

# WELLINGTON VOLUNTEER FIRE SERVICE SUPPORT UNIT

NEW ZEALAND





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# A YEAR IN REVIEW



I am pleased to present the 120th Annual Report for the year ended 30th June 2019.

It has been another year of growth, allowing our team to step up and support our community in more ways.

A highlight has been the establishment of the Area15/16 Operational Support Panel where representatives of the Operational Support Units, Te Ūpoko (Region 3) Management and National Training have been meeting regularly to progress training, share strategies and combine resources.

#### **EMERGENCY RESPONSES**

During this period, we were called to respond 71 times, working a total of 452 hours. This is a sizable increase from the last period of 56 calls totalling 370 hours worked.

Out of these 71 calls, we were unable to respond because to a lack of crew (KE) 13 times. This was largely due to the dip in membership during the first few months of 2019 before new recruits were trained up. Crewing during the working week was difficult but we have recruited more members who are available during the day.

Kilbirnie Station's location, responding at road speed and Wellington's growing traffic congestion have contributed to increased response times. On occasions it has taken more than 30 minutes to reach the Terrace Tunnel. This, in part, has resulted in KILB2426 being stood down en route (K28) 16 times.

To mitigate this, members can now respond directly. This allows them to reach the scene quickly to provide initial support and update the crew of KILB2426 while in transit. We have established strict procedures for how members are to respond, communicate and conduct themselves on the incident ground prior to KILB2426's arrival.

Traffic Management has become our primary role.

This is a very hazardous task – highlighted by the tragic deaths of three Higgins road workers earlier this year.

As such, the Area15/16 Operational Support Panel identified the need for specialised traffic management training. With the approval of Te Ūpoko (Region 3)

Management, most Operational Support personnel are now trained and qualified as NZTA Level 1 Traffic Controllers. This was a great example of the Area15/16 Operational Support Panel working together to increase Operational Support capabilities.



#### INCIDENTS OF NOTE

#### SH1 Pukerua Bay

Major Hazardous Substance Incident 19 Oct 2018

Only minutes after finishing a job in Crofton Downs, we were redirected to respond to a motor vehicle accident near Pukerua Bay, where a truck carrying hazardous material had crashed completely blocking State Highway 1.

We were put to work on the southern side managing the waiting vehicles and extending the safety zone as the wind direction changed.

Unfortunately, our lighting plant was unable to be used as it required generator power. This prompted us to fast track the purchase of three battery powered LED Streamlights to deploy when petrol generators cannot be used.

# **Tapu Te Ranga Marae** 4th Alarm Structure Fire 9 Jun 2019

Called just after midnight, it was clear that this was a large-scale structure fire from LMR and radio messages. We arrived just behind the hose layer, WELL2112, and were quickly went to work to close The Parade, secure the waterway and set up vehicle hose ramps on Eden St.

The evacuation and welfare of residents was difficult because to the time of night, terrain and the scale of the fire. We also had to manage the safety of a heavily pregnant woman who was experiencing contractions.

Communication was an issue due to our lack of IGC radios. We've identified this as a serious risk to the safety of our members and are in the process of drafting a business case to purchase additional radios.

This incident stretched our resources and capabilities - underlining the need for greater coordination and better communication between Operational Support Units.

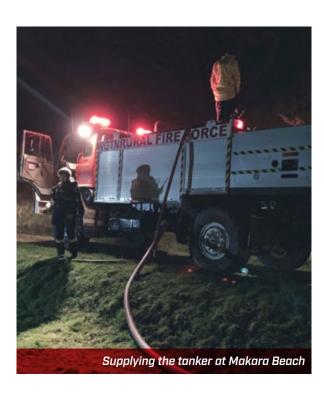


#### Makara Beach

2nd Alarm Vegetation Fire 28-29 Jun 2019

We were called to respond late on Friday night and were quickly put to work supporting the Wellington Rural's tanker by drafting and supplying water with our high volume/low pressure pump.

This was a great example of rural and urban teams working well together, utilising our skills and resources.



### **Roles Undertaken**

Role	Times performed
Traffic Management	27
Refreshments	14
Incident Logistics	12
Scene Lighting	12
Scene Security	10
Crowd Control	6
Fire Salvage	6
Victim Support	6
Non-Fire Salvage	5
<b>Equipment Makeup</b>	4
Crew Transport	3
<b>Evacuation Support</b>	2
<b>Equipment Transport</b>	1
First Aid	1
Waterways	1



#### **TRAINING**

## **Station Training Coordinators**

With SFF Mark Foster transferring to our brigade in November 2018 we gained a great deal of Operational Support experience. We quickly utilised Mark as our second Station Training Coordinator along side SO Phil Harris.

This team has worked hard to plan a great range of practical and classroom training sessions. They continue to explore ways to extend our members knowledge with engaging activities while maintaining our required skills schedule.

#### **Victim Support Training**

While the role of victim support is outlined in our guidelines of operation there is little definition or training resources available.

We regularly deal with people directly affected by an incident and the general public wanting to continue with their lives. This can cause a variety of safety concerns to our members when people react emotionally, and sometimes, aggressively.

To help us understand and deal with these situations we reached out to Victim Support – an organisation that provides support to victims of crime and trauma.

Victim Support ran two sessions with our team detailing the process of grief and trauma and how to communicate with people in distress.

This has helped our members to identify people's needs, de-escalate situations and provide support.

## **Joint Training**

We take every opportunity to take part in joint training with other brigades.

This year we have trained with Newlands on waterways exercises and have had joint visits with Paraparaumu, Hutt-Wairarapa and Wainuiomata Operational Support Units.



# **EQUIPMENT**

#### **KILB2426**

Our appliance, KILB2426, has largely served us well but it is increasingly showing signs of its age. We have begun to investigate the option of a second vehicle to provide additional support and greater crew transport capability.

#### **New Lighting**

We were able to upgrade our lighting plant with three battery powered LED Streamlights thanks to winning an AMI Community Grant and Area 16 Management.

These have increased our ability to deploy lighting very quickly in a variety of situations where our 230v powered lighting wasn't able to be used.

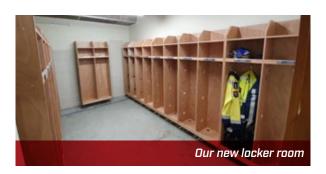
With the remainder of the grant we were also able to purchase 12 rechargeable low-profile magnetic emergency flares.

#### **Replacement Generator**

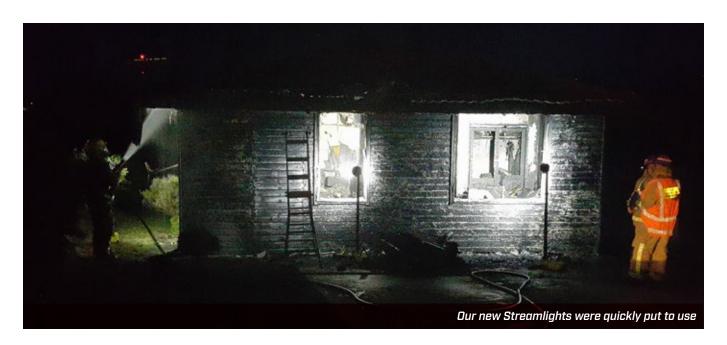
Our large 5kva generator was causing stowage and safety issues due to its size and weight. Since reconfiguring our lighting plant, we were able to exchange this for another lighter and quieter 2kva Honda generator.

#### **New Locker Room**

As our membership grew, our existing locker room proved to be too small for our needs. AM Dave Key and AAM Mike Dombroski helped us secure a larger room which was fitted out with 20 new lockers in June.







# **EVENTS**

Our members have been very clear that they want to attend more community events to promote fire safety. It is a great way to connect with our community and make a positive difference to people's lives.

Social events are also very important to us as they build a positive team dynamic. We are planning on more events that include our families in the coming year.

### **EVENTS ATTENDED**

Туре	Event	Date
Social	Member and Life Member Dinner	10 Aug 2018
Fire Safety Promotions	Johnsonville Station 75 year Open Day	29 Sep 2018
Fire Safety Promotions Fundraising	Bunnings Daylight Savings BBQ	30 Sep 2018
UFBA	2018 UFBA 140th Annual Conference	16-18 Nov 2018
Social	Brigade Christmas Dinner	30 Nov 2018
Fire Safety Promotions	Kilbirnie Christmas Parade	02 Dec 2018
Funeral	Funeral of SSO Wayne Bedford	24 Jan 2019
Social	Brian Arons Farewell Dinner	02 Mar 2019
Fire Safety Promotions	Newtown Festival	03 Mar 2019
Fire Safety Promotions	Miramar Central School Food Fair	08 Mar 2019
Fire Safety Promotions	Life Flight Open Day	10 Mar 2019
Fire Safety Promotions Fundraising	Bunnings Daylight Savings BBQ	07 Apr 2019
Officiating	2019 National Combat Challenge	04 May 2019
Fire Safety Promotions	Wellington Pride Parade	11 May 2019
Fire Safety Promotions	What Now	28 May 2019
Social	Lunchtime Catchup	30 May 2019
Social	Cocktail Evening	14 Jun 2019
Fire Safety Promotions	Newlands Open Day	30 Jun 2019







# **MANAGEMENT**

#### NEW LEADERSHIP AND SUPPORT

With the retirement of Brian Arons there was a need to appoint new Station Officers. Fortunately, we had two extremely well qualified candidates to take on the job.

#### **SO Mark Foster**



SO Mark Foster joined us in November 2018 and came with a wealth of Operational Support experience. Mark has served over 17 years in both Auckland and Hutt-Wairarapa Operational Support Units.

Mark works for the Ministry of Health as their ICT Security Services Manager, volunteers in the National Health Coordination Centre and supports Amateur Radio Emergency Communications (AREC).

#### **SO Norm Kelly**



SO Norm Kelly began his service with us in 2014. Norm came to us with extensive management and planning experience from his time working in government, both here and in Australia. Norm is currently consulting for the

Department of Conservation on biodiversity funding and deer management.

With these new officers we are now able to split the brigade into two crews, Tahi, lead by SO Kelly and Rua lead by SO Foster. This change allows us to streamline training, incident response and management.

### THE MANAGEMENT COMMITTEE

The Management Committee meets as and when necessary to discuss matters pertaining to the smooth running of the brigade.

Officer in Charge/Chair: SSO Jono Ashman
Deputy: SO Philip Harris
Secretary: SO Mark Foster
Treasurer: SO Norm Kelly
Firefighter Representative: FF Stephen Lambert

We held six brigade meetings during the year enabling all members to have a voice, helping to shape the brigade. It is great to have an enthusiastic team, willing and able to take on a variety of challenges.

# **VBS** Raewyn Jones



We are very fortunate that Raewyn Jones joined us as our Volunteer Brigade Support (VBS). Raewyn's role has streamlined our processes and she is great at ensuring tasks get completed on time.

# **MEMBERSHIP**

# MEET OUR TEAM

As at 30 Jun 2019



SSO JONO ASHMAN OFFICER IN CHARGE Business Owner and Graphic Designer -The Syndicate



SO PHILIP HARRIS 2IC & STC Fixed Wing Crew -Life Flight Trust



VBS RAEWYN JONES BRIGADE SUPPORT Communications – NZTA



SO NORM KELLY TREASURER Project Manager -Dept. of Conservation



SO MARK FOSTER SECRETARY & STC ICT Security Services Manager – Ministry of Health



OFF PETER TULLOCH Security Manager



FF CHELSEA CALVERT
SAFETY, HEALTH
& WELLBEING
ADVOCATE
Operations Advisor –
Dept. of Corrections
and Wellington Free

Ambulance Volunteer



FF ALEX COUSINS University Student



FF RHYS EDLIN IT Analyst – Fire and Emergency NZ



FF SAM GARD Technical Consultant – Abletech



FF STEPHEN LAMBERT FF REPRESENTATIVE Art Director – Weta Workshop



FF RAY PENIAMINA Team Leader – Kainga Ora Home and Communities



FF CULLUM
PENI-WESCHE
National Operations
Coordinator – Ministry of
Primary Industries



RFF BREE FREEMAN Grade 1 Communicator - Fire and Emergency NZ



RFF SAM LOCKETT-TURTON Lifeguard – Wellington Regional Aquatic Centre



RFF SIMON LUKE Gas technician – Dawners



RFF KELSEY SCOTT University Student



RFF SAM VAN ERPERS ROIJAARDS Receptionist



### RECRUITMENT

We continue to recruit at community events and via social media. Our aim is to achieve a diverse membership that reflects the community that we serve.

### **MEMBERSHIP CHANGES**

Members at 1 July 18:16Members Resigned:8New Members:10Members at 30 June 19:18

# **Members Joining**

Name	Date Joined	Previous Service
Mark Foster	27 Nov 2018	Transferred from Hutt-Wairarapa OSU and served with Auckland OSU
Peter Tulloch	03 Dec 2018	Transferred from Taupo
Simon Luke	10 Jan 2019	No
Rhys Edlin	10 Jan 2019	IT Analyst
Raewyn Jones	24 Jan 2019	No
Tessa Jones	24 Jan 2019	Chasing fire appliances
Sam Gard	07 Feb 2019	No
Kelsey Scott	02 May 2019	No
Sam Lockett-Turton	13 Jun 2019	No
Sam van Erpers Roijaards	13 Jun 2019	No
Bree Freeman	06 Jun 2019	Grade 1 Communicator

# **Members Leaving**

Name	Date Joined	Time served with us	Reason for leaving
Steve Samaras	23 Jul 2018	6 years 7 months	Unable to Maintain Commitments
Brian Arons	15 Oct 2018	34 years	Retired
<b>Catherine Coe</b>	12 Nov 2018	5 years 3 months	Transferred to Seaview
Jane Stevens	17 Dec 2018	15 years 7 months	Retired
Pamela Bruce	14 Jan 2019	1 year 5 months	Unable to Maintain Commitments
Michael Sanderson	14 Jan 2019	7 months	Moved out of Area
Liam Wake	14 Jan 2019	5 months	Unable to Maintain Commitments
Amar Raman	18 Feb 2019	1 year 8 months	Unable to Maintain Commitments

# PROMOTIONS AND APPOINTMENTS

We congratulate all those who were promoted and appointed during this year and thank them for their commitment.

#### **Promoted to Station Officer**

 Mark Foster
 04 Apr 2019

 Norm Kelly
 04 Apr 2019

#### **Promoted to Firefighter**

Alex Cousins11 Feb 2019Ray Peniamina11 Feb 2019Cullum Peni-Wesche11 Feb 2019

### **Appointed as Volunteer Brigade Support**

Raewyn Jones 24 Jan 2019

**Appointed as Brigade Secretary** 

Mark Foster 12 Nov 2018

**Appointed as Brigade Treasurer** 

Norm Kelly 12 Nov 2018

**Appointed as Brigade Mascot** 

Tessa Jones 24 Jan 2019

#### LIFE MEMBERS

Our Life Member Liaison, Brian Arons, has had regular contact with our Life Members, helping organise events, offering help when needed and reporting back to the brigade at each of our meetings.

We encourage our Life Members to attend training musters and brigade meetings during the year.

#### **Our Newest Life Honorary Member**

It was with great pleasure and unanimous support that we awarded Jane Stevens Life Honorary Membership on the 30 November 2018. Jane gave over 15 years of dedicated service and was instrumental in building and maintaining a positive team culture.

#### **Our Life Members Include:**

Roger Bullock (Patron)

Annette Francis

Barry Jones

Sandy Lawson J.P.

Chris Raine

Jane Stevens

Brian Arons

Alan Heppleston

Barry Lanauze

Ron Lennon

Bryan Roband

John Wilson

#### **SPECIAL OCCASIONS**

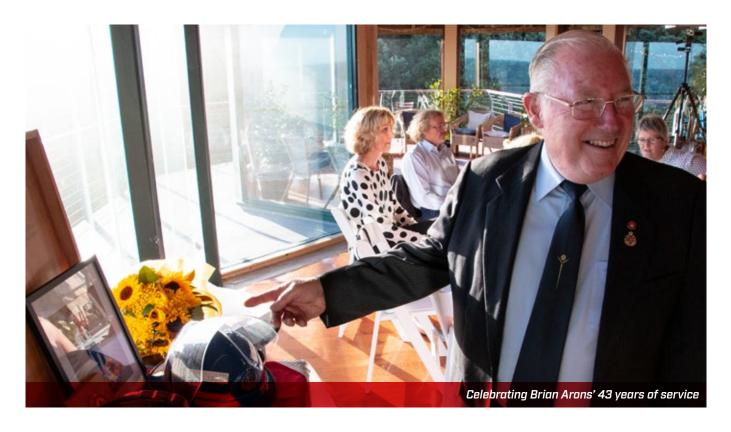
#### **Celebrating Brian Aron's Service**

We had an extremely enjoyable night at The Pines on the south coast, to celebrate Brian's 43 years of service. Brian was presented with a unique plaque designed and crafted by our very talented FF Stephen Lambert.

#### Remembering Wayne Bedford

We attended the funeral of Wayne Bedford on the 24 Jan 2019. Wayne was most recently the OIC of Hutt-Wairarapa Operational Support, but he had served for many years before that in a variety of roles and was a well admired friend and colleague.





# **LOOKING FORWARD**

A lot has been achieved in the last three years. We have increased our numbers from a low of five effective members to 18. We have a full complement of Officers and have built up our core resources and skills.

Now that we have a strong foundation the next priorities include:

- Recruiting diverse members that reflect the community we serve
- · Mentoring future leaders in our team
- Involving members' wider whānau
- Increasing our coordination with Operation Support Units and personnel
- Strengthening our relationships with other brigades and sister agencies
- 125th Anniversary

We are fast approaching our 125th anniversary, a milestone that warrants a significant celebration.

We will be looking to the Life Members to help tell our story and commemorate those who have gone before us.

- Enhancing our training schedule to include specific training for rank progression
- Migrating all training tasks to the Operational Skills Matrix (OSM)
- Enhancing our communication by purchasing additional radios and trialling the new Availability and Messaging System (AMS)
- Upgrading our appliance and/or supplementing KILB2426 with another vehicle

# **AWARDS AND HONOURS**

### **Les Hall Memorial Trophy**



Each year we award the Les Hall Memorial Trophy to a member of the brigade that has performed exceptionally and embodies the dedication of the trophy's namesake. Les Hall QSM served this Unit for 30 years, including 12 years as Captain and Officer in Charge.

This year's recipient, who has been nominated by a majority of members, is **SO Norm Kelly** 



#### **Attendance Trophy**



This coveted trophy is awarded to the member who has attended the most incidents during the year. It acknowledges their dedication to our brigade and community.

This year's recipient is SSO Jono Ashman.

#### **UFBA Service Honours Awarded**

Name Honour Received L		Due Date	Date Awarded	
Brian Arons	2 Year Gold Bar (43 years)	25 May 2018	02 Mar 2019	
Philip Harris	2 Year Gold Bar (35 years)	27 Nov 2017	02 Mar 2019	
Jane Stevens	2 Year Gold Bar (15 years)	27 Apr 2018	15 Oct 2018	
<b>Catherine Coe</b>	5 Year Medal	24 Jul 2018	15 Oct 2018	

### **Long Service and Good Conduct Awards**

Name Honour Received		Due Date	Date Awarded	
Jane Stevens	14 Year Medal	27 Apr 2017	15 Oct 2018	
Brian Arons	4th Clasp	25 May 2017	15 Oct 2018	

# **Special Honours**

Name	Honour Received	Date Awarded
Jane Stevens	Life Honorary Membership of the Brigade and award of Medal	30 Nov 2018



# THANKS AND ACKNOWLEDGEMENTS

We continue to receive excellent support from Fire and Emergency NZ. The organisation is walking the walk, delivering on it's promise to provide a safe and engaging workplace for volunteers.

I'd like to specifically thank:

- AM Dave Key and AAM Mike Dombroski for their valuable support including their help to equip us with our third Streamlight, our second generator and new locker room
- The VSO team of Jamie Molenaar and John Rowe who are always available to answer questions and provide support
- The Region Trainers, Ben Colbert and Kerry Hiku who have helped us plan and conduct a variety of training sessions
- Brett Lockyer, from Te Ūpoko (Region 3) management, for his work prompting the formation of the Area15/16 Operational Support Panel, and
- Area 16's business support team, Coral Savage and Nita Patel.

From our team I'd like to give special thanks to:

- Our Management Committee, SO Phil Harris,
   SO Mark Foster, SO Norm Kelly and FF Stephen
   Lambert, for their ideas and hard work
- FF Chelsea Calvert for her valuable work as our Safety, Health and Wellbeing Advocate, and
- VBS Raewyn Jones for her willingness to take on the wide variety of tasks and challenges.





# TREASURER'S REPORT

2018-19 has been another financially solid year for the Unit. At 30 June 2019, the Unit had a total of \$49,308 in our bank accounts and term deposits, an increase of \$831 from 2017-18. The Unit's main fundraising efforts are the twice-yearly Bunnings sausage sizzle, coinciding with the start and finish of daylight savings. These days are also used to promote fire safety and home safety checks, the use of smoke alarms, and to recruit new members to the Unit.

#### **Administration Account**

Income from Fire and Emergency NZ quarterly grants remain in the \$9-10,000 range – sufficient to meet the Unit's general administration needs. Social expenses were considerably higher, mainly due to the farewell dinner for our former OIC Brian Arons, held at The Pines (a relatively unique event, as we do not expect to be farewelling further members who have more than 40-years service for quite a while). However, the management committee has also decided to commit more funding into low-key social events for members, such as workday lunches and social evenings.

#### **Equipment Account**

The Equipment Account balance remains high, as we prepare to make some major capital purchases, such as expanding the number of radios available for crew from the current four supplied by Fire and Emergency NZ. This account was also boosted by a \$4,000 AMI community grant, which was used to purchase three rechargeable 'streamlights'. These lights are quickly deployed at incidents, with no need to set up generators and stands, as was the case for the now-retired fluoro lights.

#### **Special Purposes Account**

The Unit decided to boost the amount available in the Special Purposes account so that funds are readily available to provide assistance for members and life members, or simply for a gift following ill health, operations, or bereavements.

#### Social Account

Remains open in case there is a future need for a separate account.

#### **Term Deposits**

We retain more than \$37,000 in term deposits, which are usually re-invested for terms ranging from six to 18 months. It is expected that some of these funds may be accessed in the future as the Unit upgrades and expands its equipment. (Note: there is no interest showing for Term Deposit (03), as the term straddled the 2018-19 year, with interest on maturity in September 2019).

#### Thanks to our Auditor

A special thanks to Roger Bullock, as the Unit's Auditor. We really appreciate his knowledge and oversight of the Unit's books, and as a Life Member, his understanding of the roles and financial needs of the Unit.

**SO Norm Kelly** Brigade Treasurer

# **FINANCIAL STATEMENT**

Statement of Receipts and Payments for the period 01 July 2018 to 30 June 2019.

### **General Accounts (00)**

		Income					Expenditure		
		2	2019		2018	Experialtare		2019	
\$	3,770	Opening Balance	\$	2,140	\$	12	UFBA Honours	\$	1,800
\$	9,796	Fire Service Grant	\$	9,462	\$	883	UFBA Conference	\$	476
\$	8	Interest	\$	1	\$	164	AGM Expenses	\$	414
\$	781	Fundraising / Donations	\$	580	\$	3,111	Social Expenses	\$	5,563
\$	0	Transfer from Term Deposit 07	\$	5,777	Ş	0	Meeting Expenses	\$	514
					\$	75	Subscriptions	\$	80
					\$	363	Equipment	\$	0
					\$	120	Gifts	\$	470
					Ş	1,729	Unit Administration	\$	306
					Ş	197	Fundraising Expenses	\$	0
					Ş	5,000	Transfer to Term Deposit 04	\$	4,000
					Ş	561	Transfer to Other Accounts	\$	1,800
					Ş	0	Executive Expenses	\$	1,050
					Ş	2,140	Closing Balance	\$	1,487
\$	14,355		\$	17,960	\$	14,355	-	\$	17,960

# Social Account (01)

	Income					Expenditure		
20	18_	_ 20'	19	20	118_	-	_ 20	19
\$	0 Opening Balance	\$	0	\$	0	Transfer to General Account	\$	0
\$	0 Interest	\$	0	\$	0	Closing Balance	\$	0
\$	0	\$	0	\$	0		\$	0

# Equipment Account (03)

		Income					Expenditure		
2	018		_ 2	2019	_ 2	018		2	2019
\$	6,531	Opening Balance	\$	7,867	\$	0	Equipment - Lighting	\$	3,392
\$	1,328	Fundraising	\$	1,035	\$	0	Equipment - Other	\$	568
\$	0	Grant	\$	4,000	\$	0	Training provider	\$	621
\$	8	Interest	\$	8	\$	7,867	Closing Balance	\$	8,329
\$	7,867		\$	12,910	\$	7,867	-	\$	12,910

## **Special Purposes Account (97)**

	Income					Expenditure					
20	018	_	2	019	2	018		_ 2	2019		
\$	294	Opening Balance	\$	294	\$	0	Gifts	\$	61		
\$	0	Transfer from Admin Account	\$	1,800	\$	0	Bank fees	\$	1		
\$	0	Interest	\$	0	\$	294	Closing Balance	\$	2,032		
\$	294		\$	2,094	\$	294		\$	2,094		

# Term Deposit (04)

Income 2018	2019	Expenditure 2018	2019
\$ 16,404 Opening Balance	\$ 16,983	\$ 16,983 Closing Balance	\$ 21,577
\$ 0 Transfer from Admin Account	\$ 4,000		
\$ 579 Interest	\$ 594		
\$ 16,983	\$ 21,577	\$ 16,983	\$ 21,577

# Term Deposit (05)

		Income					Expenditure		
2	018		21	D19	2	018		2	019
\$	5,614	Opening Balance	\$	5,796	\$	5,796	Closing Balance	\$	5,796
\$	182	Interest	\$	0					
\$	5,796		\$	5,796	\$	5,796		\$	5,796

### Term Deposit (07)

Income		Expenditure	
2018	2019	2018	2019
\$ 10,000 Opening Balance	\$ 15,367	\$ 0 Transfer to Admin Account	\$ 5,777
\$ 5,000 Transfer from General Account	\$ 0	\$ 15,367 Closing Balance	\$ 10,087
\$ 367 Interest	\$ 497		
\$ 15,367	\$ 15,864	\$ 15,367	\$ 15,864

I have examined the Books, Accounts, and Vouchers of the Wellington Volunteer Fire Service Support Unit for the 12-month period, 1 July 2018 to 30 July 2019, and in my opinion the statements and payments for the General, Social, Equipment, and Special Purposes accounts, and three Term Deposits as presented are a true and fair record of the transactions that have taken place during the period.

**Roger Bullock** *Examiner of the books* 27 July 2019

# 120 YEARS SUPPORTING OUR COMMUNITY WHEN THEY NEED IT THE MOST

