

The Institute of Fire Safety Managers

Minutes of the Council Meeting

Venue: South Yorkshire Fire and Rescue Service, Training Centre, Sheffield.

Date: 28 January 2008

Time: 1100hrs.

Members Present:-

J Williamson (JW)	Chairman
Dave Price (DP)	Council Member
Kevin Scarth (KS)	Council Member
R Docherty (RD)	Secretary General and Vice President
Peter Cowland (PC)	Honorary Treasurer
Stuart Cocking (SC)	Accreditation Secretary
Ray Colyer (RC)	
Alan Stoker (AS)	

Apologies for absence received from:-

M Husseyin (MH)

Gary Whitworth (GW) President

K Day (KD) Membership Secretary

1. Agenda Item 1. Introduction and Welcome

Chairman welcomed all to the meeting and apologies for absence were accepted (see list above).

2. Agenda Item 2. Minutes of Last Council Meeting 16 August 2007

Chairman asked for matters of fact and matters arising:-

Item 2.

RD reported all actions signed off and meeting with University of Leeds will go ahead on 27 February 2008. DP hard negotiated the 10% off the cost of courses at Leeds.

Item 5.

There was a discussion regarding changeover of PI insurance and consequences with any consultancy work carried out under previous insurance. **(Action RD to check with Moscrops).**

Membership Secretary's Report, RD mentioned membership cards as the decision was to send out certificates this year to members once they had paid their fees. Following a discussion about the merits of membership cards it was decided that SC should liaise with KD and AS with this issue especially as a membership administrative support person was imminent. **(Action KD, SC, AS).**

Chairman mentioned that he had contacted BNFL and was arranging a meeting with the Chief Fire Officer in the near future. It was agreed that Chairman and RD would visit. **(Action JW).**

Item 10. A discussion took place about placing Affiliate membership on the application form. There was also discussion on membership fees for Affiliate and it was decided post Council meeting via email that it should be set at £150 per year which included the use of the logo.

Item 12. RD reported that speaker's gifts had now been purchased. They were also for sale to members as well and they are advertised on the website.

There were no further matters arising and it was proposed by Chair, seconded by RD and agreed by the rest of Council that they be accepted as a true record.

3. Agenda Item 3. Correspondence In and Out

RD reported on correspondence in and out. There had been general letters from and to accountants with the annual return to Companies House and also payment of the annual registration fee to the Information Commissioner re keeping and storing of data. RD had written to the BSI Group regarding representation on the PAS 79 committee (see Item 6 Council 16 August 2007) and also on the PS9999 committee. No reply had been received at the time of Council meeting. (RD reports that a very positive reply has been received on 4 February 2008 and will circulate to Council members). (**Action RD**).

4. Agenda Item 4. Reports of Council Officers

Secretary General

RD gave a general report including the last issue of Daedalus which had gone down really well with members and others who had managed to get hold of a copy.

Honorary Treasurer

PC gave a verbal report regarding monies. Membership fees and register fees were coming in although there had been some confusion between the two as they had been posted at the same time. RD reminded membership Secretary that membership fees were due in November each year whilst the risk assessors register fees were due in January. With the administrative post for membership, this should not happen again. PC informed Council that the two bank accounts were still running i.e. for the old account and the new limited company account. Up to present the accounts looked healthy with an overall sum of around £5000 which included accreditation fees as well. It was suggested by SC that we put a standing order form on the website. PC to check with the bank first. (**Action PC and SC**).

Membership Secretary

Apologies had been received from KD but SC and AS reported on progress with the administration issues of membership. Hopefully once a handover of the administration had been achieved these issues will be able to be dealt with more quickly. This handover will take place in the middle of February. Once this is complete AS will be the contact for membership administrative support which should then leave KD and the membership sub committee to concentrate on building the membership base. (**Action KD, SC and AS**).

Accreditation Secretary

SC informed Council that accreditation centre fees were up for renewal and invoices had been sent out. SC then reported that we have given preliminary approval for an accredited centre in Bangkok (DMT training company). Full approval was subject to a visit by representative(s) of the IFSM and it was agreed by Council that SC should be the representative. It was noted that costs for this would be covered by the applicant. RD suggested that if anyone else wanted to travel with SC then they could do so but at their own expense. (**Action SC**).

5. Agenda Item 5. IFSM Risk Assessors Register

RD reported and updated Council on the register. There are now 27 members of the Register and the annual fees invoices had been sent out in December 2007. RD also reported on a further meeting with RICS which was proving very fruitful. Council had invited representatives from RICS to its conference last year and it was agreed that we should provide invitations to them at all our activities. RD also mentioned that he had had an enquiry from a large organisation that wanted to place around 35 of its consultants on the register. This was still in progress. RD also informed Council that the IFPO was proposing a similar register. Council noted that it was a shame that the approach made to the IFE by RD last year was met with no interest as it was still believed that one register kept by a neutral body would be the ultimate achievement by all professional bodies. It was agreed that this was the only sensible way to approach the issue of professional

registry and RD asked Council members to ponder on the way ahead. **(Action RD and Council)**.

6. Agenda Item Appointment of Vice Presidents

RD explained that the constitution of the Institute allowed for up to three Vice Presidents to be nominated each year by members at the AGM. Up to now the only place that is filled is by RD leaving 2 vacancies. RD asked Council to consider filling all the vacancies at the next AGM by a proposal to the membership which could go out at the same time that nominations for President are called for prior to the AGM. DP asked that Council members consider this before the next meeting. SC and JW felt this was important especially as we are starting to look forward to a good future which would include planning the presidential succession. RD would agenda this item for the next Council meeting. **(Action RD)**.

7. Agenda Item 7. Proposals from Council for President 2008 to 2010

RD outlined this item, and stated that it was important for Council to be seen to be planning the future of the Institute as well as being able to give the members a steer on who they believe should be considered for President. This did not in any way interfere with the Institute's Memorandum and Articles of Association in which it states that nominations for President should be sought from all the members prior to the AGM and also at the AGM. AS and SC stated that it was important to have the Institute represented in the best possible light and that there should be continuity. Bearing this in mind RD asked that Council should consider the nomination of Dave Price and PC suggested that it would be very prestigious to have a person from industry as the President. It was proposed by RD and seconded by JW and agreed that Council would nominate Dave Price for President at the AGM later this year. **(Action RD and Council)**.

8. Agenda Item 8. President's Regalia

RD reported on this item. President (GW) had sent his comments on this and was totally supportive with the offer of £500 towards the chain of office providing the Chairman had regalia as well. There was a debate about the costs of providing two sets of regalia and also if it was necessary for the Chairman to have such a 'jewel'. After further discussion it was proposed by KS, seconded by SC and agreed that RD should pursue the chain of office through Fettorinis (jewellers) and also make enquiries about lapel badges for Council members, posts within Council and Past Presidents badges. JW and RD offered to put £200 each towards the items together with GW's offer. **(Action RD)**.

9. Agenda Item 9. Membership Administration and Process

In the absence of KD SC and AS outlined proposals to streamline membership applications and other associated issues. They stated that applications should have a 4 week turn around and DP suggested some form of acknowledgement of receipt, either by email, letter or telephone call so that we keep in touch with applicants and make sure they are kept in the loop. The membership sub committee should comprise of AS, SC, KD, RD and John Bowen. IT was agreed that an honorarium would be paid of £10 per application to the person who will administrate membership issues. SC stated that he would be improving the application forms etc. whilst AS will be the first point of contact for membership queries and applications will go to him in the future for vetting and passing on to the administrative assistant. AS and SC and KD to alter forms and website etc. accordingly to take account of the new processes. **(Action SC, AS KD)**.

10. Agenda Item 10. Serious Fires

RD mentioned receipt of an email from the President regarding a number of serious fires of late and the questions that each fire brought up, especially to do with fire safety, fire risk assessments and how effective the RRO really is. RD and AS stated that there were also a number of anomalies within the guidance documents as well as individual fire and

rescue services enforcing in what appears to be a random way. One of these anomalies is the statement in the guidance document of care homes and evacuation times which is clearly and totally impractical. GW had offered to write to individual fire and rescue services to stimulate some interest and debate. Council felt that as well as fire and rescue services being written to, then it would be advantageous for the President to write similarly to Ken Knight, CFOA and the Minister not only pointing out these issues but also offering the help of the Institute and maybe meeting up with any of them to discuss how best these issues can be tackled. In such a way the Institute could really represent the industry. It was agreed by Council that the President should write as per this item in the name of the Institute and ask for a meeting with Ken Knight. AS suggested that we should produce the agenda. **(Action GW and Council for agenda items).**

11. Agenda Item No. 11. Forthcoming Activities.

A general discussion took place about the activities we had covered last year. Some members had asked RD for dates well in advance so that they could programme their work around activities and RD stated that he would try and do this as much as possible. RD had received requests from members to have a social the night before the AGM. JW thought this a viable idea and Council agreed. RD will look at arrangements for this years AGM although he asked Council for suggestions of venues. RD proposed a technical meeting in April followed by a conference in June/July with the AGM and combined technical meeting in September. RD asked Council to keep in mind speakers for these events and names to be forwarded ASAP. **(Action Council and RD).**

12. Agenda Item 15. Examinations.

SC asked for this item to be brought forward. He explained that there was a need for examinations in the industry that were relevant, especially as there was a demise in examinations since the FSEB disbanded. RD stated that there was also a need for the Institute to run its own formal examinations that could be linked directly with membership grades and entry into those grades which could be used as well as the CFPA membership qualification that the Institute still recognises. There could also be a combination with JOIFF and RD and SC were meeting them to discuss. JW reminded Council that there was a vast breadth and depth of knowledge not just in subject matters that could be covered but also in question setting, marking and generally running examinations throughout the world as most of the old IFE examination team were members of the Institute. Also that he still maintained contact with UCLAN. RD and DP agreed that an approach should be made to gain BTech. and other approvals and accreditations for any examinations and also read across to the Engineering Council. DP suggested that we enter talks with Leeds University as well to see how we could link in with higher education initiatives. SC to look at syllabuses with RD. RD and SC to meet JOIFF. DP and RD to meet University of Leeds. JW to talk to UCLAN. **(Action RD, SC, JW and DP).**

13. Agenda Item 12.Publications.

RD reminded Council that the next issue of Daedalus was due in April 2008. The Publications Committee, AS, RD and SC would be gathering articles and checking them in the next month. The printer had already improved the masthead for the next issue although JW queried the dating sequence used. RD asked for articles to be in and for Council members to send any in ASAP. RD also would circulate all members for any article letters etc. There was a discussion about advertising and it was agreed by Council that for the present we should not carry any advertising but maybe look at it for future editions. **(Action Publications Sub Committee and JW).**

14. Agenda Item 13. Accountant Dealings

RD asked Council to note that the accountant Miller and Company had dealt with company registration details. Duly noted.

15. Agenda Item 14. Further Ventures with JOIFF

RD informed Council that there were a number of initiatives that he was exploring with JOIFF on behalf of the Institute. He also stated that one venture was the JOIFF conference in Dublin on 10 April 2008 being attended by a few members of the Institute. CPD was being offered by the Institute for this conference at 8 hours for full attendance.

16. Agenda Item 16. Proposal for Honorary Member

RD stated that our rules and regulations for membership had been changed at the last AGM to take account of nominations for Honorary Membership. RD wished to propose May Husseyin to this grade as she has worked hard over many years, since the inception of the Institute. After hearing tributes to May's efforts on behalf of the Institute from all Council members it was proposed by PC, seconded by JW and agreed by Council that May Husseyin be put forward for Honorary Membership to the 2008 AGM with a recommendation from Council that she be honoured in this way. **(Action RD to agenda for AGM).**

17. Agenda Item 17. Any Other Business

- 1) RD mentioned to Council that the Institute's insurance was due for renewal in February 2008 **(Action Council to note).**
- 2) PC brought up the subject of the Worshipful Company of Firefighters and its collection of acquired trophies. These could be put to good use if the Institute could find a use for them. Council agreed that it would be able to use one or two of them in some way and that PC should pursue this. **(Action PC).**
- 3) DP reminded Council of the meeting with University of Leeds on 27 February 2008. RD and DP would be attending.
- 4) RD mentioned that the Institute should think about starting a professional register. **(Action RD and JW).**

There being no other business, the Chairman thanked all for attending the meeting which ended at 1315hrs.