

MINUTES OF SPECIAL MEETING OF COUNCIL

**Purpose: For Council to consider replacement of the
Fire Information Panel at Tuia Lodge**

Held on

Friday 15 May 2020

Commencing at 3.30 pm

Shire of Donnybrook Balingup Council Chamber

A handwritten signature in black ink, appearing to read 'Ben Rose', with a long horizontal line extending from the end.

**Ben Rose
Chief Executive Officer**

18 May 2020

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SHIRE OF DONNYBROOK BALINGUP
MINUTES OF SPECIAL MEETING OF COUNCIL

Shire of Donnybrook Balingup Council Chamber
Friday 15 May 2020 at 3.30pm

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Shire President – Acknowledgment of Country

The Shire President acknowledged the traditional custodians of the land, the Noongar People, paying respects to Elders, past, present and emerging.

The Shire Present declared the meeting open at 3.32pm.

Shire President - Public Notification of Recording of Meetings

The Shire President advised that the meeting is being digitally recorded to assist with minute taking in accordance with Council Policy 1.25. The Shire President further states the following:

If you do not give permission for your participation to be recorded, please indicate this at the meeting. Members are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the Chairperson.

2 ATTENDANCE

COUNCILLORS	STAFF
Cr Brian Piesse (President)	Ben Rose – Chief Executive Officer
Cr Jackie Massey (Deputy President)	Paul Breman – Executive Manager Corporate and Community
Cr Shane Atherton	Steve Potter – Executive Manager Operations
Cr Anne Mitchell	Jaimee Earl – Minute Taker
Cr Chaz Newman	
Cr Shane Sercombe	
Cr Chris Smith	

PUBLIC GALLERY

Nil.

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

COUNCIL RESOLUTION 63/20

Moved: Cr Massey Seconded: Cr Smith

That Cr Lindemann and Cr Wringe be granted a leave of absence for the Special Council Meeting held 15 May 2020.

CARRIED 7/0

2.3 APPLICATION FOR A LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

Nil.

4 DECLARATION OF INTEREST

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Councillors to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

Nil.

5 PUBLIC QUESTION TIME

Nil.

6 REPORTS OF OFFICERS

6.1 REPLACEMENT OF FIRE INFORMATION PANEL – TUIA LODGE

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
Author	Bob Lowther – Manager Aged Care Services
Responsible Manager	Paul Breman – Executive Manager Corporate and Community
Attachments	Confidential Attachment 6.1(1) - RFQ240, Responses and Evaluations
Voting Requirements	Absolute Majority

Recommendation
<p>That Council amend the 2019-20 Budget as follows:</p> <ol style="list-style-type: none"> 1. Increase capital expenditure in budget account 173840 by \$62,916 for the acquisition of a Fire Information Panel at Tuia Lodge Aged Care Facility. 2. Reduce the capital expenditure budget account 173840 by \$15,000 for the Balustrade (add rail to 1m height) at Tuia Lodge Aged Care Facility. 3. Increase the capital revenue account 107150 Transfer in from Building Reserve by \$47,916 from \$83,000 to \$130,916. <p style="text-align: right;">ABSOLUTE MAJORITY VOTE REQUIRED</p>

STRATEGIC ALIGNMENT

The following Outcomes from the Corporate Business Plan relate to this proposal:

Outcome: 2.1 An attractive and maintained built environment.
 Strategy: 2.1.1 Maintain, renew and improve infrastructure within allocated resources.
 Action: 2.1.1.3 Develop and Implement capital works plan.

Outcome: 3.2 Well supported community groups and facilities.
 Strategy: 3.2.1. Provide and maintain appropriate community facilities.
 Action: 3.2.1.2 Maintain community facilities within resource capacity.

Outcome: 4.2 A respected, professional and trusted organisation
 Strategy: 4.2.1 Effective and efficient operations and service provision.
 Action: 4.2.1.1 Demonstrate sound financial planning and management including revenue/expenditure review and revenue diversification strategies and long term financial planning

EXECUTIVE SUMMARY

Tuia Lodge is currently undergoing a “wet” fire system installation which includes the installation of sprinklers, a dedicated pumping system and tanks. This system is due for completion in late May 2020. This system will tie into the Fire Information Panel (FIP) within the building to ensure that the system only operates as the result of certain circumstances.

Tuia Lodge has a current FIP which, from records, appears to have been installed during the 2015 upgrade to the facility. It was installed second hand and is estimated to be between 10-12 years old. The FIP is a Simplex brand. Simplex panels contain proprietary software that can only be serviced by Simplex staff.

From September 2019 the staff at Tuia Lodge started noticing fault alarms being flagged on the FIP at Tuia Lodge, however, Simplex and the local contractor (Bellfire) were offering solutions to the issue and work was scheduled for late December 2019. Problems with this fix became apparent and when in early February 2020, an alarm appeared on the system, it was found that the WA Simplex office had closed and the WA representative would not be replaced.

At this time, it became apparent that support for the FIP would be an ongoing concern and the advice of an independent consultant confirmed other contractors had been struggling to get parts and service from Simplex.

North Point Consulting were engaged to assist with the specification for a replacement FIP and devices throughout the building with a view to including this as a capital request in the 2020/2021 capital budget.

A RFQ was issued in late March, 2020 and all contractors commented on the age and maintainable state of the current simplex system.

Discussions with the current ‘wet’ fire contractors indicate there are savings to be made by installing the dry fire system prior to the completion of the ‘wet’ fire project. With the performance of the FIP presenting an urgent safety issue, action is sought to expedite the replacement of the panel immediately by a change to the existing Tuia Lodge capital expenditure budget.

FINANCIAL IMPLICATIONS

The recommendation is to source funding for installation of a new FIP from the Building Reserve. The original adopted budget contained an allocation of \$141,270 for capital expenditure (asset maintenance works) at Tuia Lodge to be funded from the Building reserve. This amount was modified to \$83,000 as part of the Budget Review process. It is now recommended to amend the budget for account 173840 to reflect the following:

Capital Expenditure	Adopted Budget \$	Budget Review \$	Revised Budget (May 2020) \$
Marri Wing - Room 16*	(40,800)	(68,000)	(68,000)
Jarraah Wing 3 x Bathrooms Vinyl	(40,800)	0	0
Brick Paving - Rebuild Sunken Paving	(510)	0	0
Balustrading - Add rail to 1m height	(7,140)	(15,000)	0
Refit Kitchen 1 & Dining Room	(51,000)	0	0
Repair Wall Cracks (1,2,4,Hall)	(1,020)	0	0
Fire Information Panel	0	0	(62,916)
Subtotal	(141,270)	(83,000)	(130,916)
Capital Revenue			
Tfr from Building Res	141,270	83,000	130,916
Subtotal	141,270	83,000	130,916

* The original Budget showed Rooms 12 and 14 in the description in error (only for Room 16)

Essentially the funds from the Building reserve are available for allocation to the FIF due to the postponement of the following items two major items:

- Refit Kitchen #1 \$51,000 – Not progressed due to other facility priorities and interruption to residents.
- Raise height of balustrading \$15,000 – Not progressed as it is not as urgent as the FIP
- Total of \$66,000.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Not applicable.

CONSULTATION

Not applicable.

OFFICER COMMENT/CONCLUSION

Tuia Lodge is currently undergoing a “wet” fire system installation which includes the installation of sprinklers, a dedicated pumping system and tanks. This system is due for completion in late May, 2020. Like all fire suppression systems this will tie into the FIP within the building to ensure that the system only operates as the result of certain circumstances.

Tuia Lodge has a FIP which, from records, appears to have been installed during the 2015 upgrade to the facility. The purpose of an FIP is to monitor various sensors and other inputs that are wired into it and automatically trigger actions depending on the signals it receives. The panel, through programmable logic controllers and other electronic means, also controls the operation of the fire doors ensuring that the building is segmented into zones should a fire occur. The panel also contains a “Code Red” system which ties Tuia Lodge into the DFES

system ensuring automatic notification of fire services in the event that the system detects a fire.

The FIP is a made by Simplex. Whilst most FIP's have what is known as "open source" technology the Simplex brand FIP's carry proprietary software that can only be accessed by Simplex. All FIP's are usually maintained on a monthly basis and testing is conducted by local contractors to ensure the system is operating efficiently. In the case of a Simplex system, where a fault is detected and can't be resolved by local contractors after investigation, a \$3,000 call out fee is incurred to obtain the services of a Simplex engineer.

As the software utilised is proprietary, in order to tie in any new equipment to the FIP a Simplex engineer must attend site and carry out this work. Where testing detects errors (faulty smoke alarms/sensors etc.) the faults can, in most cases, be traced by local contractors and parts are replaced. Where faults are detected in the FIP itself, Simplex engineers are consulted and parts are either replaced or engineers called to site.

In September 2019 the staff at Tuia Lodge started noticing fault alarms being flagged on the Fire Information Panel at Tuia Lodge. These faults were reported to the local contractor (Bellfire) who undertook to resolve them. Faults continued to increase towards the latter part of 2019 and staff engaged with both Bellfire and Simplex in order to achieve a resolution. Each time a Bellfire engineer attended on site there would be a part replaced or a test undertaken and it was believed that the faults were being resolved, however that was not the case.

The Manager of Aged Care Services became involved in the situation between Bellfire and Simplex on 12 December 2019 to achieve a resolution to the issues and eventually a date was fixed for a major part (power supply) to be replaced in the FIP which was set to take place in late December 2019. Bellfire suggested that, due to the age of the FIP and the cost of parts, coupled with the unreliable service from Simplex, that consideration should be given to replacing the FIP.

In December, 2019 Bellfire made (under direction from Simplex) some software modifications to the system but did not install the new power supply and associated equipment as it was determined that this would not resolve the faults. For a short period of time this appeared to resolve some of the issues. During January 2020 there were intermittent faults.

On 8 February 2020 an alarm appeared on the system. The local contractors were contacted and the engineers responded by saying they had never seen a fault of that kind previously and they would address the issue with Simplex.

When contacting Simplex to resolve this fault they found that the WA phone number for Simplex support had been disconnected. They spoke to the Head Office and were bounced around between State offices to get a resolution to the fault. They were also informed that the State representative for WA was leaving and would not be replaced (an issue we confirmed through other sources). In the same email, Bellfire stated that when the FIP was first installed it was second hand and in their opinion was obsolete and suggested we replace the system in the "current tender". The tender had already been let for the 'wet' fire system at that time. They stated that they had the power supply ready to install but cautioned that the FIP should be replaced. It was decided that as the budget to address the FIP was not available (as it was not part of the tender) they were requested to install the power supply and harness.

The Manager Aged Care Services became concerned when in response to the email requesting replacement of the power supply proceed, he received an email from Bellfire stating in part:

“....spending any money on the existing faulty panel to us seems a waste....we have grave concerns with the current old, virtually obsolete panel and associated devices particularly with the reliability and high likelihood of the continued ongoing faults.....”

North Point Consulting, an independent consulting firm that had been contracted in 2019 to design the wet fire system were subsequently contacted on 14 February 2020 and asked for an independent assessment of the FIP. The Control Fire Systems team on site for the ‘wet’ fire installation were also consulted.

In their response, North Point consulting agreed with the opinion of Bellfire, and confirmed that other contractors had been struggling to get parts and service from Simplex. They also confirmed the Simplex representative was leaving the company at the end of February 2020 and would not be replaced. North Point and subsequently other fire suppression companies all concurred that the dry fire detection devices, in the majority of the building were past their use by date and that fact coupled with the issues continually alarming in the FIP would mean they would recommend a total replacement of the dry fire system in order to ensure the safety of residents, staff and visitors.

Following the response from North Point Consulting, the Manager Aged Care Services consulted with the Executive Manager Corporate and Community and it was decided to engage North Point Consulting to draw up a specification for a replacement FIP and devices throughout the building with a view to including this as a capital request in the 2020/2021 capital budget.

This RFQ was issued in late March 2020, to our existing service contractor Bellfire, the current wet fire contractor Control Fire Systems as well as Chubb and Wormald with written quotes to be received by 10 April 2020. All four organisations sent representatives to the site to review the existing system and the following is a consolidation of the comments received and observations made by these specialists:

- The dry fire system installed dates back to the original construction of the building with some of the detection devices being over 35 years old and past their MTBF (mean time between failure) rating.
- The current FIP was not new in 2015, and whilst its actual age cannot be clearly ascertained it is nearing obsolescence and must be at least 10-12 years old.
- Simplex withdrew from Western Australia at the end of February, 2020 and there is no longer any on the ground technical support available within the State. Where maintenance contractors detect faults these have no escalation point beyond the current process of replacing particular modules and parts which, as stated, are hard to source and are not guaranteed to resolve the fault detected.
- Without access to the Simplex proprietary software, major fault detection in the FIP circuits and controllers will be impossible.
- Whilst some faults relate back to the actual detectors because of their age, some other faults have been identified as being generated by the FIP itself and the communication between the FIP and its mimic panels (which are panels placed throughout the facility which mirror the fault status throughout the building).

- The current FIP is not remotely accessible therefore requiring expensive site visits by engineers. Replacement FIP's have remote access to isolate and clear faults remotely reducing ongoing maintenance costs.
- There are some questions around the current FIP and some (30 year old) detectors complying with the current codes for detection and occupant warning.

Summarising the process, it would be fair to say that all quotes received were very similar and all are quoting on the same AMPAC system as detailed in the specification. All quotes meet the specification in terms of standards, requirements, timing and expertise. A schedule of the process received from the respondents is attached as a confidential attachment as they were provided by them as commercial in confidence.

Three respondents have some exclusions or issues as follows:

- Chubb have specified that their quote is based on us accepting their T&C's even though ours were specified as our General Conditions of Contract in the RFQ.
- Bellfire have stated that the connection to the Code Red DFES system will incur further charges above their quoted price.
- Wormald's quote excludes "make good" of areas in relation to the removal of old detection equipment.

There is no capital budget allocation for a dry fire upgrade in the 2019/20 budget. Whilst issues were being experienced with the FIP for some months it was not until early 2020 that we were advised that the system faults were not able to be resolved, that the WA representative would not be replaced and fault alerts have progressively got to the point where they are daily occurrences.

In the 2018/19 financial year Shire staff conducted inspections of all the Shire's buildings and prepared what became the first comprehensive asset maintenance plan for the Shire.

Each item was placed into the financial year where the works were anticipated to be required. In this financial year there have been substantial capital works at Tuia Lodge which has caused noise and disruption for the residents, in reviewing the plan we have always tried to keep in mind that Tuia Lodge is their home and as such we do not want to turn it into a perpetual building site.

In 2019/20 we have extensively renovated rooms 12,14 and 16 including improving access from these rooms to the sensory garden and widening the doorways to allow bed access. As well as this we have been, for the past 8 weeks retrofitting a wet fire system to the facility which has come with subsequently noise and interruption.

Quotes received for raising the height of the balustrading outside the function room were more than double the estimate and this was reflected in a change in the 2019-20 budget review. This project does not have the priority of the FIP and the average amount from the quotes will be included as part of future forward estimates for asset maintenance.

Reviewing the Dry Fire System quotes and understanding the Wet Fire System tender requirements, the Manager Aged Care Services has spoken to Control Fire Systems who are currently on site at Tuia Lodge. From their quote we have identified a substantial saving can be made if the current FIP is replaced prior to linking in the wet fire system. Control Fire

Systems have indicated that a saving of \$8,570 is available if they can tie the wet fire system into a new FIP at the same time.

The original 'wet' system quotation was to tie the system into the current FIP. Completing the wet fire system now would mean tying it into the current FIP (which would require the attendance of a Simplex Engineer and use of the Simplex compatible components and the expenditure of \$8,570).

The quotes received from all four (4) contractors are for the Dry fire system only and do not allow for the replacement of the components required on the wet system. It is understood that to replace the FIP at some stage later would require these components to be replaced with components that would be compatible with the new FIP at a cost of approximately a further \$5,000 to \$7,000.

In November, 2019 Council passed a motion accepting Control Fire Systems tender for the wet fire system. In December 2019, Council passed an amended motion which included associated works, sound attenuation, consulting services and other works up to a maximum value of \$320,000.

The Control Fire Systems quote for the Dry Fire System is shown on the confidential attachment. Using the same contractors and installing the dry fire system at the same time as the wet fire system would reduce the total price across the two projects by \$8,570.

On the basis that the current FIP is at the end of its life and causing concern in its operation and there is the potential for an overall cost saving in the vicinity of \$15,000 the recommendation is to utilise the capital previously assigned to proceed with the installation of a new Dry Fire System at Tuia Lodge.

The recommendation is to proceed with the replacement of the FIP as a matter of urgency by an amendment to the 2019-20 budget.

The other benefits of selecting a single contractor would be that the entire system is installed, warrantied and maintained by one company and any extensions required to either system could be more easily coordinated. The testing and installation of the Code Red system would require only one visit by DFES and the whole system would have a single signoff.

COUNCIL RESOLUTION 64/20

Moved Cr Atherton

Seconded Cr Newman

That Council amend the 2019-20 Budget as follows:

- 1. Increase capital expenditure in budget account 173840 by \$62,916 for the acquisition of a Fire Information Panel at Tuia Lodge Aged Care Facility.**
- 2. Reduce the capital expenditure budget account 173840 by \$15,000 for the Balustrade (add rail to 1m height) at Tuia Lodge Aged Care Facility.**
- 3. Increase the capital revenue account 107150 Transfer in from Building Reserve by \$47,916 from \$83,000 to \$130,916.**

**CARRIED 7/0
ABSOLUTE MAJORITY VOTE ATTAINED**

7 MEETING CLOSED TO THE PUBLIC

7.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil.

7.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

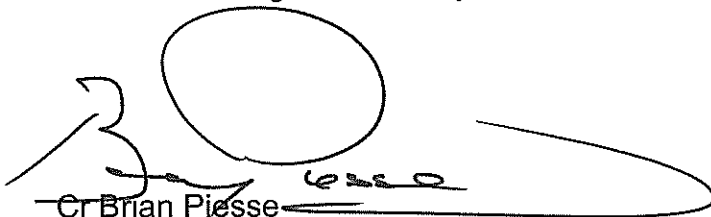
Nil.

6 CLOSURE

The Shire President advised that the next Ordinary Council Meeting will be held on Wednesday 27 May 2020 commencing at 5.00pm.

The Shire President closed the meeting at 3.57pm.

These Minutes were confirmed by the Council as a true and accurate record at the Ordinary Council Meeting held 27 May 2020.



Cr Brian Pjesse
SHIRE PRESIDENT