

The Institute of Fire Safety Managers

Minutes of the Council Meeting

Venue: Dun Cow Conference Centre, Dunchurch, Rugby

Date: 22 February 2010

Time: 1100hrs.

Members Present:-

J Williamson (JW)	Chairman
Dave Price (DP)	President
Kevin Scarth (KS)	Council Member
R Docherty (RD)	Secretary General and Vice President
Peter Cowland (PC)	Honorary Treasurer
A Stoker (AS)	Administrator
Stuart Cocking (SC)	Examinations Secretary
Ray Colyer (RC)	Council Member and Vice President
John Cowie (JC)	Accreditation Secretary
K Day (KD)	Membership Secretary
Neil Cripps (NC)	Council Member
Chris Smith (CS)	Council Member

Apologies for absence received from:-

M Husseyin (MH)

Gary Whitworth (GW) Immediate Past President and Vice President

1. Agenda Item 1. Introduction and Welcome

Chairman welcomed all to the meeting and apologies for absence were accepted (see list above). Chairman welcomed Chris Smith to his first Council meeting.

2. Agenda Item 2. Minutes of Last Council Meeting 27 July 2009

Chairman asked for matters of fact and matters arising:-
There were no matters of fact or matters arising

3. Agenda Item 3. Correspondence In and Out

RD reported on a number of letters sent and received including letters of reply to a query on Lakanal House fire to Sir Ken Knight. RD stated that he had written back to Sir Ken from Council thanking him for his replies. Included in the correspondence receive was the Institute's accounts for financial year ended 31 January 2009 and also a renewal notice of the Institute's PI insurance which has been paid by PC. Following a question from JC, RD mentioned that next year, he would take a number of quotes before settling on the best cost effective policy. Also letter of invite received for National Firefighters memorial service passed to President to attend.

4. Agenda Item 4. Reports of Council Officers

Secretary General

Nothing to report other than a reminder that action points in the minutes should be dealt with by those nominated and reported back on. (**Action All Council Members**).

Honorary Treasurer

PC gave a verbal report regarding monies. The accounts go to the accountant 23 February 2010 and PC circulated the latest figures showing funds of circa £6000 available. It was also proposed by RD, seconded by PC that Council Members were entitled to claim reasonable expenses as laid down in previous Council minutes for duties performed in relation to any particular office and also for two Council meetings per year and the AGM. PC also reported that we were now fully up and running with internet banking.

Membership Secretary

AS and KD reported on membership matters. AS felt that there were too many data bases and that Sharon should keep the definitive one with Alan using a working model but any queries on membership register should go through Sharon. It was also reported that 150 members in various grades had joined since March 2009. CS asked if the application form

should be altered to ask where the applicant had heard of the Institute. It was agreed that AS should add this to provide feedback. It was also noted in discussion that there is great interest in Bahrain to recruit members as well as form a branch. KD, AS and RD stated that this should be encouraged and RD suggested that when they reach a point of criticality then maybe one or two members of Council may consider going out to Bahrain at their own expense to help to form the Branch. (Action AS).

Accreditation Secretary

JC reported that the accreditation team had carried out accreditation of 3 companies and Abu Dhabi Emirates Technical Development Centre. He had done this with Ray Colyer and the process was being finalised with a successful outcome. Chairman extended the congratulations from all of Council to the team for carrying out this work. RD mentioned that he had circulated the report to various magazines as well as Daedalus.

5. Agenda Item 5. Meeting with FIA

RD revisited the e-report he had circulated to Council following the meeting with the FIA which was held 15 October 2009 with FIA Martin Duggan (report circulated to Council by RD earlier). RD reported that there seemed to be a breakdown of communications between himself and Martin Duggan especially regarding the FIA AGM. DP agreed to meet the FIA external organisation liaison officer Dr Dave Smith to discuss how the FIA and IFSM could improve exchanges and communications which would be of mutual benefit for the members of each organisation, DP will report back to council.

KD mentioned liaison with the BFC. RD stated that he would be willing to talk to them if KD could arrange. (Action DP, RD and KD).

6. Agenda Item 6 2010 Membership Fee Levels

RD introduced this item with AS. The fees had not been increased for a number of years and although we sought to give value for money, we were now delivering more services to members and costs were increasing rapidly to meet this challenge as well as the wishes of members through the on line questionnaire. President argued that there needed to be a business plan in place so that we could forecast and budget properly. Following a long discussion it was proposed by RC, seconded by RD that Council should recommend to the 2010 AGM an increase in membership fees from 2011 to £48 per member. It was also agreed that Chairman should do a presentation at the AGM to point out to members the benefits they receive from their fees. This should also be sent in an email to members prior to the AGM, RD and KS would write up this email in due course. NC informed the meeting that there was European funding for businesses available to structure business plans etc. and he was asked to pursue this by JW. (Action RD, JW, NC and AS).

7. Agenda Item 7. Accreditation Fees

JC had circulated a report re this item prior to the meeting. Following a discussion it was proposed by JC, seconded by SC that Council should recommend to the 2010 AGM the new proposed structure of the accreditation fees from 2011 onwards. The proposed fee structure is as follows:-

Application and Annual Fees – Accredited Courses

Members

Accredited course application fee per course £50

Continuous annual fees per accredited course £75

Non-Members

Accredited courses application fee per course £125

Continuous annual fees per accredited course £150

Application and Annual Fees – Approved Centres

Members

Approved Centre application, to cover all courses submitted at the time £250

Approved centre continuous annual fees for sole trader £300

Non Members

Approved Centre application, to cover all courses submitted at the time £500

Approved Centre continuous annual fees £600

Approved Centre application from sole trader to cover all courses submitted at the time £750

Approved Centre continuous annual fees for sole trader £600

** Where a visit has to be made by an accreditation team then the applicant will bear the costs of the teams travelling, accommodation and subsistence.

(Action JC and RD)

8. Agenda Item 8. ABBE

JC circulated prior to the meeting a report on this. It was agreed that we should continue to have dialogue with ABBE as they were operating in the area of many of our members core business and all of Council agreed that we should contribute in any way we can to these efforts. JC mentioned that they were now developing level 4 linked to the UK Skills for Justice Council and as the IFSM have a significant input JC will circulate any papers etc for comment. **(Action JC)**.

9. Agenda Item 9. Risk Assessors register

RD introduced this item. There were now 64 on the register including those applications being processed. The cost of postage and administration had increased and although the figures proposed were still very low in comparison to other registers there needed to be this increase to cover these increasing costs. It was proposed by RD and seconded by JW that the application fee and annual fees should be increased from £45 and £35 to £48 and £48 respectively and that should be put to the 2010 AGM for effect from January 2011. **(Action RD)**.

10. Agenda Item 10. Travel Expenses for Council Members

RD spoke to this item and outlined that the expenses had been set at the last Council meeting. See item Treasurers report above for consolidation of travel expenses etc. and official duties where claims may be made by Council members. **(Action PC and All Council Members)**.

11. Agenda Item No. 11. Examinations Committee

SC had circulated a report on progress as well as the minutes of the last examinations committee held on 26 July 2009. Bill Cox had offered his full support as a co-opted member of the committee. SC circulated a draft of the updated syllabuses and stated that we were on target for the schedule that had been proposed in the minutes of the meeting and he and RD had had a meeting just previous to this Council. RD was still trying to link accreditation for the examinations with Underwriters Laboratories University which would give it an international flavour and discussions are ongoing. It was agreed to circulate the latest draft syllabuses to all Council members so that they could comment and add/subtract any subject areas. RD stated that the philosophy of the examinations was to be linked closely to fire safety in a risk based and assessed context and seek to test the underpinning knowledge required at a number of levels equivalent to NOS levels. It would also be linked to membership grades in a value added way although it was not seen as a sole determinant of entry into any specific grade. RD and SC would further refine the syllabuses. **(Action SC and RD)**

12. Agenda Item 12. Daedalus

RD reported and circulated edition 5 spring 2010 of Daedalus. SC and KS to circulate by post. Once this is done RD will arrange for an electronic version for KS to post on the Daedalus page of the website. There were two adverts carried in this edition, Vulcan training which had another advert to go before it had completed its 12 month contract and Pro-Vision PI Insurance which had just taken up a half page for four editions. The costs of these two adverts would cover the print costs of at least two additions. There was a discussion on advertising in general but RD stated that although there was still room for say another two adverts over a years editions, it had to be balances so that it was not seen as an advertising magazine. Council was asked that if they knew anyone who would wish to advertise over a number of editions then they pass details to RD. RD stated that it would be good to have a few more adverts as this would pay for the whole production of Daedalus. He also reminded Council that as the membership was growing so was the size of the print run as well as the circulation. RD reminded Council Members as always to be on active lookout for articles and encouraged members to write in with articles, letters etc to ensure we have enough copy. **(Action SC, KS, RD and Council Members)**.

13. Agenda Item 13. National Risk Assessors Register

RD and RC presented this item (reports etc had already been circulated to Council) and brought Council up to speed with what was happening nationally. In short there is a move to create a national register of fire risk assessors which is being facilitated and supported by CLG as well as the Chief Fire Advisor to

the Government. There is no time frame at present but this is moving rapidly and RICS and IFE had preliminary talks to get the process started on mapping competencies for assessors. The scheme when it becomes national will have accreditation levels similar or appropriate to UKAS and be in compliance with BS EN ISO/IEC 17024:2003. The formal round of meetings to hammer out the details will start shortly and the Institute will be a major part of the meetings and consultation. RD stated that in terms of our own register, this would not at present comply with 17024 and that we had three options, firstly we could do nothing, secondly, we could try and bring up our scheme to 17024 standard or thirdly, RD had already had discussions with EXOVA (reports circulated to Council) who run the FRACS and as options 1 and 2 were not really viable, RD proposed that we should consider the EXOVA scheme and start to move our register towards that scheme as soon as possible. There would be cost implications but there will be anyway and our members could be caught out 'big time' if we did not try to help them ease across to a formally recognised scheme prior to the national register coming into effect. That way our members would be up and running immediately. Also RD explained that we would still maintain our register with formally accredited assessors on it but they would also be on a national register as well as being registered with EXOVA which may even prove beneficial in terms of work. RD would invite EXOVA to present at the next technical meeting. RD and SC would keep Council informed of progress but Council agreed with the proposal by RD that we start formal talks with EXOVA with regard to moving our register members through their process. **(Action RD and RC).**

14. Agenda Item 14. Website Report

KS circulated a note for discussion covering a number of issues regarding the website. He stated that he had been on a further training course with Dynanti. One problem was the information on the risk assessors register for individuals. It was decided that this should be kept to name, address, name of company and contact details and that KS would list those details for Sharon. It was also agreed to place downloadable forms on the website but these should not be able to be submitted via the website. It was accepted by Council that this had been a trying time for all but especially Kevin. JW reminded Council at this juncture that we are all volunteers but sometimes the sheer amount of work can make for stressful situations and asked Council members to recognise this and ask for additional support when needed. There had been a lot of work involved in all the website details and Council gave a vote of thanks to KS whose work was recognised and appreciated. **(Action KS and Council Members).**

15. Agenda Item 15. Next President of the Institute 2010 to 2012

RD spoke to this item. It was up to members at the next AGM to nominate/propose and vote on the next President. However, it was normal for Council to nominate and propose to members at the AGM their own candidate for President and RD proposed, seconded by AS and agreed unanimously by Council that Ken Day should be put forward at the AGM to be the next President of the Institute. KD thanked Council for their support. There was further debate about the role of the President and it was felt and agreed by Council that we are now in a position to be recognised as a major contributor and professional body in the fire world and as such the next President should be charged with ensuring that that recognition is forthcoming. DP and JW proposed that all this should be part of the business plan which would be the basis for the next President to map out the two year presidency. **(Action RD and KD and DP).**

16. Agenda Item 16. Activities for the Rest of the Year

RD informed Council that normally, the programme of activities for the year consists of 2 technical meetings (sometimes one of these is a conference) and an AGM. It was agreed that this year's AGM would be for 5th October (TBC) and the first technical meeting of the year should be set soon. It was agreed that a date of 29 April should be set for the first technical meeting of the year and also seek to hold it at the Jaguar Plant lecture facility. RD stated that he already had a theme of passive fire protection and would also have Simon Ince from EXOVA to give a presentation on their risk assessor's scheme with plenty of time for debate on that issue. RD mentioned again the need for good quality speakers and asked Council to keep him informed of any that could be contacted. (Note Jaguar Plant has been secured for 29 April). KD, JW, NC and RC agreed to sponsor the buffet lunch on the day. KS to ensure website coverage starting with date announcement. **(Action RD, KS and Members of Council).**

17. Agenda Item 17. Any Other Business

1. JW mentioned his involvement in UCLAN and hoped to bring new student members from this into the Institute. RD mentioned that DP had a presentation which he would send to JW to use.

2. SC reminded Council that a gift voucher to thank George Tyrrell had been presented to him on behalf of Council.
3. There was a discussion about CPD certificates and the costs of postage and printing. RD proposed that these could be printed generically prior to meetings and then handed out to those members and attendees who asked for them.
4. KD mentioned the Bahrain initiative and that there had been a presentation made up by a member out in that country to persuade people to join.
5. PC added that the 12 March was the next introduction for the Worshipful Company of Firefighters to be held in London. Details from PC. He also mentioned Interschutz in Germany which will be held on 7-12 June in Leipzig.
6. RD mentioned that he will be attending BSI on 11 March where he has tabled an agenda item for a representative of the Institute to sit on FSH/12 committee.
7. RD introduced a discussion on succession planning. We are now doing it for the Presidency and also the Institute in general with the proposed business plan but we are in a position where we need to start to think about other Council members taking on the roles of the officers of the Institute or at least shadowing them. Here was a special need to encourage 'new blood' to get involved so that they in turn can build on the success we have already achieved. JW stated that this was vital for continuity as some office holders were not in a position to keep on in their roles for year after year. All Council members agreed and JW and RD asked for those Council members who have no particular office to think about how we best achieve smooth succession and transfer.

There being no other business, the Chairman thanked all for attending the meeting. The meeting ended at 1500hrs.