

**HIGHLAND AND ISLANDS FIRE BRIGADE**

**APPROVED MINUTES OF THE BRIGADE MANAGEMENT TEAM MEETING  
HELD ON  
23 NOVEMBER 2004 AT 1100 HOURS  
CONFERENCE ROOM, BHQ**

**PRESENT:** Deputy Firemaster (Chair)  
Assistant Firemaster H Henny  
Divisional Officer U J MacLennan  
Divisional Officer A Edwards  
Divisional Officer J Donaldson  
ADO A Dey  
T/ADO D Wilkie  
FCO A Cameron  
Mr M MacKay  
Mr A MacAllister  
Miss L MacDermott  
Minute Secretary: Mrs M Tuckwell

Deputy Firemaster took the Chair in the absence of the Firemaster who was unable to attend.

**BUSINESS**

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**1. APOLOGIES FOR ABSENCE**

Firemaster B A Murray (other Brigade commitments)  
Divisional Officer D Gill (other Brigade commitments)  
DO D McKay (Annual Leave )  
Ms Leonie Govan (other Brigade commitments)

**2. MINUTES OF MEETING HELD ON 2 NOVEMBER 2004**

The draft minutes were discussed, and AGREED for circulation.

**3. MATTERS ARISING**

Ongoing Items

3.3 Working arrangements for Retained

The Working Group has now been set up. Ongoing.

3.4 Capital Monitoring

Mr MacAllister reported that a paper had been submitted to the Fire Board.

**ACTION BY**

**DO Donaldson**

4. IRMP Launch

DO Donaldson confirmed that the IRMP launch had now taken place.

5. FSNBF – National Car Wash Day

This item will be carried forward to the next meeting.

7. Brigade Inspection

The Assistant Firemaster intimated that Service Delivery, prior to HMI's visit, prepare answers to any questions which may be asked. A great deal of work has already been carried out including the Verification Audit. A BMT meeting will be arranged shortly to discuss this.

**ACTION BY**

**Minute Secretary**

**Asst Firemaster**

**NEW BUSINESS**

**4. SERVICE PLAN**

All Heads of Department gave an update on their Service Plan Proposed Actions, Action Briefs and Action Progress/Completion Reports. It was emphasised that the draft plan must be completed by the first week of January 2005.

At this juncture, ADO Dey, T/ADO Wilkie and Miss L MacDermott left the meeting.

**5. INFORMATION SECURITY MANAGEMENT SYSTEM UPDATE**

The Management Team noted the presentation given by John Cannon and thanked him for it.

**6. ROLES, COMPETENCE AND PAY**

After discussion it was decided that DO Edwards will draft a paper which will be fully discussed at Service Support level.

**7. ALLOWANCES AND REIMBURSEMENTS**

This matter was fully discussed by the Management Team who unanimously reaffirmed their previous decision.

**8. BRIGADE INSPECTION 2004/2005**

This matter had been discussed previously.

**9. DATE OF NEXT MEETING**

To be advised.

**DO MacLennan**

**DO Edwards**