



Auckland Group

AUCKLAND GROUP COMMITTEE MEETING MINUTES

Date:	Thursday 17 th December 2016
Time:	1715 - 1840
Venue:	NZFS Boardroom (Karangahape Room), Pitt Street

Present:	Initials	Email:
Marcel Sanders (Chairman)	MS	Marcel.Sanders@fire.org.nz
Jeremy Gibbons (Vice-Chairman)	JG	Jeremy.Gibbons@fire.org.nz
Michael Clifford (Secretary/Treasurer)	MC	michael.clifford@covekinloch.co.nz
Roger Callister	RC	Roger.Callister@fire.org.nz
Ed Claridge	EC	ed.claridge@aucklandcouncil.govt.nz
Rochelle Martin	RM	Rochelle.Martin@fire.org.nz
Dave Woon	DW	David.Woon@fire.org.nz
Apologies:		
Mike Candy	MCa	Mike.Candy@fire.org.nz
Jack Maddox	JM	jakmad@vodafone.co.nz
Mark Shaw	MS	Mark.Shaw@fire.org.nz
Absent:		
None		
Distribution: (all of the above plus)		
None		

No:	Item:	Action:	By:
	Note: Bold type highlights the developments from the last minutes.		
1.0	ITEMS FROM THE PREVIOUS MEETINGS		
1.1	The following Committee items from the AGM 2015 were discussed:		
3.1	See Section 8.		
3.2	See Section 2.		
8.1	EC reported that the date for FireNZ 2016 will be moved to November 2016 and will be held in Auckland. It was also reported that this or future conferences may be held in conjunction with the United Fire Brigade Association (UFBA), discussions are still being held. EC confirmed that FireNZ will be held at the ASB Showgrounds 9–11 November 2016.		
2.0	FINANCIALS		
2.1	MS: Provided a number of bank statements to MC. At present MS & RC are signatories, MC needs to be added. Amendment form obtained from ASB, requires MS & RC signatures before submission. In addition, the account can be provided with Internet banking.	MC	End of January 2016
2.2	MC: Funds currently stand at \$4,270.05 with some monies still owed to Beca after the Tall Buildings CPD day (catering).		
2.3	The committee agreed the best way forward to wind these monies down is to utilise it for future CPD events. Once exhausted, future events will be funded by Branch funds.		



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3.0	OPERATIONAL		
3.1	MC: Explained that this 'operational' section regards any item that is required by the Auckland Group for its smooth running.		
3.2	MC: Reported that a large volume of the physical documentation provided to him by the previous secretary and treasurer had now been scanned and is held electronically. The original paper documentation, unless it has a historical value, has now been shredded.		
3.3	No items identified by the committee at this time.		
4.0	TALL BUILDING 1-DAY SEMINAR 2015		
4.1	EC: Briefly ran through the day's events and reported that 97 persons applied to attend with 90 persons attending on the day. It was a very successful event which showcased to the industry what the Auckland Group can achieve on a CPD event. Good feedback was received which highlighted the value of this type of event and provided membership interest from the non-IFE delegates.		
5.0	BRANCH COUNCIL UPDATE		
5.1	EC: Reported that a Branch Council meeting had not taken place since the 2015 AGM.		
5.2	EC: Stuart Hampson PS1 (group sponsor) had been presented on his retirement with a gift from Council to thank him for his support to the IFE over the years.		
5.3	EC: Membership presently stands at over 400 persons, which the committee believed was the highest on record.		
5.4	EC: Graeme and Trent had a successful meeting with Paul Baxter, National Commander NZFS, regarding their continued support of the IFE.		
6.0	BRANCH COUNCIL ITEMS (AUCKLAND GROUP)		
6.1	EC: Reported that a Branch Council meeting had not taken place since the 2015 AGM.		
7.0	EXAMS UPDATE		
7.1	EC: Reported that MS was now in charge of IFE exams (Branch Council).		
7.2	EC: MS confirmed 14 applicants' were sitting 20 exams throughout NZ for the 2016 examinations, which is a substantial drop from previous years (average of 40 - 50 examinations). This may be a result of APL for Station Officer exams and will require to be addressed. MS to confirm what Council are doing to rectify this situation.	MS	By next meeting
8.0	CONSTITUTION		
8.1	The new constitution has now been signed by MS, MC & EC and once signed by the Branch President will be sent to the IFE Board of Directors for approval.	EC	End of Jan 16
9.0	FUTURE CPD EVENTS		
9.1	EC: EC & Trent are currently organising a half day event for 40-50 persons in Feb 16 covering case studies of previous fires in NZ. The target audience would be all IFE members with a particular focus on non-NZFS attendees to assist in driving up the membership of persons outside of the NZFS. EC requested assistance with the organisation of the event, MC, MS & RC volunteered to assist.	EC	Jan 16
9.2	EC: After the tall buildings seminar it was highlighted and agreed that feedback forms would be provided at future CPD events.	EC or event organiser	



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9.3	<p>A discussion was held regarding the number of CPD sessions to be held over the year. It was agreed that up to 6 sessions was achievable, broken down into at least 2 seminars and 3 – 4 field trips, with one of these seminars being post-FireNZ to allow members who could not attend the opportunity to hear from a number of the prominent speakers from the conference.</p> <p>The following subjects were identified:</p> <ol style="list-style-type: none"> 1. Maritime – cruise ships (RC) 2. Tunnels (EC) 3. Devonport Naval Base (MS) 4. Rural Operations & technical viewpoints – Management Team South Island 		
9.4	MC: All committee members to email to MC ideas for future CPD sessions, at least one idea per committee member	ALL	By end of Jan 16
9.5	EC: It was suggested that contributions for future CPD events would only be requested from non-IFE members with the cost of attending four events over a year being just over the annual membership cost. This would then provide a membership incentive to non-members. This was agreed by the committee.	EC or event organiser	
9.6	RC to investigate the Tunnel Manager’s meeting date and whether they would be willing to provide a CPD presentation. The Tunnel Manager for AMA (Auckland Motorways Alliance) thinks this is a fantastic idea and totally on board. Options for seminar involving Australian Tunnel Operators are March, May/June 2016. Their schedule not yet set but these are tentative possibilities.	RC	
10.0	ANY OTHER BUSINESS		
10.1	MS: Reported that he was pleased with the turnout for the meeting (70%) and hoped that this attendance level would be maintained or surpassed.		
11.0	NEXT MEETING		
11.1	<p>MC: The dates of the following years committee meetings are as follows:</p> <p style="text-align: center;">1800 17th March 2016</p> <p style="text-align: center;">1800 16th June 2016</p> <p style="text-align: center;">1800 15th September 2016</p>	ALL	
11.2	MC: Invitations with a call for agenda items and finalised agendas will be provided prior to these meetings.	MC	
11.3	MC: The committee was requested to forward meeting apologies to MC prior to the meetings or they will be reported as ‘absent’ from the meeting.	ALL	