Build Program – Andrew Canderle Advised of an issue with the Cat 9 build from the 17/18 FY, which has now been resolved. All outstanding 17/18 FY Cat 9s will be completed by 30 June 2019. For the 18/19 FY build, Engineering has signed six contractors under the new appliance build contract on a multi-year program to streamline the production of appliances. Working through initial production appliances with the contractors. Advised that pumps are now mid-mounted on the 18/19 FY production for Cat 1.	
15.	Wiring diagrams for standard fitments (ie. fridge) for Appliances – Andrew Canderle The committee asked about having the standard wiring drawing diagrams available for the standard fitments. The committee was advised that from around 09/10 onwards, wiring harnesses were standardized and installed to NSW RFS specifications. Prior to that date, different builds from various contractors were inconsistent. General discussion on the requirements to submit a submission following Service Standard 5.1.4. It was also noted that the LED driving light package for appliances is a standard purchase item available through the SAP system.	



RFSA

No.	Minute	Action
	AC agreed to look and review this process for standard fitment items.	
15.	10 year refurbishment of appliances – Andrew Canderle Working through contractual arrangements to obtain suppliers for repairs at various locations across the State. Difficult finding experienced and skilled labor to undertake the diversity of the maintenance and repairs of the NSW RFS firefighting appliances (ie. pumps, body work, general vehicle maintenance). Working closely with Procurement as to the engagement of suppliers that can provide M&R on NSW RFS appliances across the state. Discussion was had on Cat 1 chassis cracking on FTS 750 vehicles, in the way the tank is mounted to the chassis. Andrew advised that a solution is available and that it can be arranged through Gilbert & Roach. It was advised that maybe this is also occurring on some models of the Cat 7s. Affected Districts are to work with Engineering Services by contacting them via email engineering@rfs.nsw.gov.au as to the solution and process.	
10.	Rear Seats on Cat 7 – Andrew Canderle Working with Isuzu for the same solution at the Cat 1 of having rear seats which are not comfortable.	
15.	Fixed Assets & Infrastructure – Simon Statton Simon Statton, Manager Fixed Assets & Infrastructure provided background on the relocation of Head Office.	
15.	Procurement Update – Rodney Lambert Rodney Lambert, Manager Procurement and Dilini Kumarasinghe, Contract Officer provided an update to the new “Quote to Contract” management solution for the NSW RFS. Provided advice of the new contract with Telstra for voice/data or data plans, which will be available to the Brigades. Will be providing an update in written form so that Brigades can have the option to take up. No timeline but as soon as practical. Discussed the possibility of putting the NSW RFS catalogue on the member website.	
15.	Brigade Station Review – Linden Dryburgh Provided diagrams as to the current layouts and concepts and an update as to where this program is at. Committee asked to review and provide any feedback as soon as practical. The intent is to commence a pilot build in the 19/20 FY, for two locations, using the revised standard design.	



RFSA

No.	Minute	Action
16.	Meeting closed at 16.30 pm	
17.	Meeting Schedule for 2019: Friday 5 th July 2019 Friday 25 October 2019	
	Dinner – Mercure Hotel 106 Hassall Street, Parramatta	1800 for 1830

The following is a summary of the tasks determined during the meeting:

Task Ref.	Subject	Task Description	Owner	Due Date
11.3 (Oct 18)	Aging of the appliances – bell curve	Provide update to the next meeting.	Andrew Canderle	July 2019
12 (Mar 19)	RFSA BP4-70 Use of CB radios	Provide response to the next meeting.	John Parnaby	July 2019