



LONDON FIRE BRIGADE

**Deputy Commissioner's Directorate**  
**Directorate of Operational Resilience and Training**

Interim Meeting of the Operational Directorates Co-ordination Board

**Date:** Monday 14 October 2013

**Time:** 1130hrs

**Place:** CMT suite, 3<sup>rd</sup> floor, Union Street

**AGENDA**

Item No	Subject	Lead
1	Apologies for absence – AC Chandler	
2.	Note of meeting held on 3 September 2013 (six monthly meeting)	
	<b>STANDING ITEMS</b>	
3.	MDT Update ( <i>oral report</i> )	<b>H/IMP</b>
4.	IMPD Exception Report ( <i>if required</i> )	<b>AC/OA</b>
	<b>NEW ITEMS</b>	
5.	Operational Risk Assessment (ORA) policy (attached)	<b>DAC/OP</b>
6.	Testing and Exercising ( <b>to follow</b> )	<b>AC/OR</b>
7.	Cable Cutters (attached)	<b>DoORT</b>
8.	Rekindling (attached)	<b>AC/OA</b>
9.	<b>ANY OTHER BUSINESS</b>	
	<b>DATE OF NEXT MEETING:</b> 3 December 2013 (quarterly meeting)	

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**OPERATIONAL DIRECTORATES CO-ORDINATION BOARD (interim meeting)**  
**NOTE OF MEETING HELD ON 14 OCTOBER 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
Steve Hamm	AC/Operational Resilience
James Dalglish	Head of Human Resources and Development
Peter Cowup	DAC/Operational Procedures
Dany Cotton	AC/Operational Assurance
David Wyatt	H/Information Management and Performance
DAC G Ellis	DAC/Operational Assurance
Neil Marsden	H/ODSG (Note)

Item No.	Subject	Action by
1	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were received from AC D Ellis, Technical &amp; Service Support and AC R Chandler, Mobilising and RMC.</p>	
2	<p><b>NOTE OF PREVIOUS MEETING (3 SEPTEMBER 2013, SIX MONTHLY MEETING) AND MATTERS ARISING</b></p> <p>The note of the previous meeting held on 3 September 2013 was agreed.</p> <p><u>Matters arising</u></p> <p>(a) <b>Frequency of Operational News:</b> AC/OA queried the feasibility of increasing the frequency to three issues as agreed at the last meeting. The DC suggested that this might be an opportune time to have a fundamental review of the current system. The Third Officer referred to the fact that the same issues repeatedly arise as an indication that a review is needed. Such a review would look at whether the right tools are available and what system is used in other organisations and it may lead to a review of the Brigade's operational response delivery model. AC/OA was asked to lead on the review which should report back by March 2014.</p> <p>(b) It was agreed that the following items could now be closed and removed from the Action Sheet:</p> <ul style="list-style-type: none"> <li>- <b>Item 8 (23 April 2013): Testing &amp; Exercising Report</b> – now on forward programme.</li> <li>- <b>Item 4 (3 June 2013): LAS attendance</b> – meeting held with LAS. Number of issues going forward.</li> <li>- <b>Item 7 (3 June 2013): Coroners Rule 43 letters</b> – report being submitted to Members</li> <li>- <b>Item 2 (3 September 2013): Fire Survival Guidance (FSG):</b> New mobilising system will facilitate monitoring when FSG is</li> </ul>	AC/OA

Item No.	Subject	Action by
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- given.
- **Item 2 (3 September 2013): IMPD 6 monthly report:** Trend data included in charts

**STANDING ITEMS**

**3 MDT UPATE**

H/IMP provided a verbal update on issues raised at the last MDT Governance Board meeting including:

- (a) Work progressing on new overlays for MDTs;
  - (b) Problems being experienced updating maps due to file size;
  - (c) MDT data warehouse: H/IMP undertook to bring a report to this Board on MDT usage when available;
  - (d) S&P is leading on providing MDT awareness sessions – priority is being given to ORT staff.
- H/IMP**

The Board noted that some London boroughs (e.g. Brent and Croydon) are fitting their own premises information plates, raising issues associated with consistency. It was agreed that images of such plates if available should be uploaded to the MDT provided that the premises are in the Brigade's high rise buildings database.

The Third Officer undertook to issues a communications message about premises information plates at the appropriate time.

**Third Officer**

**4 IMPD EXCEPTION REPORT**

AC/OA reported on the following issues:

- (a) Messages are still attracting the highest number of comments. AC/OR suggested “repackaging” the communications. It was agreed that the issue would be raised at the focus group established by DAC/OP;
  - (b) CSS - failure to operate correctly and issues about crashing and freezing. DoORT confirmed that the CU IT hardware was in the process of being upgraded and this is expected to resolve many of the reliability issues;
  - (c) Control and Mobilising -operator issues, PDA and make-up abnormalities, delayed ordering of reliefs;
  - (d) Confusion about new arrangements for cross border liaison (there was a letter in Shout!);
- DAC/OP**
- AC/OA**

In response to a request from the Third Officer, AC/OA undertook to provide information detailing senior officers attending incidents but not making any IMPD entries.

**NEW ITEMS**

**5 OPERATIONAL RISK ASSESSMENT (ORA) POLICY**

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**7 CABLE CUTTERS BRIEF (CIRCULATED)**

DoORT outlined the main points of the brief and stated that the aim is to introduce the cable cutters into operational service by mid-November. It was noted that the cutters are yet to be formally signed off at BJCHSW, but but this was due to be discussed on the 17 October. Informally, staff side have welcomed the introduction of the cutters and officers are confident of securing 'sign-off' on 17 October.

**8 REKINDLING (CIRCULATED)**

DAC/OA introduced the report which highlights an increase of some 38% in suspected cases, suggesting that it may be in part a cultural issue. The Board noted that the use of modern building materials may also be an issue.

It was agreed that a policy, covering the tactics to be employed to ensure a fire has been fully extinguished, should be drafted and reviewed before a decision is taken on the need for a separate policy. As suggested by DAC/OP, this guidance could be included in a wider piece of work. Decisions on training and communication issues (as outlined in the recommendations on page 9 of the report) will flow from a review of the draft operational policy. It was suggested that this might also be an issue which could be considered by the newly established focus group.

**9 ANY OTHER BUSINESS**

There was no other business

**DATE OF NEXT MEETING: 3 December 2013 (Quarterly Meeting)**

Forward Programme		
Meeting	Paper	Lead
3 December (quarterly)	<u>Standing items:</u> IMPD Report	AC/OA

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	MDT Update SAI and Rule 43 Action Plans  New Items Key Point Summaries Report on FI activity Testing and Exercising – report of sub-group	H/IMP AC/OA  Third Officer AC/FSR AC/OR
<b>March 2014</b>	Review of ODCB process	AC/OA
<b>April 2014</b>	Six Monthly Testing & Exercising Report	AC/OR
<b>Currently unprogrammed</b>		
	FRU Cutters	DAC/OP

**ACTION SHEET****Updated 14 October 2013**

ITEM NO	ACTION	LEAD	UPDATE
<b>3 September 2012</b>			
14.4(b)	Once the revised <b>ORA Policy</b> has been drafted arrange for the note	AC/OA	<u>Update as at 17/10/12:</u> AC/OA advised that the policy has been out for

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ITEM NO	ACTION	LEAD	UPDATE
	to be presented to ODCB & CMB		<p>peer review and will now go to HoS. AC/OA to bring final policy back to ODCB and then CMB before publication.</p> <p><u>Update as at 25 January 2013:</u> AC/OA advised that this was with RBs for observations and that their initial response had been positive.</p> <p><u>Update as at 4/3/2013:</u> This item is still awaiting clearance from RBs.</p> <p><u>Update as at 23/04/13:</u> AC/OA is still awaiting an update on this action from the Representative Bodies DC advised consideration be given to setting a deadline for RB response.</p> <p><u>Update as at 3/6/13:</u> AC/OA advised that it was sent to RBs on 19 April.</p> <p><u>Update as at 4/7/13:</u> Still with RBs</p> <p><u>Update as at 3/9/13:</u> Now cleared with RBs and paper to be submitted to CMB</p> <p><b>Update as at 14/10/13: Paper considered to ODCB on 14 October 2013 to be amended for presentation to CMB.</b></p>
<b>25 January 2013</b>			
3.6	DAC/TSS to consider issues relating to <b>refresh of MDT equipment as part of the Pumping Appliance review.</b>	DAC/TSS	<p><u>Update as at 4/3/2013:</u> H/IMP advised that MDTs were leased from Airwave and that the contract was not due to finish for a few more years therefore no replacement was possible at present. However, possible solutions are still being considered.</p> <p><u>Update as at 23/04/13:</u> Third Officer, John Anthony, DAC/TSS and H/IMP to discuss MDT replacement outside of meeting.</p> <p><u>Update as at 4/7/13:</u> First meeting with H/ICT held</p> <p><u>Update as at 3/9/13:</u> To be discussed with H/IMP. Will be subsumed into fleet replacement programme</p> <p><b>Update as at 14/10/13: Refresh of MDTS will be a project led by H/ICT</b></p>
6.3	Third Officer to further explore <b>Aide Memoires</b> before progressing the issue further. <b>(Now Key Point Summaries)</b>	Third Officer	<p><u>Update as at 4/3/2013:</u> Still on-going.</p> <p><u>Update as at 23/04/13:</u> For next meeting.</p> <p><u>Update as at 3/6/13:</u> For July meeting.</p>

ITEM NO	ACTION	LEAD	UPDATE
			<p><u>Update as at 4/7/13:</u> It was agreed that a separate meeting to discuss key point summaries would be held involving the Third Officer, DAC/OPS, DAC/OA and AC/Mobs to agree a way forward and to bring a paper back to the next meeting.</p> <p><u>Update as at 3/9/13:</u> Meeting held. Paper to be brought to next meeting.</p> <p><b>Update as at 14/10/13: Paper on key point summaries to be submitted to ODCB</b></p>
<b>4 March 2013</b>			
2.16 (c)	AC/FSR to provide a regular 6 monthly <b>update on FI activity</b> which will be reported to the DCs DMB or ODCB	AC/FSR	<p><u>Update as at 23/4/13:</u> Format of report being finalised</p> <p><u>Update as at 3/6/13:</u> Check whether revisions to PDA for FIUs have achieved expected outcomes.</p> <p><u>Update as at 4/7/13:</u> For next meeting. Draft report with DC</p> <p><u>Update as at 3/9/13:</u> As previous meeting.</p> <p><b>Update as at 14/10/13: DC has met with SM Pugsley (FI). First report to be circulated electronically</b></p>
<b>23 April 2013</b>			
2d/7.4	<b>SAI 279:</b> Third Officer and DAC/TSS to consider comms message about ceasing appliance checks before turnout	Third Officer	<p><u>Update as at 4/7/13:</u> Third Officer discussing with RBs</p> <p><u>Update as at 3/9/13:</u> Agreement reached with FBU to run joint turn out exercise</p> <p><b>Update as at 14/10/13: Still waiting for FBU response</b></p>
<b>3 June 2013</b>			
4	<b>FRU Cutters:</b> Research IMPD to distinguish between FRU cutters and those on pumping appliances and consider issues arising from different types of cutter	DAC/OP	<p><u>Update as at 4/7/13:</u> DAC/OP to discuss proposed solution with DoORT outside of meeting and bring back to Board</p> <p><b>Update as at 14/10/13: DoORT has confirmed with AC/TSS that replacement cutters are for FRUs. DAC/OP has provided TSS with user requirement for replacement FRU cutters</b></p>
<b>3 September 2013</b>			
2	<b>Operational News:</b> Publish every four months and use only red and amber status	DAC/OA	<b>Update as at 14/10/13: AC/OA to lead review and report by March 2014</b>
2	<b>High rise firefighting equipment:</b> Confirm the requirement before it is included in the fleet replacement programme and	DAC/OP	<b>Update as at 14/10/13: DAC/OP undertaking literature review. Meeting of key staff arranged</b>



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ITEM NO	ACTION	LEAD	UPDATE
	<b>Composite Dividing Breaching for high rise incidents:</b> Consider the way forward on this matter.		
4	<b>Dynamic and Intelligent Operational Training &amp; Procedures update:</b> Separate into two reports	DAC/OP & Babcock	<b>Update as at 14/10/13:</b> For next six monthly meeting. If not delivered to requirement, consider contractual action
4	<b>“BA Crews” or “BA Team”</b> Confirm term to be used.	DoORT & DAC/OP	<b>Update as at 14/10/13:</b> Confirmed that the term “BA Team” will be applied in LFB policy, in line with national guidance
<b>14 October 2013</b>			
3	<b>MDT Usage:</b> Bring report to ODCB when data warehouse established	H/IMP	
3	<b>Premises Information Plates:</b> Issue Comms message	Third Officer	
4a	<b>Messages:</b> Raise issue at focus group	DAC/OP	
5	<b>JESIP:</b> Provide CMB update linked to timing of ORA policy	AC/OR	
8	<b>Rekindling:</b> Draft policy to help inform way forward	DAC/OA	