

Meeting Minutes from 1.7.17 to current.

First (recorded) meeting between DOC and FENZ key personnel was on the 19.9.17.

Minutes of: Department of Conservation and Fire and Emergency New Zealand Bi-Monthly Operations Meeting Department of Conservation National Office, 6 December 2018

Purpose: FENZ Integration Phase: *“To share information and seek resolution of any emerging issues”*

Attendees:

FENZ

John Rasmussen, National Manager, Rural Operations

Tony Roddan, Rural Manager Advisor

Matt Cleaver, Relationship and Project Manager, National Rural

DOC

Bryan Jensen, National Fire Manager

Scott Bowie, National Fire Advisor

Elisa Karwowski, Technical Support Officer, Fire

Apologies:

John Sutton, Regional Manager, Rural, Region 2, FENZ

Hilary Aikman, Director National Operations, DOC

Stephanie Begley, Principle Advisor, Rural Operations, FENZ

Ian Imrie, National Fire Advisor, DOC

Appendix I

Action review, operations meeting, 6.9.2018, FENZ HQ

1. H&S content in fire plans for 2018 – 2019 season

Action: *Tony to discuss with Paul Baker, draft up an appendix and forward to DOC to discuss (Ian is DOC's lead on H&S). To be attached to this season's fire plans*

Paul has forwarded information to Ian, work in progress. Intent of the fire plans is still solid, key amendments were in regard to legislation changes i.e. amending NRFA to FENZ etc PCBU wording required

2. Disputes / complaints resolution process

Action: *Bryan and Tony to discuss how this may work and bring options to this group for ratification at the next meeting*

Discussed setting up resolution process within the Policy but determined it is covered off by the separate resolution process being set up.

3. FENZ Operating Model consultation document

Action: *Bryan will provide a submission/letter of support – deadline for submissions is 19 October 2018*

Bryan apologised, due to Department commitments, this did not occur.

4. Asset transfer agreement process update

Action: Bryan to amend the transfer agreement based off this discussion, run past legal then forward to Tony (completed) – now sitting with FENZ

Action: Communications within both organisations to provide a status update on the asset transfer agreement (Bryan – DOC) completed

On agenda

5. Permissible fires in restricted season – impacts on PCL

Action: Rob Goldring to work with Scott to look for resolution on this issue.

Added to agenda

6. Notification process

Action: Tony to set up a discussion with Andrew Tolleson and invite key FENZ and DOC personnel i.e. John, Scott & Ian. Two issues to discuss 1) interim plan for this coming season and 2) long term solution

Smart map now shows PCL, issue around where state highways run through PCL. Messaging to Comcen has improved although still may be confusion when it 'threatens' PCL

Deviations occurring in some regions. Need to be confident in national process before enforcing these, discuss further in the agenda

7. Training process

Action: Dennis to invite Ian and Scott to meet with RTC's and look for progression on a national consistent process

8. Recent stakeholders meeting - was there value in this?

Action: Tony and Rachel to set up a similar meeting in Region 3 preseason and extend invitations to DOC, Director Operations and Operations Managers and then look at south island

Yes, meetings in Region 1, 2 & 3 have occurred

9. PPE?

Action: Tony to confirm process for ordering, ruling on badges etc

Bryan contact DOC procurement to contact FENZ procurement (Tony will facilitate this if need be)

On the agenda

Agenda

1. Health and Safety – Matters arising

2. International deployments

3. Training (confirm agreed understanding)

4. Standardized mapping system between FENZ and DOC

5. Notifications and requests for assistance (confirm agreed process)

DOC personnel requested by FENZ to put on standby

6. 2 hr notification / call out process – confirm agreed process

7. Asset Transfer Agreement status?

Asset transfer (discuss and confirm interim procedure for transfer of asset to FENZ on an on-loan basis)

8. Cost recovery – confirm and discuss , interpretation of supporting documentation

1. Health and Safety – Matters arising
- Helicopter fatalities

Discussion on helicopter fatalities and how this effects the FENZ audit process. Way To Go helicopters were due for audit & John Fogden accompanied Russell to provide deeper level of scrutiny due to incidents.

Fatalities do not trigger a new audit as this gets covered under formal TAIC & CAA investigations

FENZ contractor's complete aircraft audits in terms of use at Wildfires

FENZ described the audit system which is staggered depending on factors i.e. new business or incident trigger more frequent audits compared to a seasoned operator with unblemished record.

2. International deployment paperwork - FENZ database and international medicals

DOC queried the comprehensive FENZ international deployment personnel database & discussed privacy concerns & significant work involved. FENZ confirmed the information is critical to deploy personnel & in this format. DOC can decide how they manage this. DOC will be keen for the database to pick up any personnel that may register & deploy with FENZ.

Medicals – FENZ have determined these will be completed by their personnel on an annual basis, not just prior to a deployment. FENZ medicals are a baseline & happy for DOC medicals to be equal or greater. Something to discuss in the future.

FENZ commented they are keen to increase diversity i.e. gender, age, ethnicity, experience

Women's network is looking to sponsor awareness of getting women on deployment – will progress this in the new year.

Discussion in regard to RMR's having influence on DOC personnel deploying – relevant re ensuring there is the necessary resource remaining in the Region. A factor in summer deployments which DOC would do anyway.

Action: Matt to follow up with Stephanie re privacy issues and maintaining confidentiality between organisations

3. Training (confirm agreed understanding)

Scott met up with Denis Hulston and Pete Scarlett who confirmed our understanding i.e. DOC provides names, FENZ provides courses. Not the understanding in some FENZ/DOC regions

Discussion around the RTC roles...potential issue with Denis Hulston leaving FENZ

Action: Tony will follow up with Denis to determine next course of action

4. Standardized mapping system between FENZ and DOC

A recent simex raised an issue where a simulated location was provided in Lat longs, something not well understood by DOC personnel i.e. not used as commonly. FENZ confirmed this was also discussed at recent NIMT workshop. International deployments & the use of AVENZA mapping system was also raised. Dave Herries, Rory Renwick and Tim Mitchell are completing a piece of work, assessing mapping systems to determine the best consistent method to use across FENZ and with stakeholders

Action: Tony to advise Rory etc to consider partner organisation i.e. DOC, Forestry to the scope of this work

5. Notifications and requests for assistance (confirm agreed process)

Discussion of the wording drafted between Tony and Ian. Slight amendment to response arrangements "Requests for DOC response assistance will be made via ComCen who immediately advise the National Fire Advisors (Ian Imrie & Scott Bowie) who will then organise a DOC response
DOC approved this to be distributed within the FENZ organisation

Action: Tony to advise DOC once this is distributed (to allow DOC to distribute also)

5.b DOC personnel requested by FENZ to put on standby

DOC requested clarification around DOC personnel being put on standby at the request of FENZ (Operation Heatwave 2017) for all fire response. FENZ confirmed notification will be via the brigades but still notify National fire advisors. When this is a FENZ request i.e. extreme conditions this is paid for by FENZ. Should DOC need to put personnel on standby to provide response as per the OSA, then Doc cost. Cost recovery – 1k threshold applicable to fire suppression, standby at the request by FENZ is recovered, anything else on a case by case basis

Action: Wording to be drafted to cover off this situation – this will help with future years (Tony) to check with DOC for consistency

6. 2 hr notification – confirm agreed process

Response arrangements – as per the wording from Tony's email with Ian
Need to agree collectively on the wording and then distribute out on both sides

Action: Tony to circulate to DOC National Fire team

Action: To get this on the DOC Intranet

7. Asset transfer (discuss and confirm interim procedure for transfer of asset to FENZ on an on-loan basis)

Issue with decision by Treasury to confirm how to transfer assets with a book value Interim arrangement as per wording on Tony's email (tabled). See this as a 'loan' arrangement to get the process moving. Could be beneficial to move some of the assets due to DOC equipment held there.

Arrangements to be completed at a local level with a National oversight (not control)
Situation is evolving to where we need to do something i.e. FENZ regions requiring more pumps, hoses etc

First step could be the inventory, this will occur anyway once the agreement is signed.

Clarification re situations where FENZ equipment is held in DOC locations re PCBU's?
Need consistency around this and critical to have this managed. Process will be facilitated by FENZ at a local level

Actions: The intent of the tabled wording has been agreed, next steps will be to make small adjustments to the wording re inventory, to communicate out to the respective organisations in a similar timeframe. (Bryan may require sign off by Hilary [Director])

8. Cost recovery – interpretation of supporting documentation

Difference in interpretation of supporting documentation between DOC and a FENZ region – which has since been resolved but would be good to get the process clarified, confirmed and distributed out in both organisations.

Action: Tony to work with Elisa to clarify and confirm process for cost recovery from either organisation

Draft FENZ Equipment Hire and Personnel Rates tabled for review – to be effective 1 January 2019

Action DOC to come back to Tony with comments by end of next week (Tony to send electronic copies

9. Contact lists of DOC personnel being requested by FENZ

Discussion around DOC personnel and contacts provided to FENZ. While names of DOC personnel should not be required it is understandable RMR's and DPRFO's will find this reassuring to understand the resource available. DOC Regional fire personnel certificates will be forwarded to RMR's shortly.

10. Check its alright - still issues with information for Public Conservation Land

Action: DOC to come to FENZ if there are significant issue around these sites keeping in mind this is an interim database (Scott Bowie)

11. CIMS review

Discussion around the reluctance of MCDEM to listen to views of key organisations
DOC and FENZ may end up standing apart...

Meeting closed at 3:30pm

**Minutes of: Department of Conservation and Fire and Emergency New Zealand
Monthly Operations Meeting – 6.9.2018**

Purpose: FENZ Integration Phase: *“To share information and seek resolution of any emerging issues”*

Attendees:

FENZ

John Rasmussen, National Manager, Rural

Tony Roddan, Rural Manager Advisor

Rachel Thorp, Regional Manager, Rural

Morag Wiley, Project Manager, Leadership across the Sector (9:30 – 10am)

DOC

Bryan Jensen, Manager, National Fire

Ian Imrie, National Fire Advisor (via phone)

Scott Bowie, National Fire Advisor

Elisa Karwowski, Technical Support Officer, National Fire

Action review, operations meeting, 4.7.2018, FENZ HQ

1. DOC's H&S pre-season checklist - Ian to forward to Tony

Ian will do this

2. Incident reports e.g. Port Hills helicopter crash - Tony to link in with Bryan (or delegate) to discuss crossover between organisations re learnings and recommendations

Completed – both Bryan and Tony sat in on the air support mtg. Tony will forward the Report to DOC/Bryan for dissemination as required. Any directives from leadership in either organisation that are in direct conflict, need to be resolved at national level rather than on the fire ground. A good example of this may turn out to be 'Way To Go' helicopters which DOC are reassessing their use of and yet are a common aircraft supplier used on fire ground.

Multi agency lessons management community - collective of key agencies i.e. FENZ, police, defence, sharing lessons from events

Action: Tony to forward the report to Bryan, audit on Way to Go Helicopters will be brought forward, and subsequent discussions as appropriate/required

Action: Tony to organise DOC to become involved in the Multi agency lessons management community - next mtg is on 1 Oct

3. Joint International Deployment SOP - Bryan and John to discuss this further
No set discussion but situation has evolved where DOC will retain its own SOP to align with FENZ SOP

Review of Operational Service Agreement

4. Finance – costs of fires originating from a structure or vehicle fire - further discussion required to provide a clear principle and able to be applied

Still a bit of work to do around this...

Action: Bryan and John R to discuss and firm up principles around this to guide cost recovery (amendment to OSA?)

5. Training - Bryan, John and Tony to discuss some outcomes from training discussion in the OSA – to take a stocktake and what needs to be implemented

Agenda item

Agenda

1. Health and Safety
2. Disputes / complaints resolution process
3. FENZ Operating Model consultation document
4. Asset transfer agreement process update
5. Permissible fires in restricted season – impacts on PCL
6. Notification and request for assistance process
7. Training process

1. Health and Safety
 - H&S content in fire plans for 2018 – 2019 season
 - Full H&S plans in place by 1.7.20

Because fire plans have been rolled over for the past two years and from the previous organisational set up, are these robust enough? Paul Baker has been reviewing these and coming up with recommendations. Rachel suggested Paul provide an annex to attach to fire plans around the H&S obligations of both organisations. Covered under OSA i.e. both PCBU's with obligations to talk with each other. Potentially require process to be documented particularly when the two organisations work together. Ian commented it is not so much about details of hazard identification, it is ensuring the last lines of defence such as adequate management and safety debriefing are carried out before crews enter onto the fire ground. We also need to focus on how we encourage our line and incident managers to work as joint PCBU's.

Action: Tony to discuss with Paul, draft up an appendix and forward to DOC to discuss (Ian is DOC's lead on H&S). To be attached to this season's fire plans

2. Disputes / complaints resolution process

FENZ were keen to ask DOC how best to consult on the process development? How should we engage with DOC? FENZ will be keen to be aware of any existing process in which case this would be incorporated in the scheme

DOC to think about what issues may arise and how they may like to have these addressed. Bryan will be the point of contact for consultation.

Action: Bryan and Tony to discuss how this may work and bring options to this group for ratification at the next meeting

3. FENZ Operating Model consultation document

FENZ is keen for its external stakeholders to comment on its proposed operating model. Bryan suggested DOC provide a letter of support rather than submitting on the whole document.

Action: Bryan will provide a submission/letter of support – deadline for submissions is 19 October 2018

4. Asset transfer agreement process update

Lease arrangements around depots have been a hold up so have been separated out from the agreement i.e. they will transfer on the date of agreement and individual leases followed up on. Fire equipment cache/storage locations have been challenging but in progress. However, access and security is an issue, there is no easy process. Complicated by 1080 situation and impact on DOC.

Short term, equipment to be stored onsite with agreed access arrangements. Long term the aim will be for equipment to be held by FENZ and access made available for DOC. There will be exceptions in remote location where it may be more efficient for the equipment to remain in a DOC storage area. Ian felt there needed to be arrangements described in these situations.

In summary, it was felt the majority of equipment will be physically relocated to FENZ.

Any requests from RMRs for equipment that is required by FENZ now, will go through Tony to Bryan cc'd to National Fire advisors (Ian and Scott). This will avoid purchase of new equipment prior to the full transfer of DOC equipment to FENZ.

Some equipment, because of local arrangements, needs to remain at an agreed location and not moved elsewhere in FENZ i.e. Aoraki fire appliance

Action: Bryan to amend the transfer agreement based off this discussion, run past legal then forward to Tony

Action: Communications within both organisations to provide a status update on the asset transfer agreement (Bryan – DOC)

5. Permissible fires in restricted season – impacts on PCL

Documents produced by FENZ outlines the types of fires permitted within a restricted or prohibited season. These could pose an issue for DOC as these differ from its policies for fires on PCL and National Parks. FENZ advised there is a group to

be formed to discuss DOC's preference for a 365 day/year restricted season on PCL, and to land a national position on this. Similar issue for Forestry's, TA's etc

Action: Rob Goldring to work with Scott to look for resolution on this issue.

6. Notification process

How is DOC notified and how are requests for DOC assistance made?

There is no quick fix to this and any agreed system will need to be tested before being fully implemented. First step will be to get something in place for this coming summer, then look for a long-term solution. Beat lists, PDA's etc need to be reviewed. Having DOC contact relegated to the SOP is risky. This could be integrated with any future review of callout zones

Action: Tony to set up a discussion with Andrew Tolleson and invite key FENZ and DOC personnel i.e. John, Scott & Ian. Two issues to discuss 1) interim plan for this coming season and 2) long term solution

7. Training process

Bryan tabled a draft training process describing DOC's draft internal training process. The idea is to be clear about what DOC's internal process might look like, then discuss with FENZ how we work together. DOC is keen to work in with FENZ on a nationally consistent process.

Action: Dennis to invite Ian and Scott to meet with RTC's and look for progression on a national consistent process

8. Recent stakeholders meeting - was there value in this?

Bryan's feedback was these forums are useful to discuss and clarify how things function on the ground. Provides a conduit to build effective relationships and useful to aim at the operational level so all are hearing the same message at the same time.

Action: Tony and Rachel to set up a similar meeting in Region 3 preseason and extend invitations to DOC, Director Operations and Operations Managers and then look at Sth island

8. PPE?

DOC keen to align into FENZ PPE. Looking at process for this. DOC's to have a point of difference with an added logo/name that identify DOC personnel still. Make it an attrition process. Helmet colour? This will be an attrition process also.

**Action: Tony to confirm process for ordering, ruling on badges etc
Bryan contact DOC procurement to contact FENZ procurement (Tony will facilitate this if need be)**

Next meeting to be Thurs 8 November 2018, DOC, National Office

Meeting closed at 2:40pm

**Minutes of: Department of Conservation and Fire and Emergency New Zealand
Monthly Operations Meeting – 4.7.2018**

Purpose: FENZ Integration Phase: *“To share information and seek resolution of any emerging issues”*

Attendees:

FENZ

John Rasmussen, National Manager, Rural Operations

Will Smith, Relationship Manager Rural

Tony Roddan, Rural Manager Advisor

DOC

Hillary Aikman, Director, National Operations (until 12pm)

Bryan Jensen, Manager, National Fire

Ian Imrie, National Fire Advisor (via phone)

Scott Bowie, National Fire Advisor

Elisa Karwowski, Technical Support Officer, National Fire

Outstanding actions from 2.3.18, FENZ HQ

- Predictive Services - Tim will send an invite to Bryan when the group next meets which is quarterly
These meetings have been delayed until approximately August. Invites should be going out next week and Tim will forward invite Bryan.
- Wild fire investigation re points of origin - Tim to forward the draft documents to Bryan for review
A steering group will potentially be set up to review the current documentation in place – keen for a DOC representative on this - **Bryan call Tim (or vice versa) to discuss**. Point of origin work is still seen as sitting with the districts and investigators. Some internal work has been occurring for FENZ to have good visibility of the point of origin in Smartmaps (rather than just point of notification)

Action review from DOC/FENZ monthly meeting, 6.6.2018, DOC National Office

- Authorisations - Will to clarify the FENZ position on whether all fireground personnel including IMT and IMT support roles are to be authorised and carry ID cards
Authorisation of any fire personnel who are likely to supervising others or be in charge of the fire – IC, Ops manager, safety advisor, air ops, crew leader etc
Action: Tony to clarify the requirement of ID cards
- H&S
 - FENZ will examine their internal processes regarding how safety alerts and critical operational information is communicated to better inform partner agencies

- Will has raised this but not an easy fix and no capacity. A piece of work that needs to be picked up in the future. In the meantime, Scott and Ian will monitor and FENZ will endeavour to notify Ian and Scott as relevant.
- **Will to follow up wider stakeholder engagement regarding safety notices, alerts, research etc**
 - **Meeting purpose and objective**
 - **Tony and Will to draft statement for these meetings and forward to Bryan**
Bryan and Tony will follow this up as capacity allows
 - **John S to discuss with OLT re increased regional level engagement and discuss with Ian**
John R will raise this at the next FENZ OLT
Training engagement - Ian and Scott will finalise DOC's training requirements and communicate these to Denis Hulston
 - **Fire permitting and restricted fire seasons**
 - **Rob to check the National Park links and test these with Ian**
This proves has been delayed to approximately September. The DoC link provided was potentially too generic i.e. went to DOC Website , and the preference is the link goes direct to a summary of legislation for National Parks
FENZ's permitting system cannot identify NP's in a layer
 - **John R and Will to look at policy and legislation to clarify FENZ's stance re permitting on PCL and let Bryan know**
FENZ will move all of PCL to restricted fire season in place for this coming fire season
John s and Rob are looking to formulate a working committee to address fire plan issues including fire status on PCL
FENZ permitting system development has been delayed due to security issues
 - **Utilisation of DOC's resources - Will and Ian (John S to join) to resolve the callout system with communication centres. Still to progress**
 - **Bio-security**
 - **Ian to review the environmental paper to be more suitable to add to Aircraft Stds agenda item**
 - **Ian and John R to work together on bio-security requirements**
Would be beneficial for a liaison point for FENZ's Dr Trudi and Dr's biosecurity resource to reduce duplication of efforts (DOC – Verity Forbes)
Action: DOC and FENZ to swap contacts
 - **Twelve-month agreements expiring 1.7.18 – Will and Bryan to discuss the OSA review**
Agenda item

Agenda

8. Health and Safety
9. Review of OSA
10. Structure fires on PCL – clarification of cost recovery
11. Draft Asset Transfer Agreement
12. Use of aircraft @ wildfires – review of environmental paper update
13. Fire Season Status wording

14. Expectation for DOC to turn up with full PPE and fire equipment

1. Health and Safety – DOC / FENZ

DOC commented on understanding the H&S plans in place at fire site which are covered under the fire plans. These need to be examined to ensure these comply with updated H&S Act.

DOC feels DOC Operations Managers need to be in contact with Regional FENZ staff to check fire plans for the H&S plans

FENZ asked whether DOC can share their H&S checklist used prior to the fire season.

Action: Ian to forward DOC's H&S pre-season checklist to Tony

FENZ advised the accident report for the Port Hills helicopter crash is out which is being reviewed and as a consequence initiating some minor processes i.e. briefings etc to be formally recorded. On the 23.7.18 a group of aviation people will be meeting with training division to discuss the report and CO training.

DOC is keen to be a part of any discussions or outcomes due to this being the second time this has happened and looking at what actions were taken from the Flock Hill. Needs to be lessons learnt.

It was noted, there are no crossover between the two organisations which would be of value to rectify

Action: Tony to link in with Bryan (or delegate) to discuss this

2. Review of Operational Service Agreement

To recap, the OSA was seen as a guidance to the first year, knowing things would be fluid with the intention of a review at the end of the first 12 months.

Key areas to progress for the following 12 months is fire reporting and training planning.

Some areas that worked well is a better understanding of land areas and mapping

NB: Only points with comments are recorded i.e. points not recorded were deemed working well

Schedule 1 – Public Conservation Land

1.1 – Public Conservation Land and Additional Land

1.1.1 – 1.1.2 - Maps have been provided although work needs to happen re Fire Coms

1.2 - Biosecurity – earlier discussion refers to this

Schedule 2 - Fire Related Services

2.1 Personnel

2.1.1 – Resource model to continue. Work to be done on IMT roles. FENZ will continue to use NIMT. John advised there will be a NIMT workshop to be organised and asked whether DOC would like to be involved.
Two-hour response – no data available and no test completed on DOC producing a large amount of personnel resource. It will be useful to collect data this coming season re no. of requests, time of response, No.'s required, turn down of requests etc

2.1.8 – Process is being established – DOC requested whether the FENZ international deployment SOP could be a joint document

Action: Bryan and John to discuss a joint International Deployment SOP further

2.2 Finance

2.2.1 Agreed – Ian requested to clarify when fires originated from a structure or vehicle fire into a veg fire
FENZ confirmed a structure fire on PCL on its own will not be charged

Action: Further discussion required to provide a clear principle and able to be applied.

2.2.2 – Timeframes, currently no set timeframe but it was agreed both organisations will work to their best endeavours and aim for 90-day timeframe as per the previous NRFA fire claim timeframe
DOC will provide a timeframe in its internal processes

2.2.5 - FENZ is comfortable to roll this over for the next year. Lawyers have advised a legal agreement is not required - a record of the agreement to retain this will be sufficient – i.e. email from DOC to FENZ will suffice

2.2.7 – Same as 2.2.5 but clarify the wording to say this contribution is included in the 1.9m

2.3 Assets

2.3.1 – In progress and working to put this in place

2.4 Planning

2.4.1 - The 365-day restricted fire season on PCL has been agreed to and will be put in place after discussion

2.4.2 - DIA have advised there will be no provision for DOC representatives on LAC's and the OSA will not be part of the considerations of the LAC's

2.4.5 - DOC (Brendon) has commenced a project around a literary review of different types of PCL and what policy can apply where, to establish criteria and general guidance to assist with decision making for the PRFO. Any outcomes will be agreed by both organisations and be incorporated into fire plans.

2.5 Health and Safety

Both organisations agree this deals to H&S at a high level

2.6 Response Arrangements

2.6.1 Would be useful to provide clarification to the 2-hr timeframe.

2.6.4 Both organisations support the rollover for another 12 months

2.6.8 The liaison officer can be a Crew Leader for requests of support for minor fires

2.7 Training

Action: Bryan, John and Tony to get together to discuss some outcomes from training discussion of the OSA – to take a stocktake and what needs to be implemented

2.8 Other Fire and Emergency NZ Services to be provided to DOC

2.8.3 – FENZ needs to improve on the reporting to DOC

5. Monitoring and Performance Audits (in relation to the Agreement)

Audit Process – agreement on the description – DOC is comfortable with being part of a wider FENZ audit

3. Structure fires on PCL

Discussed as part of the OSA review (2.2.1) with an Action for further discussion and a clear principle

4. Draft Asset Transfer Agreement Review

1 DEFINITIONS

1.1. (i) (ii) List of Public holidays be amended to an appropriate definition

2 TRANSFERS OF ASSETS TO FIRE AND EMERGENCY NZ

2.1 – To amend this point to include a clarification of the transfer of assets with a book value. DOC does not want to incur costs from the transfer of assets with a book value i.e. FENZ will take on the depreciation costs once assets are transferred

2.2 – Confirm to approach this Region by Region

2.3 - Schedule discrepancy's? Not able to add new categories to the schedule list. DOC/FENZ agreed a person from each organisation to jointly audit assets prior to the transfer

NB: Remainder of comments were recorded individually due to moving to different mtg rooms

5. Use of aircraft @ wildfires – review of environmental paper update

Ian has provided John with a reviewed environmental paper update which DOC requested the links to the ? are not lost in a reduced version
The effects of chemicals need to be balanced with the effects of fire
Brendon is comfortable to look at aspects with FENZ

6. Fire Season Status wording

Discussed earlier during review of OSA

7. Expectation for DOC to turn up with full PPE and fire equipment

FENZ confirmed this is their understanding including fire equipment until the asset transfer process is finalised and known.

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Monthly Operations Meeting – 6.6.2018**

Purpose: FENZ Integration Phase: *“To share information and seek resolution of any emerging issues”*

Attendees:

FENZ

John Rasmussen, National Manager, Rural Operations

Will Smith, Relationship Manager Rural

Tony Roddan, Rural Manager Advisor

Rob Goldring, National Advisor Fire Risk Management

John Sutton, Regional Manager, Rural (Region two)

Denis Hulston, Manager Region Training

DOC

Hillary Aikman, Director, National Operations (first 30mins)

Bryan Jensen, National Fire Manager

Ian Imrie, Technical Advisor, Fire (via Skype)

Elisa Karwowski, Ranger Fire Support

Action review from operations meeting, 2.3.2018, FENZ HQ

- Predictive Services - Tim will send an invite to Bryan when the group next meets which is quarterly – *not actioned, Will to follow up*
- Permitting - Will and Ian to sort out what needs to happen (note 3.2.4 references Director approval) Check with DDG regarding the change – *agenda item*
- Incident reporting systems - FENZ will look at what has been happening and come back to DOC. Look to work with DOC to come up with some standardised actions- *agenda item*
- Call out procedures & their relationships to H&S i.e. Ops Mngrs not being aware of staff working on a fire
- DOC to define how its internal notifications will operate – *there is a need for DOC operations managers to understand FENZ H&S plans, options analysis for the DOC duty system will be discussed at August OLT meeting to decide how the Duty Officer system will work. Ian currently acting as safety net for DOC notification of fires on PCL (this is an additional layer in the Comcen SOP and not a change to beat lists) This is to ensure there is notification to Operations Managers and to liaise with comcen if there are additional resources required from outside the region as this would be led by the National fire team.*

- FENZ to look at how Comcen works for alerting DOC – *still operating to fire plans which include the H&S processes, anticipate these being rolled over. Need to make clear to DOC this is what is being operated to, relationships at place essential.*
- Wild fire investigation re points of origin - Tim to forward the draft documents to Bryan for review – *not actioned?*
- Cost recovery/recharging – Elisa to resend fire information to Will Smith re Incident numbers – *action completed with cost recovery between both organisations almost concluded*
- Asset transfer process - DOC to forward information to FENZ as soon as possible – *agenda item*
- Training - Ian to forward an updated gap analysis to Mignon and Brandon Guttery – *completed*
- Health and Safety - This is to be discussed within both organisations and brought to the next monthly meeting with a view to a wider discussion which may necessitate a separate meeting – *agenda item*
- Fire fighter currency - FENZ to discuss with RMR's the need to remember DOC crews to keep currency and maintain the relationship – *agenda item*
- Authorisations - Elisa to forward examples of inconsistencies to Will Smith – *while this had progressed, this initiated new discussion which requires a revisit as to who should be authorised and to what level*

Action point: Will to clarify the FENZ position on whether all fireground personnel including IMT and IMT support roles are to be authorised and carry ID cards.

Agenda

15. Health and Safety
16. Purpose and objective of these meetings
17. Fire permitting and restricted fire seasons
18. GPS points of origin
19. Asset Transfer
20. Training
21. DOC's resources for fires on and off PCL
22. Biosecurity
23. Twelve-month agreements expiring 1.7.18

8. Health and Safety – DOC / FENZ

This will become a standard agenda item to focus on any issues as they arise within either organisation.

DOC queried whether the H&S notices, articles and safety alerts appearing on the FENZ website could become part of an engagement process between FENZ and its stakeholders.

FENZ agreed, best practice would be to share learnings and alerts with its stakeholders, including Forestry. Tony noted the new stakeholder framework being developed may provide a forum for this.

In addition, DOC asked whether FENZ saw themselves as the lead regarding the dissemination of information found in research publications and sharing and adopting improved practices with their stakeholders. FENZ agreed a process that communicated with key FENZ personnel and stakeholders would be beneficial.

Actions:

- ***FENZ will examine their internal processes regarding how safety alerts and critical operational information is communicated to better inform partner agencies.***
- ***Will to follow up wider stakeholder engagement regarding safety notices, alerts, research etc***

9. Purpose and objective of these meetings – DOC

The question of whether to review the current purpose of the monthly meetings was raised.

Joint discussion covered, creating performance measures, structuring to the OSA, annual review/reflection, having a national oversight on operations, ensuring key personnel attended, a Charter, the importance of completing actions/outcomes and having Purpose, Objectives and Monitoring. John R noted the scope statement from the National Policy for Fire Control Operations and that the committee's role is to look at issues and consider how to operate under the OSA.

DOC suggested that in addition to meeting at a national level, there may also be benefit in meeting at a regional level where the DOC North and South Island Technical advisors could if invited, attend regional meetings.

Actions:

- ***Tony and Will to draft purpose and objective statements for meetings and forward to Bryan***
- ***John S to discuss with OLT re increased regional level engagement and discuss with Ian***

10. Fire permitting and restricted fire seasons – DOC / FENZ

DOC's preference is for a restricted fire season to be placed over PCL (National Park bylaws and certain high value areas have own bylaws and rules) for 365 days a year, allowing for campfires in the backcountry and fires in approved fire places under the legislation with all fires prohibited during a prohibited season. DOC is comfortable with PCL having a restricted status and an open status on its boundary. The layer/link to National Park policies will need to go to an external site to be administered by DOC.

Will suggested, the management of PCL (365 day restricted season) can be included on the new cover sheet of rolled over fire plans rather than a rewrite and will manage anomalies.

FENZ is developing a consistent national approach to setting fire season status on non-PCL. John R invited Bryan to sit in on the committee setting the trigger points which he accepted. DOC advised it would comply with prohibited seasons set by FENZ and enforce this on PCL.

Rob described a zoning system being developed across the country i.e. climatic and others as part of a risk planning process.

In response to a query put to DOC regarding margins, Bryan said fire season requirements will take care of most situations and doesn't see the need to go back to safety margins. However, it would be of value for FENZ to know where DOC's high value sites are.

Rob provided a summary of the new incident reporting system in place which is spatial and includes Scion fire types and a training programme has been undertaken. A soon to be released map will show the point of origin not just the address point. The reporting aspect is still a work in progress, but aim is to report on DOC and vegetation fires which aligns with requirements of the OSA.

Rob tabled a project undertaken by Scion to produce a database containing data to calculate the economics of wildfire on a national scale. The next phase is to operationalise this, and DOC's data and records will be a key factor i.e. to assist in creating methodology to costing DOC estate and environmental impacts. This will link into the incident reporting system to enable annual reporting on value loss. Will be important to have the right DOC person to assist with this.

Actions

- **Rob to check the National Park links and check these with Ian**
- **John R and Will to look at policy and legislation to clarify FENZ's stance re permitting on PCL and let Bryan know**

11. GPS points of origin - DOC

This was covered in Point 3

12. Assets transfer – DOC / FENZ

FENZ would like to complete an audit of DOC equipment prior to assets transferring and described the tasks to be covered by this. DOC believed the process for this could be incorporated into the asset transfer agreement.

DOC commented non-fire equipment may be housed in depots and some fire equipment e.g. Wajax pumps are used for non-fire tasks e.g. bridge loading

FENZ clarified their expectation is for DOC fire personnel to turn up with full PPE and fire equipment. **(Item for next meeting agenda)**

In summary, most fire assets are likely to remain in their current location and access arrangements will be addressed. There will be no issue of continued use of Wajax pumps for non-fire purposes.

13. Training – DOC / FENZ

DOC's priority is to tidy up individual unit stds preventing fire personnel to be fully trained at their assigned role level. The next priority will be to look at gaps in IMT teams and look to FENZ for opportunities to upskill identified personnel.

FENZ described their intended training process, as per the OSA, to work with stakeholders in identifying what training is required both in type and numbers. From there the RTC's will pick up this information and come back with courses and dates. The idea is to agree on this annually to enable planning and costing and to move away from a piecemeal approach. Will suggested RMR's could also be consulted for their view as to what roles could be of value in their region.

In summary, there was agreement to look at what *capability* was required in a region, for training requirements and issues to go to Dennis for dissemination to Regional Training Coordinators (RTC's) and Regional Managers Rural (RMR's) be provided with a list of DOC fire personnel prior to each fire season.

Action: Dennis invited Ian or Elisa to meet up with the RTC's in their June workshop

14. Utilisation of DOC's resources - DOC

DOC felt its fire personnel were not utilised as much as they could have been over the 2017/18 summer leaving an issue with retaining staff's currency.

The process of requesting DOC's support was discussed and the 'when' and 'how' may require clarification and confirming.

The loss of IMT personnel from DOC, TA's etc was raised and will need to be addressed.

Action: Will and Ian to (John S to join) to resolve the callout system with communication centres.

15. Bio-security - DOC

The OSA requires DOC to provide bio-security operational procedures and training for FENZ personnel working on PCL. There are a few issues still being worked through i.e. Myrtle rust and Kauri dieback (FENZ working on Mycoplasma bovis).

FENZ advised the environmental work completed by DOC will be added as an addendum to the Aircraft Standards although may require some editing.

Action:

- **Ian to review the environmental paper to be more suitable to add to Aircraft Stds**

- **Ian and John R to work together on bio-security requirements**

16. Twelve-month agreements expiring 1.7.18 - DOC

DOC and FENZ discussed how to manage the first twelve-month review of the OSA. Key points to address were the transfer of assets agreement and a potential review of the bulk funding amount.

Action: Will and Bryan to action

Meeting closed at 3:45pm

Minutes of:

Department of Conservation and Fire and Emergency New Zealand - Monthly Meeting – 02/03/2018

Purpose: Monthly Operations meeting – FENZ Integration Phase

Attendees:

FENZ

John Rasmussen, National Manager, Rural Operations
Will Smith, Relationship Manager Rural
Rob Goldring, National Advisor Fire Risk Management
Stephanie Begley, Principle Advisor Rural Operations
Tony Roddan, Rural Manager Advisor
Tim Mitchell, Manager, Rural Fire

DOC

Bryan Jensen, National Fire Manager
Ian Imrie, Technical Advisor, Fire
Elisa Karwowski, Ranger Fire Support

Agenda

- Predictive Services – FENZ
- Authorised Fire Types – FENZ
- Risk Planning – FENZ
- Incident Reporting Systems – FENZ / DOC
- Call out procedures & their relationships to H&S – DOC
- Cost recovery / recharging – confirmation of agreements and processes – DOC
- Asset transfer process update – DOC
- Depots and servicing, FENZ project
- Training – DOC
- Permitting processes and arrangements – DOC
- Reciprocal compliance (competence and fitness) – DOC

- Authorisations – consistency of process – DOC

1. Predictive Services – Tim Mitchell

FENZ are running a project looking at predictive services; what they currently do and what they deliver. Part of this project is looking at future information needs for FENZ and stakeholders given there is currently a strong Fire focus but may expand into medical events etc

FENZ will be looking at representation on the project, potentially including a DOC rep as a user of these tools and once the project charter is formalised (next few weeks) FENZ will forward a copy to DOC

Action: Tim will send an invite to Bryan when the group next meets which is quarterly

2. Authorised Fire Types – Rob Goldring

Rob tabled a draft webpage outlining future permitting process, showing authorised fire types for each zone and the fire season status information. The website will advise additional bylaws for National Parks and be directed to a URL provided by DOC. DOC advised they are currently looking at how they can reflect the changes in Rural Fire Legislation in the existing or reviewed National Park statutory policy documents.

FENZ Have gone for a consistent message to cover the differing land owners, simple & very easy for the public to understand what they can and can't do. Rob will provide a final draft version to DOC

3. Permitting

DOC's experience over the 2017/18 summer indicates there is a minimal need for fire permits on PCL. This has raised the question of whether there is a need for DOC staff to issue permits or if this limited need could not be met by FENZ staff with DOC personnel doing the groundwork and making a recommendation to the relevant DPRFO

It is likely given the limited requirement for permit issue on PCL that currency of DOC permitting staff will become an issue along with situational awareness of season status, restrictions and fire conditions.

If FENZ agree that all permitting needs can be met by their team, there will be a need for a formal process to be developed with DOC and FENZ having strong communication particularly before permits are issued and fires/burning is initiated.

Action: Will and Ian to sort out what needs to happen (note 3.2.4 references Director approval) Check with DGG regarding the change

4. Risk Planning – Rob Goldring

FENZ is developing a communication plan as part of their wider fire prevention programme.

The 'Check it's alright' campaign which has replaced the old Bernie campaign is performing well and there is an intention to build on this message by expanding this onto the internet

FENZ are also working with key stakeholders on risk planning and establishing charters with organisations such as Federated farmers and the Forest Management Group allow them to share data on risk management and give them access to personnel such as farm labourers and contractors for the purpose of firefighting. This data will flow on to the new FENZ Fire plans.

5. Incident Reporting Systems – Rob Goldring

There is a new component in the FENZ Smart map mapping tool for the purpose of mapping fire perimeters. DPRFO's have been requested to go back and where possible, map retrospectively.

DOC advised the priority for them is to see/receive accurate GPS coordinates on the Point of Origin and perimeter of the fire as these determine the liability for costs associated with suppression. The recent fire near Mt Ajax on the West Coast provided little in the way of assurance that there was an accurate point or area of origin recorded.

The current method used by FENZ of attaching incidents to address points or CPN's is insufficient to determine actual location in rural/remote areas.

FENZ advised the point of origin is about cost. Regardless of origin, if a fire is threatening PCL it needs to be communicated to DOC

DOC mentioned that depending on whether a fire is on PCL or non-PCL may determine a different response from DOC.

FENZ Summary: We need to ensure consistent communications with DOC along with other stakeholders. Data will be more accurate going forward – will have access to monthly reports to incidents on conservation estate.

Action: FENZ will look at what has been happening and come back to DOC. Look to work with DOC to come up with some standardised actions.

6. Call out procedures & their relationships to H&S – DOC

DOC has in place established procedures with Communications centres through PDA's for all call outs requesting assistance from DOC personnel to be initiated via the DOC 24hr Duty system. A secondary notification in the SOP advises the DOC National Fire Advisor and DOC is asking for this process to be clarified with the FENZ Rural Managers in the FENZ regions.

What DOC wish to avoid at all costs is DOC staff being called as first responders through informal callout processes via local contacts as in this way DOC Managers are being left unaware of staff involvement in incident responses leaving subsequent risks Health and Safety of staff and to DOC business continuity.

DOC have no issue with FENZ making direct contact with local DOC staff for incident intel relating to values etc on PCL or other day to day matters.

Actions:

- **DOC to define how its internal notifications will operate**
- **FENZ to look at how Comcen works for alerting DOC**

7. Wild Fire Investigation – Tim Mitchell

Tim provided a summary on the current state of Wildfire investigations and investigators with FENZ looking at why we have historically been doing investigations and what is required of current and future investigations.

They are keen to look at how this work can be done effectively across both the rural and urban sectors. It was noted Investigators are a national resource to use where they are best suited rather than location based i.e. have the skills suited to the incident rather than because they are the closest.

FENZ are working on how they can best support fire investigators through refresher workshops, an annual workshop for all level 2 investigators and a peer support network.

Terms of reference are still to be developed to clearly describe what is wanted out of an investigation however, Investigators will not be issuing infringements or doing a subsequent investigation for the purpose of court action – this will be handled by another team

Investigations re point of origin – should documents go to DOC for input prior to FENZ OLT?

DOC sees prosecution as part of the prevention process so are looking for investigations that will stand up in court which is in line with FENZ view.

Action: Tim to forward the draft documents to Bryan for review

8. Cost recovery / recharging – confirmation of agreements and processes – DOC

FENZ is currently working on getting information into SMS. The agreed position between DOC and FENZ is one of working in an environment of trust where supporting documentation is not required but will be available upon request. An Invoice will be accompanied by a summary of costs only

Action: Elisa to resend fire information to Will Smith re Incident numbers

9. Asset transfer process update – DOC

DOC asset transfer project team met on 16 Feb. Andy Roberts leading the team, Don Cooper, (property), Rex Ambler (fleet), Alistair Drake (finance), Ian Imrie (fire) Bronwyn McDonald(HR). DOC has had some difficulty given the amount of organisational change over recent years to identify an accurate Financial history.

DOC advised staff transfers to FENZ must be on existing or similar terms and conditions as current employment.

DOC need to identify where they will hold equipment in the future such as on Islands like Kapiti, Mana, Little Barrier, Raoul etc. Once we have a solid picture we can come together and agree on the basic principles which should apply in these situations.

FENZ confirmed they are still keen to use 1 July date for transfer of assets. A key point for the National Manager Rural (Kevin O'Connor) is the depots FENZ wishes to transfer. FENZ are looking for 3-year agreements for Ngongotaha, Christchurch and Palmerston North depots while they gather information regarding servicing and maintenance through to June. Bronwyn McDonald will be contacting FENZ HR (Nicola)

Action: DOC to forward information to FENZ as soon as possible

10. Training – Tony Roddan

Tony provided an update on FENZ training outlining the National Training calendar and the structure of the training group. It was advised there was a focus on strengthening capability in Incident Management teams.

DOC indicated they had a specific need to address training at Incident Management team level and unit standard level to complete Training standard requirements.

DOC / FENZ process seen as:

- DOC provides national requirements to FENZ – what, where and how many (names not required)

- FENZ incorporates into training plan and communicates requirements to Regional Training Coordinators (RTC's)
- RTC's liaise with Elisa Karwowski to coordinate DOC attendance

Action: Ian to forward an updated gap analysis to Mignon and Brandon Guttery

11. Health and Safety (competence and fitness) – DOC

A comment was raised by DOC about how DOC and FENZ can provide assurance that their personnel are adequately trained, competent and fit to undertake their roles in a fire fighting organisation.

FENZ and DOC agreed there was a need to open communications as PCBU's to address these matters and continue the discussion through this forum.

Action: This is to be discussed within both organisations and brought to the next monthly meeting with a view to a wider discussion which may necessitate a separate meeting.

12. Authorisations – consistency of process – DOC

FENZ confirmed DOC is not required to provide Records of learning or fighter fitness records of nominated DOC personnel to individual FENZ regions

Action: Elisa to forward examples of inconsistencies to Will Smith

13. Fire fighter currency and opportunities – DOC

Various options were discussed to achieve this.

Action: FENZ to discuss with RMR's the need to remember DOC crews to keep currency and maintain the relationship

Meeting closed at 2:15pm

DOC FENZ meeting (NFT mtg with Will Smith and Tony Roddan) - Rotorua Office
9 February 2018

Relationships/communication lines between DOC and FENZ:

FENZ – core 5 pers:

John Rasmussen

Will Smith - overall relationship manager/central conduit/trouble shooter/lead go to person

Tony Roddan – getting up to speed – oversight of what Will is involved in, will have a training component until a replacement can be found

Stephanie Begley - support/special projects/changes in procedure – writes up documentation/ processes/imbeds existing documentation & processes

Rob Goldring – risk management

DOC – Bryan Jensen, Ian Imrie, South island technical advisor (vacant) & Elisa Karwowski

Top level relationship between Mike Slater and Kev O'Connor

DOC's relationship with FENZ is one of 25 identified by Lou Sanson to be actively managed and one of two managed by Mike Slater

It was proposed for a monthly/bi-monthly between key identified personnel to discuss issues as they arise. Potential for an operational component whereby RMR's are invited to skype in at some stage of the meeting. This was agreed as a positive action.

Action: Elisa to arrange a meeting for 1st or 2nd week of March, 9:30am – 3:30pm, at FENZ office in Wellington

Assets:

Meeting being held 16 Feb to establish principles around how this will work

No transfers will occur without appropriate process

Part of transfer process will be the maintenance aspect

Access and security a key consideration for DOC i.e. some equipment held alongside inflammables, other significant equipment – put this in the proposal to be considered by FENZ

PPE situation requires clarification – current issue around managing the integrity of fire overalls, need to resolve this

FENZ conducting scope of work reviewing depots & looking ideally what a depot should look like. Lindsay Golding assisting with this.

DOC to advise: what it has & where, what does it maintain & how, what does it retain & where and describe any issues re locations, leases etc, preferences

FENZ responds.

*Timeframe – transfer date of 1/7/2018

Compliance:

FENZ contacts: Mike Dasler (main contact), Phil Mitchell

FENZ update: current focus is on educating

Currently two policies (which were sent to Ian) but no real processes behind these – working through this now

Call from regions for strongly worded letter to send to offenders – draft with lawyers

Infringement notice (on the spot fine) requires new regs to enact, will be long process & not going to happen before July 2018

Focus on communication then fining, procedures on how & when infringements will be issued being drafted – Bryan advised DOC already gone through this process for freedom camping infringements if process guidance required

DOC can request a FENZ level 3 investigator

DOC comment: DOC's stance is to take action, from either following up the offence with a letter, to prosecution. Already issue with repeat offenders due to the lack of repercussion Cause and origin required – policy around this? What is the criteria for investigation, who initiates? DOC can utilise its own investigators. What is the process for getting DOC fire investigators authorised?

DOC asked what role rangers can play, have two high level compliance officers

Action: Bryan/Ian to contact Mike Dazzler who can provide guidance for rangers at fires re compliance

Action: Tony to advise DOC process for new fire investigators and other queries listed above

Action: Tony to send list of current fire investigators to Ian

Action: Tony to talk with JR & Rob Goldring re Joss Debreceeny to engage with DOC/Bryan around prevention strategies

Fire Plans

Would be useful to have a template or list of FENZ requirements as to what is required.

Fire plans for previously non-ERFD areas have been completed and sent to RMR's

Action: Ian to forward these fire plans to Will

Fire plans to be a response guide and not a high level document

Action: Will to ask what does FENZ want from fire plans – for next season

Action: Will & Tony to put on the FENZ table regarding a process to follow for fire plans

Training:

Elisa national coordination contact

What is the process for getting it off the ground?

Action: Elisa to ring Lisa 0800 874 874 who is the BSU for training

RTC's are regional level and Tony national contact until replaced

Training calendar out now, book through National BSU

Process – DOC to advise FENZ what our needs are via Tony and Will who run past JR to formalize the request – Where, When, What & Who...

Action: Tony to forward National training calendar to Ian and Elisa

Permitting:

Not being able to have different conditions for National Parks an issue for DOC

Will - website can advise there are separate bylaws for National Parks which need to be considered and put in a link

Action: DOC to add National Park information online and provide link/URL to Will & Tony

ian suggested one page to provide bylaws specific to fire for all NP's

Action: Ian to talk to Coms team to create

Other lands are treated as private land

Trial commences in April

DOC / FENZ Meeting - Fire and Emergency NZ, Manukau 14 November 2017

Purpose: The meeting is an opportunity to discuss how we can support one another to deliver on the expectations of the Operational Services Agreement

Agenda items for discussion:

- Welcome and housekeeping
- Introductions (quick round of self-introductions and roles)
- Background (10 mins as you will have read the OSA – Bryan J)
- FENZ structure and the role of rural/urban fire (Bryan C)
- DOC assisting FENZ with fire control on/off PCL (Notifications and expectations)
- DOC Personnel Resources
- Planning (response plans, developing new FENZ Plans)

- Training and currency opportunities
- Costs associated with fire control
- Permits and permitted fires

Attendees:

Bryan Cartelle, FENZ, Regional Manager, Rural (Region one)
 Thomas Harre, FENZ, PRFO, Auckland
 Rory Renwick, FENZ, DPRFO, Sth/Eastern (Whangarei & Kaipara)
 Dale Tawa, FENZ, DPRFO, South Auckland/Inner islands
 Myles Taylor, FENZ, PRFO, Northern, Whangarei & Kaipara)
 Rolien Elliot, DOC, Operations Manager, Bay of Islands
 Dave Smith, DOC, Improvements Manager, Auckland (on behalf of Andrew Bauke, Director, Auckland Operations)
 Bryan Jensen – DOC, Manager, National Fire
 Ian Imrie – DOC, TSO, National Fire team
 Elisa Karwowski – DOC, Support, National Fire team

Once introductions were completed Bryan Jensen provided a brief background to the establishment of Fire and Emergency NZ as the fire authority for New Zealand and the Department of Conservation's continuing role in fire control and commitment to support FENZ.

Bryan briefly summarised the Operational Services Agreement (OSA) and the role it plays i.e. contains the services FENZ and DOC will provide to each other. The National Policy for Fire Control Operations provides the detail in support of the OSA

Operational Services Agreement – clarifications and action points
 (Life expectancy – 3 years with an initial review at 12 mths)

Guiding Principles

- 1.4 Similarities and agreement on fire reduction strategy were sought
- DOC rep sought on the reduction strategy committee
 - Tensions between FENZ & DOC: FENZ have volunteers, DOC has paid staff

Action: Thomas to raise having a DOC rep on the committee with the group and bring back to Bryan

- 1.8 Point of clarification re Nga Whenua Rahui or Additional lands
- DOC has obligations for these on a case by case basis
 - SMS the only place to get an accurate picture of which lands DOC has fire responsibility for

5. Monitoring and performance audits (in relation to the Agreement)
- Key relationship sits with Mike Slater, Deputy Director-General, Operations and Kevin O'Connor, Rural Manager
 - Criteria and process still not in place for feedback and review of the OSA between the two organisations

Schedule 1 - Public Conservation Land

- 1.1.3 Biosecurity i.e. on islands etc how can FENZ operationally support this

Cross contamination of waterways? DOC has kits for this, i.e. didymo, kauri dieback

Will require facilitating via DOC Operations managers who can provide specific guidance on their particular districts

Asses the risks, mitigating actions, protocols – technical and operational

Relationship – 1.1.3 at Operations Manager level

1.1.2 Foam use and access to particular areas? Mapping?

Use of fire fighting chemicals very limiting although subject to a risk management and I.C makes the call. Unable to map – too many details. Use of protocols more efficient

Phosphate - protocols need to be created

Salt water? Lacking technical info around the use of salinity on vegetation. Do we keep on using it?

Communication between Ops manager and I.C on the fire ground

In the absence of information, use it.

‘Ecological Management Unit’ ideal start point and build on this

Action: Ian to provide Brendon’s’ paper ‘Use of firefighting chemicals’, appendix to Aircraft standards

Relationship - local level with Operations managers

1.1.4 Habitat enhancement? Regional directors (DOC) provide the sign off for this work after request from district operations. Fire permits on Pubic Conservation Land (PCL) will be consultation with FENZ. this will be part of the ongoing relationship at the local level.

Relationship – 1.1.4 at Operations Manager level

Schedule 2 Fire Related Services

2.1 Personnel

- Response to assistance on PCL is interpreted as *mobilising* response resources within the 2 hr timeframe as per the Operational Services Agreement along with an ETA provided
- Rolien made the point, due to ERFD’s, DOC has lost a level of fire resource and will take time to build
- Have discussed rapid response teams
- What response level is required – FENZ indicated they are looking for the higher level of expertise and training i.e. IMT level
- DOC will be looking to the regional training coordinators to identify training programmes
- FENZ suggested a smaller group to work across a larger land mass – would help with currency, training etc
- DOC conflicting core work priorities impact on this i.e. myrtle rust response, 1080 operations
- DOC’s focus is training in the higher level, looking at it at a regional level,
- FENZ indicated they would be comfortable with 5 good IMT people and 2 fire crews in Northland
- At the moment the training opportunities are not available past c/l level
- Quality over quantity

- FENZ can offer IMT resource at other DOC incidents, not just fire e.g. marine mammal strandings
- 2.1.2 DOC staff, called and responding as a rural fire volunteer, continue to be a volunteer until the truck returns to the station/stood down. They can then deploy as DOC ff's should DOC be requested for assistance
See National Policy for detail.
- 2.1.6 Compliance personnel - currently 3 staff trained, other staff identified. Some policy needs to be developed how and when fire investigations will be completed. This will evolve.
- 2.1 Finance
- 2.2.3 & 2.2.4 Potential to use the same format for invoicing and reimbursement of costs- Elisa to work with John Rasmussen to investigate this as an option
- 2.2.7 50k is seen as a reasonable contribution by DOC towards the national fire reduction publicity campaign.
The point was made that Reduction can be driven by the funding amount rather than what *needs* to be done...
- 2.2.8 Clarification sought around payment of contractor invoices (This was discussed by us later – what information do we want to put in here given we came up with an answer different from what was discussed during the meeting?)
 - Accounting of invoices for contractors and agencies assisting – will invoice the agency who requested the service
 - Statutory liability will always sit with FENZ.
 - DOC no longer has preferred suppliers e.g. helicopter services
 - Potential for confusion?

Action: to be reviewed in 12 months

- 2.3 Assets
 - Where is the gear and how to deploy?
 - Opportunity to make strategic decisions
 - Inventory has been completed by DOC
 - Asset transfer has the potential to include personnel
 - Where assets were formally transferred in the past, these are excluded from the asset transfer process i.e. far north
 - Doc may need to retain some gear in remote places i.e. Raoul, LBI, Chathams etc
 - FENZ to look at this once they have the list of gear, to decide where and what, again a joint discussion with local ops managers. Opportunity to strategise
 - Maintenance requirements/arrangement are not clear yet... DOC provides gear to FENZ to a standard, and FENZ maintains this std.
 - How does DOC retain currency with no gear – will be discussed and decided during the asset transfer.

- Transfer of assets will be underway in next few weeks – aiming for report by 31/3/18 to DOC Deputy Director General
- Interim measure – suggest no significant expenditure until then

NB: Will Smith currently identifying the FENZ component of the asset transfer team

2.4 Planning

2.4.1 DOC - 365 restricted fire season over all PCL

- FENZ keen to continue prohibited season on islands
- How to manage open versus restricted? Would like to be consistent nationally (National Parks all have their own policy which cannot be overridden by FENZ Act)
- Fires for comfort and warmth is an allowable activity and does not require a permit refer to 3.2.3 national policy
- Rolien discussed bylaws in northland
- Operations managers to communicate specifics to FENZ
- These relationships are key
- Rolien for NNI (Kaiwaka north) with Myles Taylor
- Dave Smith, as representative for Auckland with Thomas Harre
- Operations manager, Great Barrier island with Lance Dixon

2.4.4 National policy - no reason not to increase prohibited areas

2.4.5 Fire suppression strategies

- Clarification sought – moving away from tradition, provides options
- FENZ need to know high value and low value to make these decisions
- DOC will get notification of fire on PCL - FENZ for fire suppression & DOC for value information

2.4.10 DOC agreed to provide data to FENZ

2.5 Health and Safety

- Alignment? National policy contains details around H&S
- Hours a key issue – work / rest ratio the same

2.6 Response Arrangements

2.6.2 This provision could cause delays – may need to be assessed on a case by case basis i.e. Te Pahi report of fire, need to go... etc
Bryan advised this point was aimed more for when there is debate of a smoke report

2.6.3 Current arrangement is DOC's duty system i.e. fire coms comes through to Regional Duty officer who communicates to the appropriate Response Ranger
Request for DOC assistance goes from FENZ to fire com to Regional Duty Officer
Plan to provide another level to this and will be communicated once confirmed

When advising DOC of fire on PCL (rather than a request for assistance) Fire com used as a consistent contact as there are variations throughout the country, staff/contact number changes etc whereas this system is fail safe

What is the trigger? Smart map now contains all PCL – even if close to PCL, let DOC know via Comcen

Location of point of origin has a financial aspect

Action: SOP with Ian and Dean to be communicated to Myles and Thomas

2.6.10 Clause aimed at bringing FENZ standards in line with DOC ff's
Confusion around what constitutes a ff allowable on a fire ground

2.7 Training

- Difference around medical and ff fitness

DOC's 'Crew Placement' spreadsheet shown to FENZ, Crew leaders and up will be authorised

- FENZ Training Regional Coordinators liaise with DOC National Fire TSO, who will discuss requirements with regions (is this correct?)

Meeting with Tony Roddan - 10 October 2017

Attendees:

Tony Roddan, Integration Manager, Training, FENZ
Ian Imrie, Technical Support Officer, National Fire Team, DOC
Elisa Karwowski, Ranger Support, National Fire Team

Action Summary:

Action: Bryan to email Ops Directors and provide guidance re regional requests for unit std training at this stage, combined fire exercises/practice not an issue

Action: Tony to contact RTC's to advise communication channels and to pause on the requests for training needs from DOC regionally (fire practice and exercises ok)

Action: Wire diagram for national fire team (elisa) – *completed below*

What does the end result look like? (2 – 5 yrs)

Cost

- Training is sustainable for both organisations (FENZ & DOC)

What is it?

- Competency based rather than unit std focused – at least for the higher levels
 - 1) FF and C/L level – unit stds
 - 2) High level specialist roles e.g. AAS, Fire behaviour etc – role based training (which includes the necessary unit stds)
 - 3) Generic incident management roles e.g. IC, Logs, P/Intel – role based training (including unit stds)
- Learning pathways suitable for both organisations developed
- Unit stds reviewed and are suitable for purpose (many outdated)
- Not to be confused with 'practice' which can carry on as per currently

How is it organized?

- Gathering of skilled training needs regionally focused but nationally coordinated (DOC)
 - Fire exercises / practice can continue to be organized at local level i.e. between RTC's & DOC (rangers/Ops Mng?)
- Training planning is completed strategically i.e. needs and evidence based and timing important
- Assessors utilized strategically and effectively across the two organisations
 - Utilising training and currency opportunities
 - Assessors / evidence gatherers

Data Management:

- Data management system that meets operational requirements of FENZ and DOC
- Ability to share necessary and appropriate data

Processes and communication:

- RTC's FENZ region 1,2 & 3 line of communication with DOC via Technical Support Advisor, Nth Island
- RTC's FENZ region 4 & 5 line of communication with DOC via Technical Support Advisor, Sth Island

Key points from general discussion:

Unit stds

- Competency based role streams rather than unit stds based i.e. learning pathways...
- Unit stds fall out of this way of training
- Becomes about having the attributes, competency and training in a particular role
- Currency critical also

Training environment will involve and be completed in phases...

RTC's to communicate via National Fire team

DOC national fire team, Support Ranger coordinates training needs and funnels to Technical Support Officers for final decision making

Incident level's important to consider when matching training levels to incidents/deployments etc

How do we bring learnings from debriefs to training?

Assessors

120 assessors called trainers in FENZ (can report unit stds)

- To add evidence gatherers

Have had a process of moving over to new organisation

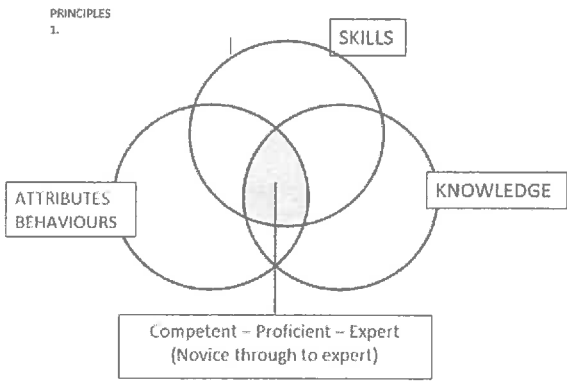
To which RMR should they get the nod?

DOC assessors continue? Yes – potentially one in each region (evidence gatherers..)

Use deployments for evidence based sign offs...

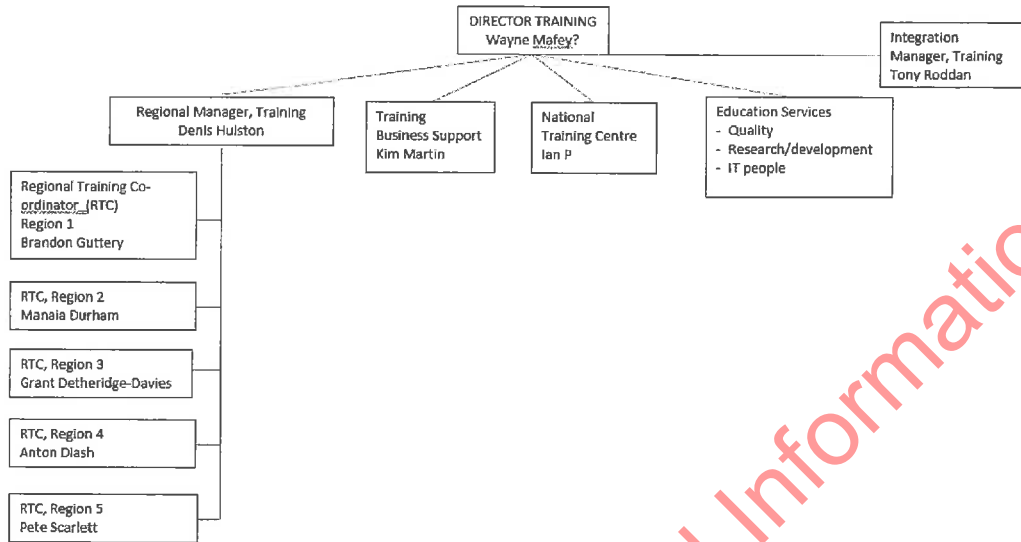
In regards to funding, FENZ will be stand alone i.e. not funded via TEC. Contribution to training budget unknown at this stage

PRINCIPLES – to be completed..

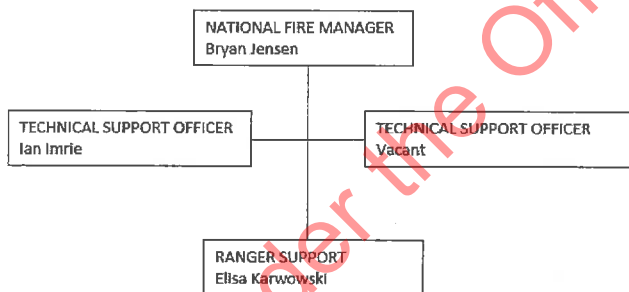


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Fire and Emergency New Zealand Training Structure



Department of Conservation Training Structure



DOC / FENZ Meeting (FENZ Waikato district) Fire and Emergency NZ, Hamilton Central Fire Station 19 September 2017

Purpose: The meeting is primarily an opportunity to introduce the DOC Waikato based Operations Managers to the Fire and Emergency New Zealand (FENZ) staff covering their operational areas and to discuss how they can support one another to meet the expectations of the Operational Services Agreement

Agenda items for discussion:

- Welcome and housekeeping (thanks Trac)
- Introductions (quick round of self-introductions and roles)
- Background (5 mins as you will have read the OSA - Bryan)
- FENZ structure and the role of rural/urban fire (Paul W)

- DOC assisting FENZ with fire control on/off PCL (Notifications and expectations)
- Planning (response plans, developing new FENZ Plans)
- Training and currency opportunities
- Costs associated with fire control
- Permits and permitted fires

Attendees:

Paul Wright – FENZ PRFO - Pumicelands

Paul Shaw – FENZ PRFO - Waikato

David Brown – FENZ DPRFO - Waikato

Matt Cook – FENZ DPRFO - Waikato

Rob Hood – FENZ DPRFO – Waikato

Rob Goldring – FENZ

Will Smith - FENZ

Avi Holzapfel – DOC Operations Manager – Thames

Natasha Hayward – DOC operations Manager – Te Kuiti

Ray Scrimgeour – DOC Operations Manager - Hamilton

Bryan Jensen – DOC national Fire Manager

Elisa Karwowski – DOC national fire team

Ian Imrie – DOC national fire team

Apologies:

Dale Tawa – DOC Operations Manager – Whitianga

Key points:

Bryan reiterated, due to the resources it manages, its history and being a significant land manager, Cabinet deemed it important DOC continue to have a role in fire control and support FENZ to establish effective services across New Zealand

Bryan briefly summarised the Operational Services Agreement (OSA) and the role it plays i.e. contains the services FENZ and DOC will provide to each other. The National Policy for Fire Control Operations (nearing signing off) provides the detail in support of the OSA

Paul Wright gave a brief outline of the FENZ rural and urban structure and boundaries for FENZ region two which consists of three rural *districts* and five urban *areas*.

Paul reiterated FENZ is in a three-year integration phase, merging urban and rural identities and personnel from various RFA's

Mapping:

- Current SMS mapping is out of date (still includes 1km FMS)
- DOC has completed a thorough review of PCL and additional lands in relation to FENZ Act
- New dataset for FENZ is being forwarded to Matt Donaldson, FENZ GIS this week

DOC assisting FENZ with fire control:

- The flow chart (attached as appendix I) from the National Policy was explained by Ian, which outlines the response on and off PCL.

- Response to assistance on PCL is interpreted as *mobilising* response resources within the 2 hr timeframe as per the Operational Services Agreement 2.6.1
- Response/assistance off PCL, National Policy 3.2.1
DOC has agreed to support Fire and Emergency New Zealand with fire control on other land and will provide reasonable access to personnel resources but this access may be subject to other DOC priorities.
Regional Directors when considering requests for assistance with fires on other lands, must keep in mind the obligation the Department has through Cabinet decisions to support Fire and Emergency New Zealand.
- Notifications – discussion on best means of notification to engage DOC resources, OSA 2.6.3
The Department of Conservation will maintain a 24/7 system to receive calls of notification or requests for assistance from Fire and Emergency New Zealand through the established network of regionally based duty officers.
- It was agreed to promote local relationships between DOC Operations Managers and PRFO's and DPRFO's as a means of dealing with day to day business that is not captured by agreed national process

High value sites:

FENZ sought clarification of additional protection for high value PCL sites
Paul Wright to provide the template on which relevant information will be recorded (1 page per site)
It was considered for the high value sites, DOC to identify critical sites (only handful per region). The majority of this information is currently held in PDR's which can be pulled out and highlighted

Response Plans:

DOC will make its response plan available once the personnel sections have been updated
DOC has rewritten plans for the four areas not previously covered by an ERFD to reflect the new working relationship with FENZ.
Response plans from the previous ERFD's will be rolled over to cover other areas of PCL

Training and currency:

FENZ have established regional training coordinators who will work with Operations Managers once training needs have been identified

Permits and permitting fires:

Who will issue permits on PCL – process to be drawn up

- DOC to issue for PCL (paper based)
- Top copy to applicant, second to DOC, third to FENZ who will enter info into SMS
- FENZ will consult with DOC where permits are likely to be issued for areas adjacent to sensitive PCL

| RURAL FIRE RESPONSE | FENZ Request DOC Assistance | DOC Staff first on scene |
|--|---|--|
| <p>FIRE ON PUBLIC CONSERVATION LAND</p> <p><i>For fires on Public Conservation Land or additional lands Fire and Emergency NZ may seek to hand over to DOC personnel. These DOC personnel must be authorised Rural Fire Officers.</i></p> | <p>Assemble authorised personnel requested and assign a liaison officer</p> <p>Proceed to incident and report to ICP for briefing and tasking</p> | <p>Immediately notify FENZ via 111 and maintain comms</p> <p>If requested by FENZ, initiate suppression using DOC resources</p> <p>Support FENZ staff on their arrival</p> |
| <p>FIRE ON ADDITIONAL LAND</p> <p><i>For fires on Public Conservation land or additional lands Fire and Emergency NZ may seek to hand over to DOC personnel. These DOC personnel must be authorised Rural Fire Officers.</i></p> | <p>Assemble authorised personnel requested and assign a liaison officer</p> <p>Advise relevant landowner (Treaty Partner) and relevant DOC Operations Manager</p> <p>Proceed to incident and report to ICP for briefing and tasking</p> | <p>Immediately notify FENZ via 111 and maintain comms</p> <p>If requested by FENZ, initiate suppression using DOC resources</p> <p>Support FENZ staff on their arrival</p> |
| <p>FIRE ON OTHER RURAL LAND</p> <p><i>At all times, maintain communication with FENZ personnel while determining ability to assist with fires on other rural land.</i></p> <p><i>The following is an extract from the Operational Services Agreement between DOC and Fire and Emergency New Zealand: "2.1.4 The Department of Conservation will provide as much assistance to Fire and Emergency New Zealand as it can but reserves the right, where exceptional circumstances exist, such as extended map-up operations off Public Conservation Land, to give priority to its own work schedule"</i></p> | <p>Place requested authorised personnel and a liaison officer on immediate standby</p> <p>Determine capability to respond taking into account other high priority DOC work. If unable to provide local resources contact Director for decision / support from other regions</p> <p>With Directors approval, if unable to respond seek support from other DOC districts or regions.</p> <p>If able to respond, proceed to incident and report to Incident Control Point for briefing and tasking</p> | <p>Immediately notify FENZ via 111 and maintain comms</p> <p>If requested by FENZ, initiate suppression using DOC resources until FENZ crews arrive.</p> <p>If requested to remain on site determine capability to do so taking into account other high priority DOC work. If unable to commit local resources beyond initial effort, contact Director for decision / support from other regions</p> |

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Write up by Will Smith and forwarded by email 20/9/17

DOC Asset Transfer meeting notes 15/9/17

High level questions / thoughts that will need to be considered

- Agreed that it is right that FENZ should hold all fire assets
- There is an ongoing maintenance cost associated with maintaining the current DOC fire assets.
 - who pays going forward, and how much?
- DOC assets have value.
 - Review of current book values needed.
- Location of Equipment
 - There is no intention to move any assets, though longer term through risk planning exercises involving both parties' asset locations may change.
- Retention of some equipment by DOC
 - Do we need to?
 - How would we identify this equipment?
 - Even if identified, could it still pass to FENZ to maintain and own, but simply remain in its current location for DOC to use?
- Depots – ongoing funding
 - DOC to provide current costing to FENZ for review
 - DOC feels that recharges (revenues) made from FENZ work and the reduction in the 1km margin should be considered in any review

Agreed Principles for any transfer agreement

- FENZ should own and maintain all fire equipment
- DOC is a support agency and will continue to meet its obligations as set out by the cabinet decisions
- Asset locations and levels will be agreed through Joint risk management exercises
- Both parties will discuss determining ongoing bulk funding calculations to include fair maintenance, holding and FENZ suppression costs(excluding incremental and 3rd party costs potentially removing the need for cross charging for fire suppression costs).
- Pilot (short period 2 weeks) to identify practicalities of transfer and proof of funding concept. (DOC preferred location Canterbury Depot)

Asset Transfers next steps

DOC will provide the following

- 1) List of all assets that are proposed for transfer. This includes the list provided in the OSA but also some additional trucks/fire appliances. If an asset has a book value greater than zero dollars the following information will be provided:-
 - a. Opening book value
 - b. Depreciation period

- c. Current value at a specific date.
 - d. Assuming that all depreciation is managed on a straight line basis with an expected end value of zero. If not additional information to be supplied.
- 2) Maintenance costs to be provided, 5 years history and this years budget
 - 3) Capital replacement costs 5 year history and this years budget
 - 4) Any consumables costs, 5 year history and this years budget

Practical implications that need to be reviewed in any pilot

To include the following as a minimum:

1. Capacity of FENZ to manage depots (locally and nationally)
2. Staff transfer or availability of FENZ resources (retention / transfer of knowledge)
3. Systems & Processes (New or current?) including:
 - a. Maintenance planning
 - b. Fire season setup
 - c. Standards of maintenance
4. Legal transfer requirements
5. Financial review and testing of high level bulk funding calculation
6. Research and development at depots
7. Purchasing and replacement of equipment
8. When is the best time to transfer these assets?

N.B. DOC proposed location is the Canterbury Depot.

From a resource perspective it is expected that the following resources would need to be included in any pilot

| | |
|------------------------|----------------------------|
| DOC | FENZ |
| National Fire Manager | National Fire Risk Manager |
| Business Accountant | Business Analyst |
| Fleet Manager | RMR |
| Building Asset Manager | Finance |
| Regional Director | Fleet |
| | Buildings |

Will's email 20/9/17

In addition it is worth me sharing with you words I have used to update FENZ regarding the asset transfer discussions, so you get a chance to double check that we are both portraying the situation in the same way to our respective senior stakeholders Update on the initial discussion with DOC regarding the next steps for asset transfer requirements.

Attendees of this all day meeting includes myself and Rob Goldring from FENZ and Bryan Jenson (OSA relationship manager &) from DOC and, on Friday the 15th September.

Though we discussed all of the elements within the OSA, this email will focus solely on the asset transfer agreement requirements.

As discussed previously our initial FENZ offering to progress the asset transfer was based on the following:-

- 1) Transfer the fire assets you listed in the OSA and depots, to FENZ at an agreed date. If any assets have a book value at this date DOC can either write off this amount internally or keep the asset until fully depreciated, at which point this can transfer to FENZ.
- 2) FENZ will take over all maintenance regardless of ownership at an agreed date on the assumption that FENZ operations has put plans in place to take over this maintenance work.
- 3) An annual fee can be calculated chargeable from FENZ to DOC for the ongoing maintenance and replacement cost of this equipment. This can initially be based on current DOC estimates of maintenance charges, (current budgets / historical records)

Having discussed this at some length we believe that Bryan is going to recommend the following to DOC leadership team.

- 1) Going forward it is the right decision that assets should be owned and maintained by FENZ.
- 2) Asset locations and holding levels after the transfer will be agreed through a joint agency risk management processes (current BAU processes) that will be led by FENZ
- 3) That discussion should proceed on the basis that the future bulk funding requirements will include fair maintenance charges, holding and replacement costs, and could potentially replace the need for cross charging of equipment at instances of fire going forward.
- 4) The basis of the ongoing maintenance and replacement charge will be based on the current and historical costs held by DOC.
- 5) Any recharges currently made to FENZ (Revenue) in relation to asset maintenance should be considered in any calculation for bulk funding.
- 6) The reduction in the DOC 1km margin should also be considered in the calculation for bulk funding.
- 7) Any calculations produced from the historical cost review exercises may need to be tested via a pilot of sorts based around one of the 3 DOC maintenance depots proposed to be transferred to FENZ.
- 8) DOC does not have a desire to charge FENZ for assets with value as part of this recharge, the financial data review proposed below may change this view.

As a next step DOC is going to provide the following information:-

- 5) List of all assets that are proposed for transfer. This includes the list provided in the OSA but also some additional trucks/fire appliances. If an asset has a book value greater than zero dollars the following information will be provided:-
 - a. Opening book value
 - b. Depreciation period
 - c. Current value at a specific date.
 - d. Assuming that all depreciation is managed on a straight line basis with an expected end value of zero. If not additional information to be supplied.
- 6) Maintenance costs to be provided, 5 years history and this years budget
- 7) Capital replacement costs 5 year history and this years budget
- 8) Any consumables costs, 5 year history and this years budget

I will keep you posted as things develop and ensure you receive copies of any papers that get produced going forwards. Please take assurances that nothing will be agreed without correct internal sign off.

If you require clarify on any of the above, or wish to provide any existing templates or additional financial requirements from DOC then please let me know.

In addition to this financial view there will be a need to identify the physical practicalities of transferring DOC assets, Bryan is pushing to have this pilot based around the Canterbury Maintenance Depot our initial view is that the following areas would need to be represented from the FENZ side:-

Project team (myself and Rob)
RMR
Finance
Fleet
Estate (building asset team)
