

The Institute of Fire Safety Managers

Minutes of the Council Meeting

Venue: Kidde Fire Protection Services, Tipton, West Midlands

Date: 3 January 2007

Time: 1100hrs.

Members Present:-

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

Apologies for absence received from:-

M Husseyin (MH)

Gary Whitworth (GW) President

Dave Jones (DJ)

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 18 January 2006

Chairman asked for matters of fact and matters arising:-

Item 3.2. RD reported we had just registered for second year.

Item 11. JW reported that the certificate had not been presented. Agreed that S Kidd would be invited to next meeting and if not available it would be mailed. Item 12. Chair reported that the next newssheet was in printers and would be issued January 2007.

Item 17. The resolution was passed and Council now stood at 12 members. The Articles had been amended accordingly and PC would check with the Institute's accountants regarding recording the change with Companies House.

Item 18. 3. Chair signed off this action with it to be recorded that the Minister had failed to respond.

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 that comments on exercise on extension to charging order by fire and rescue authorities had been completed and circulated to Council and the final letter had been sent to the Government Department.

4. Agenda Item 4. Reports of Council Officers

Secretary General

Nothing to report.

Honorary Treasurer

PC gave a verbal report regarding monies. The current balance was £2981 with income from AGM of £913 since the AGM and expenditure of £1109

since AGM. PC also reported that we had contracted the services of Millar and Co. as the Institute's Accountants. (Note RD following the meeting had contacted the Accountant and passed on all the Companies House registration documents).

Membership Secretary

KD reported on membership matters and circulated the latest membership list which Council members felt looked healthy although there were some members who were out of time with fees – Chair asked if KD could provide contacts and then each member of Council could make contact (**Action KD and JW**). KD passed around new membership documentation which was approved by Council and also asked that the website application form be updated to show current membership fees. RD also mentioned that there needed to be changes on some other forms on the website and suggested that these could be done at the same time – (**Action SC to contact the website manager**). KD also asked for all old membership application forms held by anyone to be destroyed.

KD circulated the new formal letters for applicants and these were approved. It was also reported that applicants needed to be reminded that they needed to send in relevant certificates etc. with their applications otherwise it slowed the whole process down. However, the recent batch of applicants had gone through without any real difficulties and outlined those applicants and the quality checking system that was being used by those engaged in the application approval process.

SC raised the issue of delays in applications e.g. Vulcan Training. KD explained that this had already been dealt with direct with Vulcan and would continue to do so.

KD presented two applications to Council for membership grade decision. It was agreed that both applicants would be registered as Technician Members until further information from them was received.

RD explained a meeting he had had with University of Central Lancashire (UCLan) where he had suggested that the Institute could offer free membership at Student grade to UCLan students in fire safety/engineering. It was agreed that this should be done when the time was right and also DP stated that he would do the same with Leeds University whilst SC and KS would contact Leeds College of Building (**Action RD, DP, KS, SC**).

KD also mentioned a membership pack and also membership cards. RD was asked to look at printing costs etc for both (**Action RD**). Chair continued to ask Council members to use their influence to try and increase membership through talking to prospective members (**Action all Council members**).

Accreditation Secretary

SC informed Council that there were 5 successful applications up to present and 2 in the process. RD reported that after the last Council meeting the logo had been upgraded (as all the Institutes had been) and it was available though SC or RD.

5. Agenda Item 5. National Risk Assessment Register (NRAR) and IFSM Risk Assessors Register

NRAR

RD reported that the Institute had been part of the launch of this register and had supported it up to present. The NRAR website bears the Institute's logo (the old logo as it has not been sent a new one as yet). RD suggested that Council might now wish to decide if the Institute should continue to support the NRAR, especially if the Institute was going to have talks with the IFE on certain liaisons in the future. Council agreed that at present we should not take any action and that as we continue to support, we would

expect that the NRAR and its supporting organisation should support the Institute in the future with its ventures. Chair suggested that we might ask the NRAR to sponsor the next meeting of the Institute and then review and resolve. **(Action RD)**.

IFSM Risk Assessors Register

RD reported and updated Council on the register. There were a number of issues that needed to be discussed:-

- a. RD suggested that an approach be made to the IFE and other Institutes that hold similar registers with the proposal to combine them into one definitive one, maybe held by a neutral organisation. It was agreed that an approach be made and RD to suggest ways of making the approach. **(Action RD)**.
- b. RD asked for Council members to come up with ideas of how we sell the register to members and non members who are carrying out fire risk assessments. **(Action all Council Members)**.
- c. RD asked for suggestions and actions about how we inform the fire world about the register. It was suggested that RD could write to all CFOs to make them aware. **(Action RD all Council Members)**.
- d. RD asked for suggestions about how we inform the public about the register. **(Action all Council Members)**.
- e. RD asked Council to determine the register fees for the year 2007. It was agreed that the fees should be as follows:-

	IFSM members	Non-members
Application	£45 (40)	£95 (85)
Annual	£35 (28)	£60 (50)

(Figures in parentheses last years fees)

There were other suggestions put forward by Council including advertising with various other magazines of similar Institutes. Chair asked Council members to suggest various ways to carry out this task including names of magazines etc, and either action individually or pass on to RD for action. RD should write a short article that could be used. **(Action RD and all Council)**.

6. Agenda Item 6. Activities for the Coming Year

RD reported the JOIFF conference on 7 February 2007. It was suggested we look to a meeting around April. Chair asked for suggestions for both speakers and venues to be passed to RD. RD mentioned that venues are better in the Midlands but if not it should go further South for balance. Frazer Farrell-Agyros had suggested in the past the use of Wasps rugby ground, RD could approach him about this if no other venue was found. RD reminded Council members to also consider sponsors for the vent as well to bring some income or pay for refreshments etc. **(Action RD and all Council)**.

7. Agenda Item 7. Presentation of Gift to the Immediate Past President.

This item was dealt with at 2 above.

8. Agenda Item 8. Charging by Fire Authorities Reply.

This item was dealt with at 3 above.

9. Agenda Item 9. Newssheet dates

Chair explained the delay in the current newssheet but it was agreed that it would be the first of the two issues for 2007. Chairs asked that all Council members kept a lookout for

articles etc and get them to him in good time for the next production. Deadline would be July 2007 with a production run for August 2007 prior to the AGM in September 2007. **(Action all Council members).**

10. Agenda Item 10. Accountant Appointment

PC confirmed the appointment of Miller and Company as the Institute's accountants.

11. Agenda Item No. 11. Joint Conference with JOIFF

This item was dealt with at 6 above.

12. Agenda Item 12. Any Other Business.

1. RD informed the meeting of the website statistics and a discussion ensued. Council agreed that they found them helpful.
2. RD asked for any anecdotal evidence from members regarding the enforcement of the RRO by Fire and Rescue services as he had come across a number already that still had the hallmarks of the old prescriptive routine. **(Action all Council members).**
3. PC asked that Council consider the worshipful Company of Firefighters. Chair asked PC to circulate information to members and maybe write an article in the future on the organisation. **(Action PC).**
4. RD reported that the new redesigned logos had been completed and circulated to Council members. If members had not received them then they should contact RD. Also, the new logos should be used on all correspondence in future.

There being no other business, the Chair thanked all for attending the meeting which ended at 1300hrs.