

The Institute of Fire Safety Managers

Draft Minutes of the Council Meeting

Venue: Dun Cow Conference Centre, Dunchurch, Rugby

Date: 17th August 2011

Time: 1015hrs.

Members Present:-

R Docherty (RD)	Secretary General and Vice President
Peter Cowland (PC)	Honorary Treasurer
A Milner (AM)	Council Member
John O'Sullivan	Council Member
K Day (KD)	President
Ray Colyer (RC)	Chairman and Vice President
Mike Ablitt (MA)	Council Member
Stuart Cocking (SC)	Examinations Secretary

Apologies for absence received from:-

M Husseyin (MH)	Council Member
Mark Clayton (MC)	Council Member
Gary Whitworth (GW)	Past President and Vice President
G Greene (GG)	Council Member
A Stoker (AS)	Membership Secretary
John Cowie (JC)	Accreditation Secretary
Colin Walker (CW)	Council Member
Chris Smith (CS)	Council Member
Chris Richards (CR)	Council Member

1. Agenda Item 1. Introduction and Welcome

Chairman welcomed all to the meeting. Paul Ash was scheduled to do a presentation on domestic ventilation. It was later learnt that he had a sudden bereavement in the family. (Note:- RD sent Councils condolences and re-scheduled the presentation for the AGM). Apologies for absence were accepted (see list above).

2. Agenda Item 2. Minutes of Last Council Meeting 14th June 2011

Chairman asked for matters of fact and matters arising:-

SC asked for clarity on item 5 f) (Training workshops with FPA. RD explained that at the meeting the FPA were keen to set up workshops on topics of mutual interest and run them with our input and co-operation. No action had taken place yet on this item. The action was for RD, SC and ALL of Council to pull out some topics for these workshops.

There were no other matters arising and it was agreed by Council that the minutes were a true record and authorised the Chairman to sign accordingly.

3. Agenda Item 3. Correspondence In and Out

RD reported on general correspondence received. Only one of any import and that was the resignation from Council of Mark Clayton who has been suffering from bad health in the recent past. Council wished to record their thanks to Mark and wished him a speedy recovery and looked forward to seeing him at meetings in the future.

4. Agenda Item 4. Reports of Council Officers

President

The President reported on a number of items including a complaint as reported in the last minutes. President had talked to the parties and it was resolved as a misunderstanding. He reported on his attendance at the Firefighters Memorial Trust Arboretum and he would be attending the Remembrance Day at St Pauls Cathedral, London.

Secretary General

Nothing to report from RD.

Honorary Treasurer

PC circulated a draft expenditure sheet and gave a verbal report regarding monies. The balance in the account is healthy at the present time with membership and other annual fees coming in at present. PC stated that there had been a few problems with 'bounced' cheques and it did cost the Institute when this happened as well as re-presenting although he and Sharon working together on this issue.

Membership Secretary

RD reported in AS absence. All Council wished AS a speedy recovery. RD reported on a 'bulk' membership and risk assessors register application session that he attended with the External Validator in London at Tetra Consulting Ltd. AS had mentioned to RD recently that on average we had 10 applications per month.

Accreditation Secretary

SC reported on this item in the absence of JC. SC informed council that we had now started quinquennial reviews. He explained that a fee structure had been produced for these reviews and a paper circulated. It was proposed by SC, seconded by MA and agreed that these fees be accepted. SC also mentioned that he was still waiting for a reply from University of Lancashire for the presentation of their certificate. He also mentioned that the accreditation of FPA courses by the Institute was still on-going and the need via the business plan to get another member onto the accreditation sub-committee. **(Action Accreditation Committee).**

Sub-Committee Reports

Marketing and Publications – Chairman spoke to this and with the loss of Mark Clayton from Council this left a vacancy for a chairman. RC had approached Chris Richards who was willing to take on the role RD reported that the next issue of Daedalus was printed and will be out to members soon. WE were now in need of articles for the next edition and RD stated that he would look after this until the Chairman took up the role complete but Council members should help in tracking down and writing articles. **(Action RC all Council, RD and CR).**

Technical and Examinations and Item 8 on the Agenda - RD and SC reported on this item. Syllabuses were now complete and circulated. SC stated that we now needed a question bank and it was up to Council members to set the questions. SC had circulated examples. 90 questions were needed to form a question bank with 90 for the Associate Examination and 75 for the Technician examination. Council members should all start to produce multiple choice questions across the syllabus and submit to SC. The time line was for the beginning of December so that the sub-committee could sort through them.

(Action all of Council).

5. Agenda Items 5 Business Plan

President circulated a paper re this and asked Chairmen of sub-committees to prepare a draft, project financial implications, allocate individuals to carry this out and review progress and update Council. President asked that an outline be produced by 23 September so that he could have a draft to take to the AGM. **(Action KD, Chairman sub-committees).**

6. Agenda Item 6. Central Library of Documents

SC introduced this item. SC stated that there needed to be a central library which contained all the formal documents of the Institute. These should be held and updated from time to time but that the library would hold the master and current copies. These should then be uploaded to the web as and when they were amended. RD proposed that Sharon Lawrence should hold this file and all updates should go through her and then she would, on instructions, pass any amended copies to Dynanti for placing on the website. It was proposed by SC, seconded by RD and agreed that this should happen and that RD and SC together with the sub-committee chairmen should ensure that this process is recognised when there is a need to update the formal documents and that Sharon Lawrence should hold the library. **(Action SC, RD, Sharon Lawrence and sub-committee chairmen).**

7. Agenda Item 7. CPD

SC gave an update on this item. It was agreed he would send a copy of the latest update to FPA and also for posting on the website **(Action SC).**

8. Agenda Item 8. Examination Update

This item was dealt with at Item 4 above. In addition AM stated that we should focus on making the management of fire safety a main feature in the exams.

9. Agenda Item 9. Website

Rd introduced this item. There had been a lot of lag in updating items as well as emailing members. It was clear that we needed to have a formal person to be able to upload and get messages out quickly and pay for this when needed. MA suggested we should finance this provision. It was agreed that RD should pursue this with a view to Dynanti updating the website on a once per month basis and all updates to go through Sharon Lawrence. ActivWeb Design will do the bulk emails at a cost of £100 set up fee and £20 per email. SC also mentioned the need to upload the FAQs and RD suggested we do this via Dynanti with SC to deal. SC also mentioned advertising on website and there were a number of differing views on this. RC suggested that Marketing and Publications prepare a paper on this for discussion and decision at a future Council meeting. (**Action Council, M&P sub-committee, RD and SC**).

10. Agenda Item 10. Council Members Expertise Areas

SC gave a verbal report on this item and mentioned that the full list had been circulated around Council. SC asked who would monitor this and it was agreed that Membership sub-committee should carry out this function. (**Action Membership sub-committee**).

11. Agenda Item No. 11. Publicity Leaflet

RD informed Council that the 'flyer' had now been printed and was in circulation.

12. Agenda Item 12. National Risk Assessors Register

RD presented a paper on the move towards a third party certification scheme. The Institute should favour the FRACS scheme but any member who had been through any third party accredited scheme should be able to join the 'new' register. It was proposed by RD, seconded by RC and agreed that RD would now prepare the administration for moving over to a certificated scheme for members. RD suggested that he prepare a final paper explaining the process to members and alter all the formal documents accordingly. There would need to be two registers on the website (one to show certified scheme members and the original register). From 20th October 2011 no more applications for our register would be accepted and members would be directed to one of the certified schemes. Members would have until October 2013 to move through the certified scheme prior to the shutdown of the original register. RD stated that there may be a need to debate this at length with members and an Extraordinary General Meeting may have to be convened to discuss this in details with members should there be a consensus for that. (**Action Council and RD**).

13. Agenda Item 13. Joint Conference/Seminar with FIA

RD covered this item. RD had been meeting with the FIA over this. A date had been set for 29th November 2011 and speakers had been chosen. The theme will be the Equality Act meets the RRO (disabled evacuation) and the price will be £50 per person. All members will be emailed and it will be on the website. Registration will be carried out on line via the FIA website and all profits will be split equally between the two organisations. (**Action RD**).

14. Agenda Item 14. FRACS Day

RD reported for Council to note this activity. It would be held on 13th September at the MK Dons Stadium Milton Keynes. Warrington Certification had offered the Institute free stand, advertising on the day and a banner site. The event has been advertised on the website. Dave Price has the banner and will bring it on the day. Any members of Council attending are asked to support the stand and the leaflets that will be handed out. (**Action all Council**).

15. Agenda Item 15. Activities for the Rest of the Year

RD reported that the only activity left was the AGM for this year and the programme was just about complete. Sponsorship has been indicated from Pro Vision PI Insurance and also BFC.

16. Agenda Item 16. Proposals for Fellows of the Institute

SC proposed that John Cowie be made a Fellow of the Institute. IT was seconded by KD and agreed that this proposal should be out to the AGM with the recommendation of Council that JC should be duly elected to Fellow. (**Action RD**).

17. Agenda Item 17. Any other Business and Date of Next Council Meeting

Chairman asked for any other business. There being no other items of business, RD mentioned the next Council meeting. It was agreed subsequent to this meeting that if needed there could be a Council

meeting prior to the start of the AGM but that a forma Council should next sit around November/December 2011. (**Action RD to poll Council re dates**).

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