

# HIGHLAND AND ISLANDS FIRE BRIGADE

## APPROVED MINUTES OF THE BRIGADE MANAGEMENT TEAM MEETING HELD ON 19 APRIL 2005 AT 0930 HRS CONFERENCE ROOM, BHQ

**PRESENT:** Firemaster B A Murray (Chair)  
Deputy Firemaster H Henny  
Asst Firemaster U MacLennan  
Divisional Officer J Donaldson  
Divisional Officer T Johnson  
Ms L Govan

1. **APOLOGIES:** Divisional Officer D McKay  
Divisional Officer A Edwards  
Divisional Officer D Gill  
Mr A MacAllister  
Mr M MacKay

2. **MINUTES OF MEETING – 5 APRIL 2005**

The minutes of the above meeting were deemed to be correct.

3. **MATTERS ARISING:**

3.1 4.&5. Wholetime LFF (Crew Commander) Promotions and Transfer Requests

The panel are developing a selection process. DO Edwards will consult the Representative Bodies and report back to BMT.

3.2 8.1 Storm Report

Firemaster Murray advised that letters of appreciation had been sent out to everybody who had been involved and intimated that a letter of thanks had been received from Jim Wallace. Assistant Firemaster MacLennan said DO Hay and ADO Wilkie deserved mention for the large amount of work they had put into this exercise.

3.3 8.2 Driver Training

The job specification and person specification have been completed and an advert will be placed very shortly.

3.4 8.3 Communications

The template has now been placed on the G drive and can be accessed by all officers.

**ACTION BY**

**DO Edwards  
(Service Support)**

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(Service Support)**

4. STANDING ITEMS	ACTION BY
<p>4.1 <u>Policy Approval</u></p> <p><u>Brigade Orders</u></p> <p>It was considered that more work was required to be done on the Brigade Orders. In order to expedite the distribution of the Brigade Orders it was decided to send them out section by section as they were finalised.</p>	
<p>4.2 <u>Resource Allocation at Brigade level</u></p> <p>DO Donaldson to draft a programme and allocate hours for undertaking CFS duties to Area Commanders.</p>	<b>DO Donaldson</b>
<p>4.3 <u>Performance Management</u></p> <p>It was agreed that in order to bring outstanding matters to a conclusion an 'end of year' meeting be called.</p>	
<p>4.5 <u>Equality and Diversity</u></p> <p>A general discussion took place on point of entry tests, eyesight, medicals etc.</p>	
<p>4.4 <u>Health and Safety</u></p> <p>It was decided that Health and Safety reporting should be re-introduced on a quarterly basis.</p>	<b>Asst Fmr MacLennan (Service Support)</b>
<b>NEW BUSINESS</b>	
<p>5. <b>COLLABORATE WORKING BETWEEN GRAMPIAN FRS AND HIGHLAND &amp; ISLANDS FIRE BRIGADE</b> <b>(Sponsor: Firemaster)</b></p> <p>A group of officers from Grampian FRS, Highland &amp; Islands Fire Brigade and Tayside will meet to discuss 'rank to role'.</p>	<b>Asst Fmr MacLennan (Service Support)</b>
<p>6. <b>AOCB</b></p> <p>6.1 The provisional date for the next 'away day' is 13<sup>th</sup> June 2005.</p> <p>There being no further business, the meeting closed at 1100 hours.</p>	