

The Institute of Fire Safety Managers

Minutes of the Council Meeting

Venue: Kidde Fire Protection Services, Tipton, West Midlands

Date: 16 August 2007

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
John Bowen (JB)	Guest

Apologies for absence received from:-

M Husseyin (MH)
Gary Whitworth (GW) President
Alan Stoker (AS)
Ray Colyer (RC)
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 3 January 2007

Chairman asked for matters of fact and matters arising:-

Item 4 Membership secretary's report, all action items signed off with the following exceptions:-

Leeds College of Building, UCLAN (had been approached by RD but no action from them) Leeds University, all to be approached for slots in career days etc and DP to continue dialogue with Leeds Univ. to see if IFSM members can receive 10% discount on courses and also we can offer CPD. **(Continued action RD, JW, DP, SC).**

Also Item 4, it was agreed that a student application form should be produced. All agreed that Student membership should be free of charge for the duration of their formal studies and for an interim period thereafter. **(Action KD with Membership Committee see Agenda item 12 below).**

Item 5. RD approached IFE with this proposal but received a negative response. There appears to be movement with RICS. CFO's had been written to regarding the register and there were a number of responses and hopeful initiatives. **(Continuing action RD).**

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 the final letter had been sent to the Government Department. RD stated that it is essential for Council to comment on these types of issues when circulated as at the moment there are only very few on Council who do comment. **(Action all Council).**

RD also informed Council that letter had been received from John Bridgman who has retired and wished us well, RD wrote a letter in return. Other correspondence was regarding Corporation tax and re-registration with the Information Commissioner.

4 Agenda Item 4 Council Resignation.

RD had received the resignation of D Jones from Council. Unfortunately DJ has been extremely busy and his company has been very successful leaving DJ with little time for Council. Council accepted the resignation and JW had already thanked him for the work he had put in. It was agreed that Ray Colyer could take up this casual vacancy and also the other vacancy on Council could be filled by Alan Stoker.

5. Agenda Item 5. Reports of Council Officers

Secretary General

RD Reported on an initiative with an Insurance broker to provide a more streamlined and competitive service for PI/PL insurance for members. After discussion it was proposed by RD, seconded by SC that we should continue with Sennets on the website but that we would circulate members with the proposals for PI and PL insurance as reported by RD via the Institutes own mailing list and it would be up to individual members to contact the company concerned. **(Action RD)**

Honorary Treasurer

PC gave a verbal report regarding monies. The current balance was £8627 income including monies brought forward from 2006. The outgoings so far were standing at £7006.

Membership Secretary

KD had circulated the latest membership list to Council. Whilst tendering apologies he had asked Council to note that there were still a few on the list who had not paid. It was proposed by RD and seconded by KS that those members who were still outstanding would be written to inform them that they had been struck off the membership. KD also requested more membership pack information, 50 copies **(Action RD)** and mention was made of large organisations being approached, including BNFL **(Action JW)**.

There followed a debate regarding membership cards. SC had pursued this but progress was very slow and following this discussion it was agreed that the production of membership cards, which would have to be done on a yearly basis, and could cost a lot of money, was not feasible and it was proposed by RD, seconded by DP that a formal certificate of membership should be issued each year, printed 'in house' and valid for that year once a member had paid his annual fees. That way full control of current membership could be maintained as well as direct control of the issue of the certificates. **(Action KD and Membership Committee)**. JW thanked SC and KS for the work that they had done on the cards.

Accreditation Secretary

SC informed Council that the only issue was the provision of accreditation fees for someone who applied part way through the accreditation year. He proposed that we charge a pro rata monthly fee for the number of months outstanding to 1 January of that current year. This was seconded by JW and agreed. **(Action SC)**.

6. Agenda Item 6. IFSM Risk Assessors Register

RD reported and updated Council on the register. There were 24 members of the Register and another one was expected shortly. RD reported that a number of Fire and Rescue Services in Yorkshire had expressed a serious interest in registering their fire safety managers and also another Fire and Rescue Service from the South was also interested. RD also stated that he had been approached to try and match up the

membership levels with fire safety NVQ levels. It was agreed that was a job for the Membership Secretary and the new Membership committee.

RD also reported on the written report and verbal of meetings with RICS which were proving very fruitful. It looks like we may be able to provide a 'home' in our register for their some of their members and there would be a further meeting with AS and RD in September/October 2007 to progress further. It was at this point that RD also mentioned the new PAS 79 from British Standards. We had complained last time about bias in the document re mention only of the IFE register. RD will check out the new document and action as appropriate with Councils agreement. This was agreed. (**Action RD, AS, KD and Membership Committee**).

7. Agenda Item 7. Retrospective Approval for the RA Register Guidance Document.

RD explained the changes which had been circulated to Council electronically. These were changes that meant that applications would now be held on file by the Secretary General and that a procedural change was inserted to allow for those registrants who wish to move from one sector into another. RD reported that the changes had been made and that the new document was on the website. Council noted the approval.

8. Agenda Item 8 and 9. Retrospective Approval for Donation to National Arboretum and Insurance.

PC outlined this item. Council noted the approval for a donation of £200. Council also noted the approval of the annual insurance payment for the Institute of £367.50.

9. Agenda Item 10. SFPE Joint Venture.

Following approval by Council earlier this year RD has contacted the SFPE with a view to being able to make contact with the UK Chapter and talk about joint ventures. RD to keep Council informed. (**Action RD**).

10. Agenda Item 11. Use of Logo by Members

JW mentioned that this was debated openly at the Technical Meeting at Ford Motor Company earlier in the year and it had been agreed at the meeting that Council would discuss a number of alternatives that had been suggested at the meeting for final agreement or not. After some debate, it was agreed that the logo should not be used by individual members but that a company per se could buy into the Institute on a yearly fee and then have the right to use the logo on its company paperwork etc with a year stamp for the current year of membership. There was further debate about what this type of membership should be called e.g. Affiliate, but there was no consensus so it was agreed that JW would research this and find a suitable title for that grade. It was also agreed that it would be expected for that company to have at least one member of the Institute employed by it. It was noted that KD had registered his view against the use of the logo in this way. (**Action JW**).

11. Agenda Item 12 Membership Process

RD mentioned that there needed to be a formal procedural guidance document which gave a stepwise approach as to how to handle a membership application from start to finish. It had already been agreed by Council that the process should not take more than six weeks. A lengthy debate then took place regarding membership issues and RD stated that he had already had a discussion with KD about dealing with routine matters like receipt of applications, annual fees, reminders, keeping the register etc all administrative details. Council felt that the Membership Secretary would benefit from this type of administrative assistance as well as have a Membership Committee that could deal effectively with applications etc. It was proposed by RD and seconded by DP that the Committee should consist of Chairman KD and PC, Alan Stoker and John Bowen. John was geographically near KD as well which it was thought by Council would be helpful. RD suggested that for administrative support, he would seek the views of AS as we might

be able to get someone to do this purely on a voluntary basis with the payment of an honorarium at specific intervals. KS proposed that an initial honorarium of £50 could be used for setting up the new process and to trial the whole process for six months. This was seconded by SC and agreed by Council. (**Action RD, KD, PC, AS, JB**).

12. Agenda Item No. 13 and 14. Activities and 2007 AGM

A general discussion took place about the activities we had covered this year. All had very positive feedback from members, guests and speakers alike. RD said that the joint ventures with JOIFF had been a big success although more IFSM members attending these joint events would be useful. We continued to give discounts/preferential rates to other specific organisations although it was noted that take up by members of the BFC was not good.

RD mentioned the debate about speakers gifts and it was agreed that this should be actioned ASAP (**Action RD**).

With regard to the AGM the date was set for 11 October 2007 at Liquid Plastics, Iotech House, Miller Street, Preston PR1 1EA. JW has set it all up and we need to know the numbers for catering etc by a closing date. The speakers for the day will be Jed Tyrrell on integrated fire alarm systems and Computational Fluid Dynamic Modelling of Fires & Explosions, by Dr Kees van Wingerden. Liquid Plastics will also put on a talk and demonstration of their products.

RD to prepare Agenda and programme with tear off slip for attendance to be returned by 3 October 2007 and circulate to membership. (**Action RD**).

13. Agenda Item 15. Government Consultation- Charging by Fire Authorities.

RD informed council that views of the Institute had been formally submitted by the closing date.

14. Agenda Item 16. Publications.

RD reminded Council that the next issue of Daedalus was due in October 2007. RD was seeking quotes from printers for an eight page newsheet as it was thought there was enough material to cover that size as long as the cost is within budget limits. The last print was four pages, 1000 copies at approximately £380. JW asked if it could be ready for the AGM. RD stated that the Publications Committee, AS, RD and SC would try to do this and although he would be away in September it was hoped that all the articles and quotes would be ready before he went away and that SC could manage liaise with the printer direct. (Action RD and SC).

15. Agenda Item 17 Accountant Appointment

JW asked Council noted that the accountant Miller and company had been appointed as the Institute's official accountants.

16. Agenda Item 18. Further Ventures with JOIFF

This item was dealt with at 12 above although Council agreed that the way forward was to forge links and have joint ventures with similar organisations.

17. Agenda Item 19. Any Other Business

- 1) RD mentioned on behalf of AS training courses by a training provider for evacuation of disabled. Cost was approximately £60 per person but there needed to be a large take up for the company to run the course. Anyone interested to pass information to anyone who might also be interested and names to AS. (**Action Council**).
- 2) RD mentioned the possibility of running examinations. He was having talks with JOIFF but they are in the very early stages of discussion but Council supported

the concept and asked RD to continue and report back at next Council (**Action RD**).

- 3) RD mentioned research on a proper Presidential 'Chain' (jewel). Sc had been looking into it but it was proving 'elusive'. It was agreed that John Bowen together with SC should carry out further research with a goal to get a supplier and quote including sufficient bars and spares for the names of the President. (**Action SC and JB**).
- 4) JW brought up the lack of consistency with Fire and Rescue services dealing with the RRFSO. The following debate showed that there were a number of Services that did not appear to be acting within the current legislation and certainly not within any known guidelines. Council agreed that RD should write on behalf of the Institute to the various minister pointing out these anomalies. And also CFOA. (**Action RD**).

There being no other business, the Chair thanked all for attending the meeting which ended at 1510hrs.