



MEETING OF THE OPERATIONAL DIRECTORATES CO-ORDINATION BOARD
(6 monthly meeting)

(4 March 2013 at 9.30 a.m. in Room G4 Union Street)

AGENDA

Part 1 – Standard Business Items [Babcock representative to attend]

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| 1 | Apologies for absence and introductions | |
| 2 | IMPD 6-monthly report <u>[to follow]</u> | AC/OA |
| 3 | Agreement of Operational News themes | All |
| 4 | Dynamic and Intelligent Operational Training Update [attached] | HRD/Babcock |
| 5 | Dynamic and Intelligent Operational Procedures Update [attached] | AC/OP |

(Break for refreshments and opportunity for Babcock representative to leave, if not required for Part 2)

Part 2 - Standard Business Items

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| 6 | Notes of the last meeting and matters arising [attached] | |
| 7 | SAI Action Plan Monitoring update [attached]: <u>GM/HSS to attend at 1030</u> | AC/OA &
GM/HSS |
| 8 | MDT Update [oral update] | H/IM |
| 9 | Revised TCAP [oral update] | H/HR&D |

Any Other Business

Date of next meeting: 23 April 2013 [*Interim meeting*]

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OPERATIONAL DIRECTORATES CO-ORDINATION BOARD (6 monthly meeting)
NOTES OF MEETING HELD ON 4 MARCH 2013

Present:

Rita Dexter	Deputy Commissioner (Chair)
Gary Reason	Director of Operational Resilience and Training
Dave Brown	Third Officer
Steve Turek	AC/Fire Safety Regulation
Jim Knighton	AC/Operational Procedures
Steve Hamm	AC/Operational Resilience
James Dalgleish	H/Human Resources & Development
David Wyatt	H/Information Management & Performance
Steve Taylor	DAC/Technical and Service Support
Graham Ellis	DAC/Operational Assurance (IMP/ORT)
Neil Marsden	H/Directorate Support (DC's Directorate)
Dean Johns	H/Operations (Babcock) (<u>Items 1 - 5</u>)
JJ Bowley	Marketing Director (Babcock) (<u>Items 1 - 5</u>)
Andy O'Loughlin	GM/OA(HSS) (<u>Item 7 only</u>)
Dave Marney	DC's Staff Officer
Simon Tuhill	Operational Resilience (Observer)
Anna Crane	DORT/MSA (Notes)

Part 1 – Standing Items(Babcock representative in attendance)

1 APOLOGIES FOR ABSENCE AND INTRODUCTIONS

- 1.1 There were apologies from Dany Cotton, Andy Hickmott and Richard Chandler and introductions were carried out for the benefit of new members.

2 IMPD 6 MONTHLY REPORT

- 2.1 DAC/OA introduced the latest 6 monthly report which identified trends during Q2 and Q3 2012/13. Ops News 24 is currently at the printers and will be published shortly. This report is in a new format which includes some info graphics and gives an indication of how the information is arrived at.
- 2.2 The trend analysis was discussed and it was felt that although the IMP reports represented only 4% of the total number of incidents, the total number would include incidents such as responding to AFAs which would not normally attract an IMPD report. In order to make a more informed assessment, H/IMP was asked to provide a breakdown of the incident type for future IMPD reports, or append the supporting data table to the report.

Action: H/IMP to provide a breakdown of the incident type for future IMPD reports.

- 2.3 The DC queried whether other sources of information (e.g. FI reports) would provide indications as to what was likely material for a IMPD report and Third Officer undertook to discuss the issue with DAC/OA outside of the meeting.

Action: Third Officer to discuss with DAC/OA possible indicative sources of potential IMPD reports

- 2.4 In relation to **PRCs**, the DC commented that she had been impressed by the standard of the ones she had attended, and that chairing of the PRCs should be shared amongst departments.
- 2.5 **'Messages'** was still an issue, although there had been a marked improvement recently. The Third Officer reported that a great deal of work was being carried out on this, including inclusion in "back to basics" element included as part of the rollout of the LFB Leadership strategy . It was therefore

agreed that that the Management focus on the issue should continue and that it was too early to think about including it in another Ops News.

- 2.6 As regards **search and rescue** it was agreed that an Ops News Special could be considered in the wake of the Shirley Towers [Hampshire] fire and the Lakanal House inquest and should be linked in with the work on national operational guidance.
- 2.7 It was felt that the high price of **scrap metal** was causing an upsurge in metal theft affecting dry riser mains and hydrants both in London and across the UK. It was agreed that there needed to be a raising of awareness and more focus on operational pre-planning in order to overcome such situations at incidents.
- 2.8 Fires in **waste/recycling facilities** and involving waste wood piles had also become an issue in terms of personnel having to attend to damp down over a period of several days or even weeks. An increase in landfill charges and cancellation of other possible solutions has led to large stockpiles of wood in areas where the local station is not always aware. AC/FSR noted that his department is also not always aware of such premises. The DC asked him to report at the next meeting on what the situation in FSR department is as regards these facilities.
- Action: AC/FSR to report at next meeting on work undertaken in his department to deal with fires in waste/recycling facilities.**
- 2.9 Increased use of **solar panels** is creating a significant hazard to fire fighters as large banks of solar panels can be very heavy and pose a risk to fire fighting operations as they are overhead. AC/OP confirmed that the new draft on this issues was currently out for comment. It was felt that the overhead electricity cable issue should be dealt with at a later date.
- 2.10 As regards **Tunnels and sub-surface construction sites**, the DC suggested that this would best be covered once any changes to operational cover were implemented and that it would be a subject which would require a CBT package.
- 2.11 With regard to **unconventional sleeping arrangements**, it was felt that this had links to the 'search and rescue' issues and need to be considered as part of pre-planning and tactics. It was therefore agreed that the 'search and rescue' topic be expanded to include this issue.
- 2.12 With the continuing increase of fuel costs, attempts at **domestic production of bio diesel** is on the increase across the UK. Awareness of the problems need to be raised.
- 2.13 Two **success stories** were also considered; (1) improved operational performance around weight of attack and provision of water supplies; (2) improved performance in terms of using the IMPD system. Both could be considered for Ops News as positive messages to staff.
- 2.14 Issues relating to delayed **attendance of LAS** were also highlighted and the need for a unified approach with the police was noted. The DC asked that any issues be made know to the Commissioner before his meeting with LAS.

Action: DoORT and Third Officer to arrange to be included in meeting between Commissioner and LAS to ensure this issues are highlighted.

- 2.15 In relation to poor **ventilation tactics**, AC/OP reported that his team were looking at 'tactical ventilation. 'Positive pressure ventilation' was not being looked at and would be dealt with at a later date.
- 2.16 In relation to **resources, equipment and PPE**, AC/FSR has been asked by the DC to provide a regular 6 monthly update on FI activity which would be reported to the DCs DMB or ODCB. It was noted that TSS is involved in testing three sets of cutters that are able to deal with boronated steel. The DC advised that the FBU should be informed of the Brigade's view that alternate

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crewing has not delayed the attendance of HLUs and the Third Officer was asked to promulgate that position. DAC/OA was asked to liaise with S&P department about PDAs for HLUs.

Action: (a) Third Officer to re- communicate the effect of alternate crewing on availability of HLUs

(b) DAC/OA to liaise with S&P dept on PDAs for HLUs.

(c) AC/FSR to provide a regular 6 monthly update on FI activity which will be reported to the DCs DMB or ODCB

- 2.17 The DC suggested that the performance of Brigade Control should also be represented in future IMPD reports. Third Officer to consider how this could be achieved.

Action: Third Officer to consider how the performance of Brigade Control could be included in future IMPD reports.

- 2.18 DoORT noted that the ORT observation indicating that telemetry boards are not being mounted on tripods would be fed into the RPE audit that is being carried out.

- 2.19 DAC/OA was asked to consider whether the breakdown of RIDDOR incidents on page 12 of the report matches the data reported to CMB.

3. AGREEMENT OF OPERATIONAL NEWS THEMES

- 3.1 The items for standard length Operational News 25 were agreed as –

- Search and Rescue (to include unconventional sleeping arrangements] – **with CBT pack**
- Metal theft affecting dry riser mains and hydrants
- Fires in waste/recycling facilities and waste wood piles
- Situational Awareness of Solar panels - **with CBT pack**
- Domestic production of bio diesel

4. DYNAMIC AND INTELLIGENT OPERATIONAL TRAINING UPDATE

- 4.1 Dean Johns presented the latest report from Babcock. The DC commented that some of the content in this latest report was not appropriate for this board and that the contents of Appendix 1 were more of what was expected and she suggested that future reports should lead with that appendix. It was also suggested that suggestions in this report for possible Ops News items should be linked with OA's 6-monthly report. H/HR&D commented that the report did not cut across the contract management function and it could be tailored further to better meet the Brigade requirements. DoORT suggested that some of the additional information, e.g. relating to Babcock's national perspective was useful and could be included in the quarterly Babcock performance report which is submitted to CMB.

- 4.2 In relation to Aerial Appliances it was pointed out that the Training Support icon should also have contained reference to HPs as well as TLs and Aerial Ladders. It was not clear why it had not been included but the suggestion was that it may not have been in the original specification given to Babcock and Dean Johns undertook to check, noting that including it should be a quick fix to add the references regarding HPs.

Action: Dean Johns to check spec for Training Support icon and add a reference to HPs
[Post meeting note – Dean Johns has confirmed that HP's are within the new CBT package]

- 4.3 It was also pointed out that the report implied that the Training icon was available at the time ODCB papers were circulated which was not the case. Future reports should make clear the effective dates for any changes. It was also agreed that any proposals for change should be cleared through the Incident Command Forum .

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- 4.4 In relation to Command Support, Babcock had amended the pack to remove the term 'Functional Commander' as it was not mentioned in NICS. The board did not accept the proposal and asked for the status quo to be maintained. It was agreed that both the brigade and Babcock needed to ensure that all revisions to training courses/delivery are authorised through the correct forums and/or by officers who have the appropriate level of authority
- 4.5 In relation to Fire Survival Guidance, AC/FSR commented that this needed to be joined up with control training. There was no CPT pack included with the item in Ops News 24, but maybe there should have been.
- 4.6 In relation to crew safety on appliances as a result of SAI 279, the Third Officer express some concern that the training was advising crew members to check trays and shutters before commencing every journey, which could lead to a delay in turn out. Checks obviously need to be made, but a balance needs to be achieved and the checks carried out at some point, not necessarily just before each journey. AC/OP to clarify in policy.

Action: AC/OP to clarify checking of trays and shutters in policy document.

- 4.7 DAC/OA pointed out that there was some confusion amongst staff relating to the two Babcock contracts and asked that everyone clearly distinguish between the two groups, namely Babcock (Training) and Babcock International - fleet
- 4.8 Third Officer queried the comment about course compression (paragraph 2.1.3) noting that capacity at stations for training is not an issue. In regard to Evidence and Data Analysis (paragraph 2.6.1). Dean Johns was asked to confirm with the Third Officer how that would be achieved.

Action: Dean Johns was asked to confirm with the Third Officer how course compression would be achieved.

5 DYNAMIC AND INTELLIGENT OPERATIONAL POLICY UPDATE

- 5.1 AC/OP presented the Operational Policy DIOT report summarising actions relating to Ops News 24. This report was agreed.. Two new columns have been added - 'Reason to/not to develop/amend policy' and 'Status of agreed training packages' as requested at the last 6 monthly meeting. The Third Officer commented on the need to tie this report in with what Babcock are doing and he undertook to discuss the implementation of the supplementary actions with AC/OP. It was agreed that the report should form part of the Incident Command Forum, once in place and that OP should liaise with Babcock when preparing the next update.

**Action: (a) AC/OP and Babcock representative to liaise when preparing the next 6 monthly DIOT reports
(b) AC/OP to liaise with Third Officer about monitoring of implementation of supplementary actions.**

Part 2 – Standing Items

6 NOTES OF THE LAST MEETING AND MATTERS ARISING

- 6.1 The notes of the meeting of 25 January 2013 were agreed.

Matters Arising

- 6.2 Item 5.3 – 20 December 2011 – Review the messages print outs that go to PRCs – Completed. This action to be closed
- 6.3 Item 3.2 – 11 July 2012 –MDT Personal Data – Completed. This action to be closed

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- 6.4 Item 2.2 - 3 September 2012 – IMPD 6 Monthly Report - use of Info graphics – Some work on this has been done in the latest IMPD update report with further improvements to be made, however. **This action can now be closed**
- 6.5 Item 2.3 - 3 September 2012 – IMPD 6 Monthly Report - Detailed information on any significant increase in incidents reported. Included as part of latest IMPD update report . **This action to be closed**
- 6.6 Item 2.7(b) - 3 September 2012 - Babcock to review how national trends in training will be identified – The structure of this needs to be carried is still to be resolved, however, **this action can now be closed.**
- 6.7 Item 8.1 - 3 September 2012 – Inclusion of Fire Survival Guidance on MDT – Guidance now available. **This action to be closed.**
- 6.8 Item 10.2 - 3 September 2012 - Olympic Testing and Exercising Legacy report – Done. **This action to be closed.**
- 6.9 Item 12.2 (a) - 3 September 2012 – DIOT Process Information - This report has been to CMB and is awaiting publication. **This action to be closed.**
- 6.10 Item 12.2 (a) - 3 September 2012 – Review all existing training packages– H/HR&D advised that 44 Training packages have been identified and TCAPs are being drawn up. As this matter is now in hand, **this action can be closed.**
- 6.11 Item 4.1 - 4 December 2012 - More flexible way of using the FIUs – Done. **This action to be closed.**
- 6.12 Item 6.4 (b) - 4 December 2012 – Use of private ambulance companies with the LFB area – Dealt with in the IMPD 6 monthly report. **This action to be closed.**
- 6.13 Item 11.1 - 4 December 2012 – FRS Operational Guidance - Operational Risk Information - Sharing protocols with other Category 1 and 2 responders. Completed. **This action to be closed.**
- 6.14 Item 2.12 - 25 January 2013 - H/IMP to submit the “FRS Operational Guidance – Operational Risk Information: LFB Response” document to the DC’s DMB meeting in February. Done. **This action to be closed**
- 6.15 Item 5.3 - 25 January 2013 - Incident Command Training Forum – Re-establishment of the ICF is in hand with DAC/OA. It will report to ODCB. **This item to be closed**

7 SAI ACTION PLAN MONITORING UPDATE

- 7.1 SAI 283 – Pound Lodge – uncontrolled lift descent – Action point 5 - GM/HSS reported that evaluation for the Lift Overview CBT finished last Thursday and that there will a stakeholders meeting on 7 March.
- 7.2 SAI 279 – Appliance Shutter and Tray Systems – Action point 6 – Trend analysis on the current inspection and maintenance regime is still awaited.
- 7.3 SAI 279 – Appliance Shutter and Tray Systems – Action point 9 – DoORT has now met with Babcock International regarding the delay in completion of this work.
- 7.4 SAI 279 – Appliance Shutter and Tray Systems – Action point 18 - DoORT and Principal Health & Safety Advisor have now met to discuss governance and compliances issues and the outcome will be brought back to this board in due course.

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- 8.1 H/IMP advised that data on the use of MDTs will come to the next ODCB meeting so that the board can see what kind of queries are being input. He pointed out that about 50% of searches produce no results. It may be necessary to consider adding more policies to MDTs.
- 8.2 Items on the ORD are not always found on MDTs and IMP are looking at this issue more closely to see what can be done.
- 8.3 The location of Oxygen cylinders has been provided in the form of a layer map, however there has been a problem in keeping the information up to date and it has not been updated for 6 months. This should be resolved this week with an update process going to monthly. There are however some technical issues still to be resolved. If the issues cannot be resolved, consideration will be given to removing that data layer.

Action: H/HR&D to bring details of Revised TCAP to ODCB in April 2013

10.1 DAC/OA informed the board of proposals to trial Building Information Plates at some high rise social housing buildings in three Boroughs (Camden, Tower Hamlets and Lambeth). OA are working jointly with ORM and RFS on the pilot, and will report back to ODCB with updates.

10.2 DAC/OA suggested that the draft of Operational News should be circulated to the Third Officer, AC/OR and AC/OP for comments at an early stage. This was agreed by the Board. DAC/OA agreed to arrange for this to be built into the process.

10.3 DAC/OA advised that Babcock (Training) had requested that they attend the weekly ORT meetings. It was agreed by the Board that Babcock (Training) should not attend ORT meetings, but that the GM Incident Command would meet bi-weekly with a Babcock (Training) representative to discuss generic issues around Incident Command training.

10.4 The board thanked Anna Crane who is retiring for her work in supporting ODCB meetings.

1. **IMPD Exceptions report (if required) AC/OA**
2. **Data on the use of MDTs - action 8.1 –H/IM&P**
3. **Revised TCAP – action 9.1 – H/HR&D**
4. **Fires in waste/recycling facilities – AC/FSR**

ACTION SHEET

Updated 4 March 2013

REF	ACTION	LEAD	UPDATE
5 September 2011			
10.1	GTS Redistribution: AC/TSS to report back to ODCB on the longer term solution, with more detailed information on the operational capability requirement. AC/TSS to discuss with AC/O&M how existing suits could be better distributed and appropriate sizes tracked.	AC/TSS	<p><u>Update as at 21/10/11:</u> AC/TSS advised that the distribution of existing suits has still to be resolved and proposals for redistribution will come back to the board as soon as possible.</p> <p><u>Update as at 20/12/11:</u> Proposals for redistribution still awaited.</p> <p><u>Update as at 2/2/12:</u> Work is still ongoing.</p> <p><u>Update as at 2/3/12:</u> AC/TSS to bring a revised paper combining this issue and that of Re-engineering of GTS to ODCB in April (See item 10.3 from 20/12/11)</p> <p><u>Update as at 20/4/12:</u> AC/TSS advised that a paper on the sizing issue is still being worked on and will be brought to the next ODCB meeting.</p> <p><u>Update as at 11/6/12:</u> Report to be submitted to next meeting</p> <p><u>Update as at 11/7/12:</u> Confirm completion date and any training requirements.</p> <p><u>Update as at 3/9/12:</u> AC/TSS confirmed that the completion date is December 2012 and that revisions to the Operational Note will be completed in January but there are no training requirements.</p> <p><u>Update as at 17/10/12:</u> Still on target for completion in January 2013.</p> <p><u>Update as at 4/12/12:</u> DoORT reported that this is still on target for completion in January 2013.</p> <p><u>Update as at 25/1/13:</u> DAC/TSS confirmed that this was a redistribution issue. Medium and Large suits have been distributed, however, Smaller and Extra Large suits have still not been sent out as there have been difficulties in identifying people who need them. This is apparently due to Data Protection issues with the brigade's occupational health provider, who hold the details. <u>Action:</u> Only general size ranges are required. H/HR&D to approach occupational health to try and resolve the issue as quickly as possible.</p> <p>Update as at 4/3/2013: DAC/TSS advised that it was only the small and extra small suits that still needed to be redistributed. H/HR&D advised that HML had written to staff saying that they would release measurements unless individuals registered and objection. There have been a small number of objections. The DC asked to see a copy of the letter that had been sent out. DAC/TSS confirmed that the smaller individuals could use larger suits in the interim and that smaller suit could be delivered to the fire ground if necessary.</p>
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REF	ACTION	LEAD	UPDATE
2.8	AC/FSR to report at next meeting on work undertaken in his department to deal with fires in waste/recycling facilities.	AC/FSR	
2.16 (a)	Third Officer to re- communicate the effect of alternate crewing on availability of HLUs	Third Officer	
2.16 (b)	DAC/OA to liaise with S&P dept on PDAs for HLUs.	DAC OA	
2.16 (c)	AC/FSR to provide a regular 6 monthly update on FI activity which will be reported to the DCs DMB or ODCB	AC/FSR	
2.17	Third Officer to consider how the performance of Brigade Control could be included in future IMPD reports.	Third Officer	
2.19	DAC/OA to consider whether the breakdown of RIDDOR incidents on page 12 of the report matches the data reported to CMB	DAC/OA	
4.2	Dean Johns to check spec for Training Support icon and add a reference to HPs	Dean Johns	Update as at 14/3/13: Dean Johns confirmed that HP's are within the new CBT package.
4.6	AC/OP to clarify checking of trays and shutters in policy document.	AC/OP	
4.8	Dean Johns to confirm with the Third Officer how course compression would be achieved.	Dean Johns	
5.1 (a)	AC/OP and Babcock representative to liaise when preparing the next 6 monthly DIOT reports and	AC/OP/ Babcock	
5.1 (b)	AC/OP to liaise with Third Officer about monitoring of implementation of supplementary actions for DIOT reports.	AC/OP	
9.1	H/HR&D to bring details of Revised TCAP to ODCB in April 2013	H/HR&D	
10.2	DAC/OA to arrange for Third Officer, AC/OR and AC/OP to see Ops News at an early stage before publication	DAC/OA	