

From: [Booth, Trevor](#)
To: 9(2)a
Subject: Re: Volunteer Fire Fighter.
Date: Friday, 11 February 2022 12:55:58 pm
Attachments: [Outlook-gsdfkapz.gif](#)
[Outlook-rbkhlho.gif](#)
[Outlook-tcooqsgq.gif](#)
[Outlook-ek2biqrm.gif](#)
[Outlook-rspuh2iu.gif](#)
[Outlook-kwfcpqtz.gif](#)

Hi 9(2)a, thanks for the email.

In relation to availability, FENZ use an Availability & Message System (AMS) that crew members can put in if they are available or not. FENZ has a 60% attendance to fires and training but Wakari run a 30% attending fire calls. We have a 24 crew members so 7 responding to the station on a first call will get 2 or 3 appliances out the door. I hope that answers your question. I'm going to be at the fire station tomorrow at 10am. Feel free to call in for a look around.

Regards Trevor Booth.

Controller Wakari Fire Brigade.

From: 9(2)a <[REDACTED]@gmail.com>
Sent: Friday, 11 February 2022 12:18 pm
To: Booth, Trevor <x@x>
Subject: Re: Volunteer Fire Fighter.

Hi Trevor,

Thank you for sending this information through. I'm definitely interested in becoming a rural volunteer, or at least looking into the process further.

Regarding the checklist on the information sheet, I meet all the criteria. I also have my 9(2)a [REDACTED]. My one question regards availability - how do volunteers manage going out of town for personal reasons if expected to be on call? As I mentioned on the phone, 9(2)a [REDACTED] so I'm based at home the vast majority of the time, but am curious as to what would happen if I were planning to be away.

Let me know if there is any other information you need from me at this point - I'm looking forward to hearing back from you.

Kind regards,

9(2)a

On Thu, Feb 10, 2022 at 9:05 PM Booth, Trevor <[REDACTED]> wrote:

Hi 9(2)a

Thank you for your call yesterday and wanting to volunteer for FENZ. I have included an information sheet that may answer some of your questions. Some of the important things we are looking for in a volunteer are , living or working close to the station, able to respond during week days , Full Class 1 licence (essential), Class 2 + Licence an advantage. If you have any questions after reading the information sheet, feel free to contact me.

Regards Trevor Booth.

Controller Wakari Fire Brigade.



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If this is a private communication, it does not represent the views of the organisation.

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982

From: [Booth, Trevor](#)
To: 9(2)a; [Fallow, Daniel](#)
Subject: Fw: SMS Incident Response Task
Date: Thursday, 1 June 2023 12:29:14 pm
Attachments: [image002.png](#)
[image001.png](#)

FYI.

From: Voight, Laurence <Laurence.Voight@fireandemergency.nz>
Sent: Wednesday, 31 May 2023 1:57 pm
To: Booth, Trevor <Trevor.Booth@fireandemergency.nz>; Goodsir, Brent <Brent.Goodsir@fireandemergency.nz>
Cc: Bootten, Gordon <Gordon.Bootten@fireandemergency.nz>; Ramsay, Jamie <Jamie.Ramsay@fireandemergency.nz>
Subject: SMS Incident Response Task

Hi Trevor and Brent,

Please see the e-mail below from Stephanie Rotarangi which details the introduction of this task in the SMS system.

The process for completion is fairly straight forward as explained in the Volunteer Brigade Administration Guide (found using the link provided).

Should you require any assistance please do not hesitate to contact your VSO.

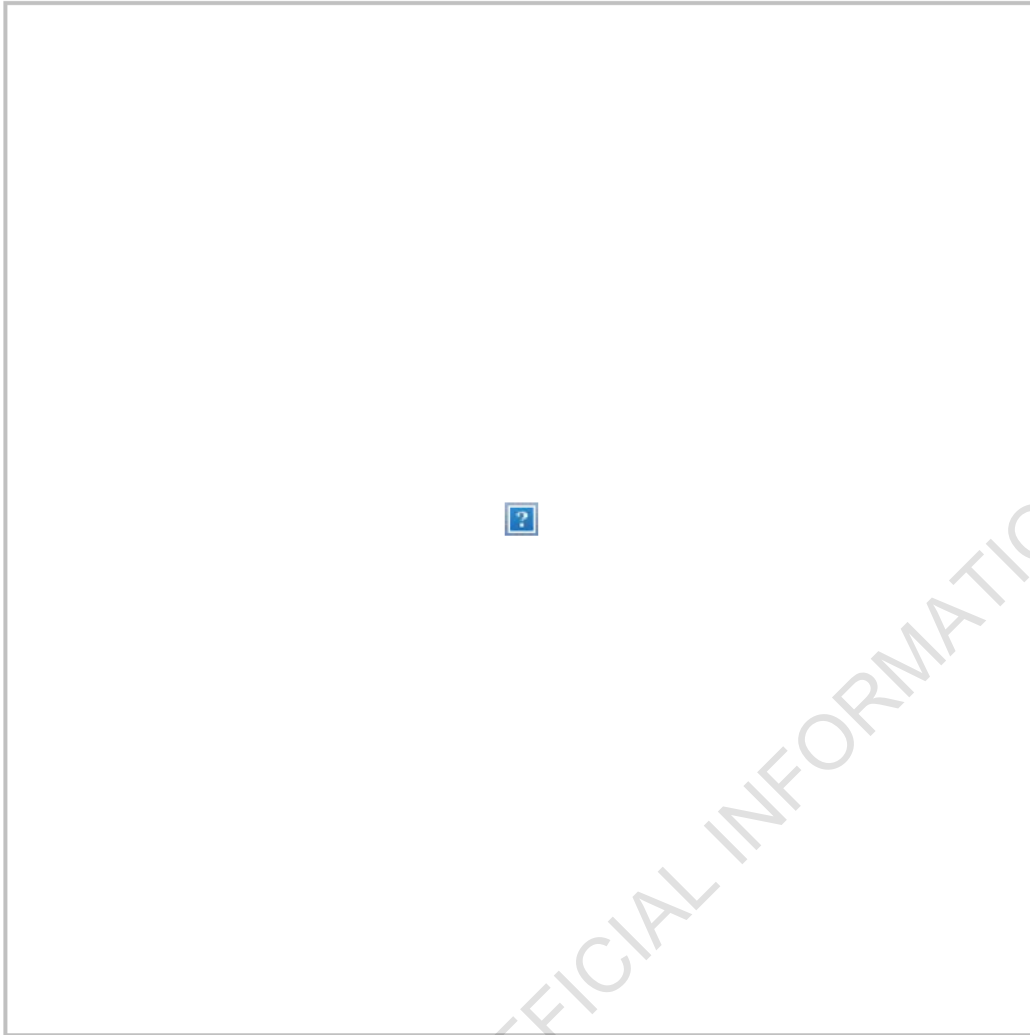
Kind Regards

Laurence

'he aha te mea nui o te ao?

Maku e ki atu, he tangata, he tangata, he tangata'

Laurence Voight
Group Manager / Assistant Commander
Otago District
Te Kei Region
M: 9(2)a
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laurence.voight@fireandemergency.nz
www.fireandemergency.nz



From: Rotarangi, Steph <Steph.Rotarangi@fireandemergency.nz>

Sent: Wednesday, 31 May 2023 1:06 pm

To: Group Managers <GroupManagers@fireandemergency.nz>; District Managers <DistrictManagers@fireandemergency.nz>

Subject: SMS Incident Response Task

As of today, Incident Response Tasks in SMS will be enabled for natural environment brigades.

The background to this work involved the Operational Assurance team along with the United Fire Brigades Association working together to provide an integrated reporting system utilising the well-established volunteer dashboard and operational skills maintenance systems.

It was identified that we need to introduce **Incident Response Tasks in SMS** in order to reduce the administrative requirements currently being encountered by natural environment brigades as the task populates multiple reporting systems.

There are clear advantages to our people for introducing SMS task for all our Brigades

- Incident Response Tasks will provide enhanced accountability of our people who may have encountered possible harm, such as post fire asbestos being identified or possible exposure to hazardous substances, as SMS will record who was on what appliance or vehicle committed to the incident.

- Additionally, reporting from this task will allow brigade leaders and managers to provide support to those who experience more frequent traumatic events, such as K41 incidents.
- Following completion of Incident Response Tasks, brigade leaders and managers will have greater reporting for their brigade, such as:
 - How many incidents brigade members have responded to
 - Ability to identify brigade crewing challenges such as no Officer response or no response due to lack of drivers. This provides the evidence required for brigades needs and succession planning. It also identifies training needs to be provided by the organisation.
 - Connects directly to the individuals OSM requirements depending on the role they are performing within the brigade.
 - Provides evidence of long duration events.

In order to assist Group Managers and Volunteer Support Officers support Brigades, we have created a "how to complete" guide that takes people through completion of the task in a few simple steps.

- Volunteer Brigade Administration Guide can be found [here](#)

The introduction of this task into SMS will realise benefits to our people and I thank you in advance for supporting our Brigades

Can I ask that you communicate the intent of the introduction of this task to our controllers and volunteer support officers.

If you require further information please contact xxxxxx.xxxxxxx@xxxxxxxxxxxxxxxx.xx

na Dr Steph Rotarangi (she/her)

Tumu Whakarae Tuarua / Deputy Chief Executive

Service Delivery Design

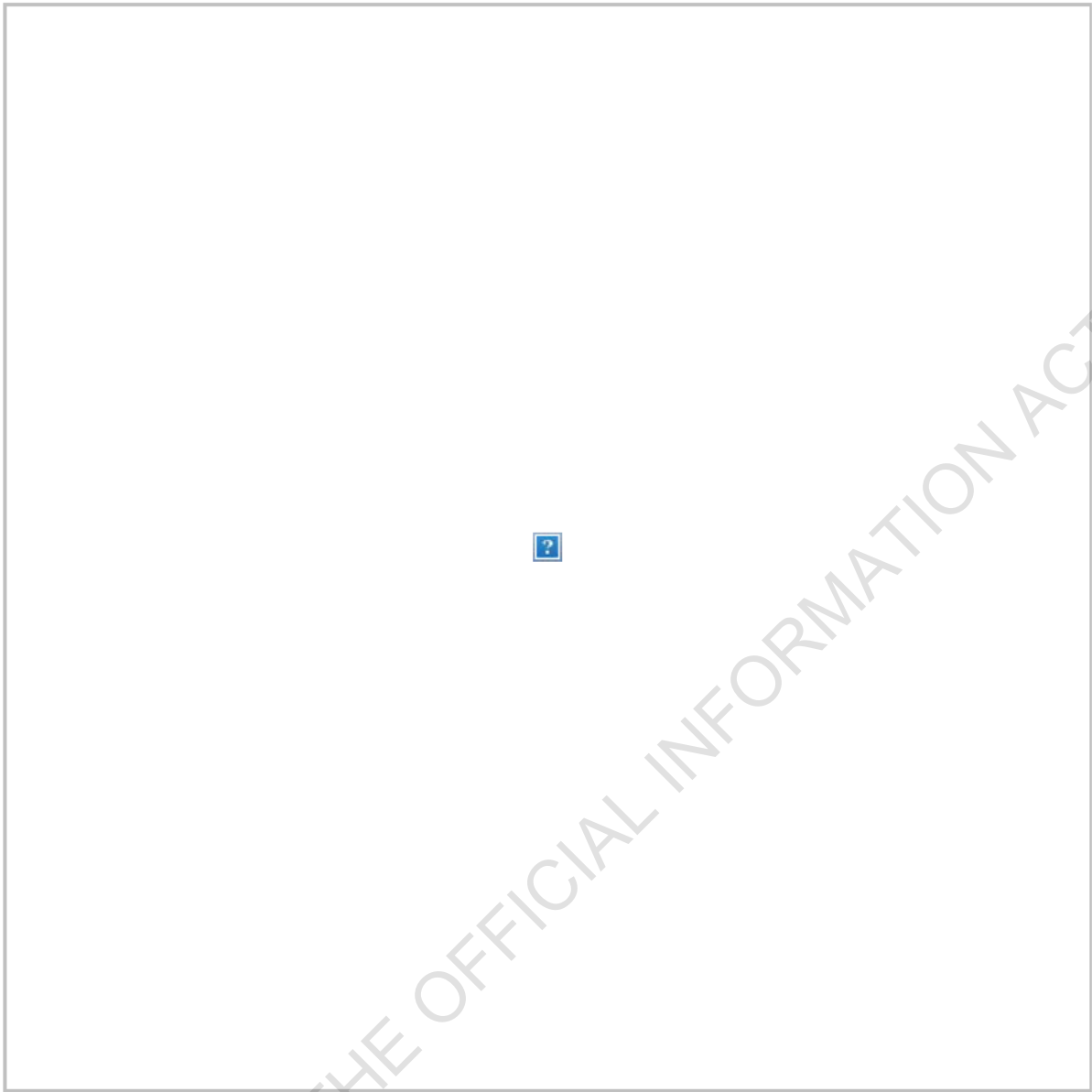
Te Ratonga Ahi me nga Ohotata i Aotearoa / Fire and Emergency New Zealand

M: 9(2)a

E: xxxxxx.xxxxxxx@xxxxxxxxxxxxxxxx.xx

National Headquarters, Level 7, 42-52 Willis St, Wellington Central, 6011

PO Box 2133, Wellington, 6140



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From: [Booth, Trevor](#)
To: [Voight, Laurence](#)
Cc: [Fallow, Daniel](#)
Subject: Re: Inactive Members Data
Date: Friday, 3 November 2023 7:57:30 am
Attachments: [image001.png](#)

Hi Laurence, 9(2)a

Trevor.

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From: Voight, Laurence <Laurence.Voight@fireandemergency.nz>
Sent: Thursday, November 2, 2023 4:01:16 PM
To: Booth, Trevor <Trevor.Booth@fireandemergency.nz>
Cc: Fallow, Daniel <Daniel.Fallow@fireandemergency.nz>
Subject: Inactive Members Data

Hi Trevor,

Thanks for the information.

What time are you meeting?

Should I be unable to attend I would ask that you align the data you find with what is in the letter and send it to me so I can update the letter. I will then contact you re a suitable time 9(2)a

Kind Regards

Laurence

'he aha te mea nui o te ao?

Maku e ki atu, he tangata, he tangata, he tangata'

Laurence Voight
Group Manager / Assistant Commander
Otago District
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From: Booth, Trevor <Trevor.Booth@fireandemergency.nz>
Sent: Thursday, 2 November 2023 12:54 pm
To: Voight, Laurence <Laurence.Voight@fireandemergency.nz>

Subject: Re: Inactive Members Data

Hi Laurence. [REDACTED] and I are meeting at the station tomorrow morning to confirm the attendance numbers. Feel free to come along if you're available.

Trevor

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From: Voight, Laurence <Laurence.Voight@fireandemergency.nz>

Sent: Monday, October 30, 2023 1:25:44 PM

To: Booth, Trevor <Trevor.Booth@fireandemergency.nz>

Cc: Wood, Alastair <Alastair.Wood@fireandemergency.nz>

Subject: Inactive Members Data

Hi Trevor,

A month or so ago we discussed you providing me with data for the last 12 months for:

- Training nights attended:
- Alarms responded to:

For two members of Wakari brigade who you are writing to, to gauge their commitment to responding to incidents.

Would you please provide this information so as I can complete the letters for you to send to them.

Kind Regards

Laurence

'he aha te mea nui o te ao?

Maku e ki atu, he tangata, he tangata, he tangata'

Laurence Voight

Group Manager / Assistant Commander

Otago District

Te Kei Region

M: [REDACTED]

P: [REDACTED]

laurence.voight@fireandemergency.nz

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From: [Booth, Trevor](#)
To: [Fallow, Daniel](#); [Dan Fallow](#)
Subject: Fwd: Wakari Volunteer Fire Brigade - 9(2)a
Date: Monday, 19 February 2024 7:49:28 pm
Attachments: 9(2)a [Concern about Attendance 2024.02.19.docx](#)
9(2)a [Concern about Attendance 2024.02.19.docx](#)
[image001.png](#)

Hi 9(2)a, let me know what you think.

Trevor.

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From: Voight, Laurence <Laurence.Voight@fireandemergency.nz>
Sent: Monday, February 19, 2024 4:34:00 PM
To: Booth, Trevor <Trevor.Booth@fireandemergency.nz>
Cc: Lindsay, Michele <michele.lindsay@fireandemergency.nz>; Wood, Alastair <Alastair.Wood@fireandemergency.nz>
Subject: Wakari Volunteer Fire Brigade - 9(2)a

Hi Trevor,

Here you go, amended as requested.

Kind Regards

Laurence

'he aha te mea nui o te ao?

Maku e ki atu, he tangata, he tangata, he tangata'

Laurence Voight

Group Manager / Assistant Commander

Otago District

Te Kei Region

M: 9(2)a

P: 9(2)a

laurence.voight@fireandemergency.nz

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From: Booth, Trevor <Trevor.Booth@fireandemergency.nz>
Sent: Friday, 16 February 2024 8:06 am
To: Voight, Laurence <Laurence.Voight@fireandemergency.nz>
Cc: Wood, Alastair <Alastair.Wood@fireandemergency.nz>; Fallow, Daniel <Daniel.Fallow@fireandemergency.nz>
Subject: Re: Wakari Volunteer Fire Brigade - 9(2)a

Hi Laurence. Thanks for the attendance letters. Can you change a couple of things for me. On the letter for 9(2)a [REDACTED] and 9(2)a [REDACTED] I also think the letters should say we will have a HR person at the meeting.

Regards Trevor

From: Voight, Laurence <Laurence.Voight@fireandemergency.nz>

Sent: Wednesday, 14 February 2024 11:09 am

To: Booth, Trevor <Trevor.Booth@fireandemergency.nz>

Cc: Fallow, Daniel <Daniel.Fallow@fireandemergency.nz>; Wood, Alastair <Alastair.Wood@fireandemergency.nz>

Subject: Wakari Volunteer Fire Brigade - 9(2)a [REDACTED]

Hi Trevor,

Please find attached for you to print off, sign and despatch, letters to 9(2)a [REDACTED] regarding 9(2)a [REDACTED] attendance.

I have discussed having an HR advisor at the meeting, this should not be a problem with the appropriate notice.

Kind Regards

Laurence

'he aha te mea nui o te ao?

Maku e ki atu, he tangata, he tangata, he tangata'

Laurence Voight

Group Manager / Assistant Commander

Otago District

Te Kei Region

M: 9(2)a [REDACTED]

P: 9(2)a [REDACTED]

laurence.voight@fireandemergency.nz

www.fireandemergency.nz





19 February 2024

9(2)a

Yours sincerely

Trevor Booth
Rural Fire Force Controller
Wakari Volunteer Fire Brigade



19 February 2024

9(2)a

Yours sincerely

Trevor Booth
Rural Fire Force Controller
Wakari Volunteer Fire Brigade