



THE INSTITUTION OF FIRE ENGINEERS
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AUCKLAND GROUP COMMITTEE MEETING MINUTES

Date:	Thursday 18 th January 2017
Time:	1805 - 1940
Venue:	Karangahape Meeting Room, Pitt Street

Present:	Initials	Email:
Michael Clifford (Chairman)	MC	michael.clifford@covekinloch.co.nz
Marcel Sanders (Vice-Chairman)	MS	Marcel.Sanders@fire.org.nz
Mark Probert-Southam (Secretary/Treasurer)	MAPS	Mark.probert-southam@marsh.com
Roger Callister (NZFS point of contact)	RC	Roger.Callister@fire.org.nz
Etienne Hermouet (CPD coordinator)	EH	E.Hermouet@ndy.com
APOLOGIES:		
Jeremy Gibbons (Website)	JG	Jeremy.Gibbons@fire.org.nz
John Stevenson (Visits coordinator)	JS	J.Stevenson@competenz.org.nz
Ed Claridge (NZ Branch Representative)	EC	ed.claridge@aucklandcouncil.govt.nz
Bradley Quinn (Assistant Visits coordinator)	BQ	bradley.quinn@bluescopesteel.com
Rochelle Martin	RM	Rochelle.Martin@fire.org.nz
Absent:		
Distribution: (all of the above plus)		
Branch Council	EC	ed.claridge@aucklandcouncil.govt.nz

No:	Item:	Action:	By:
	Note: Bold type highlights the developments from the last minutes.		
1.0	ITEMS FROM THE PREVIOUS MEETINGS		
2.1	EC: Provided bank statements to MC. MS reported that a number of bank statements have been received and MS has them.	MS	By next meeting
2.3	MC: Account address to be changed and to investigate internet banking charges. To be changed to MAPS work address.	MC	By next meeting
6.3	FENZ may be a potential opportunity (volunteers), MS to investigate.	MS	
12.1	The Jack Maddox Memorial Helmet/Trophy: JM has donated a historic brass fire helmet to the group, it was discussed by the committee and agreed to have the helmet mounted with a plaque to award as an annual prize. • RC to seek accurate costs for mounting (approx. \$1,000). Still in abeyance, due to Christmas leave.	RC	
2.0	FINANCIALS		
2.1	Bank statements are to be redirected to MAPS work address.	MC	By next meeting



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2.2	MAPS did not have details regarding the current status of the balance but was informed by MC: Auckland Group funds currently stand at \$488.99.		
3.0	OPERATIONAL		
3.1	No operational items this meeting.		
4.0	BRANCH COUNCIL UPDATE		
4.1	No items reported.		
5.0	BRANCH COUNCIL ITEMS (AUCKLAND GROUP)		
5.1	No items reported.		
6.0	EXAMS UPDATE		
6.1	MS reported that 14 persons are wanting to sit the exams with the majority from Auckland.		
6.2	MS reported that the March 2017 examinations will take place on the 16 th – 17 th of March, location to be confirmed. The FIRE NZ conference generated the majority of the enquiries.		
6.3	MS: The misplaced exam sheets have been delivered to IFE in the UK. Discussions were held regarding making copies before sending to ensure that if they are misplaced then a record is available. All documentation is to go through Jackie Watson in area to ensure that there is a single point of contact.	MS	
6.4	MS wants volunteers to invigilate during the exams.	All	ASAP
6.5	FENZ may be a potential opportunity (volunteers), MS to investigate.	MS	By next meeting
7.0	CONSTITUTION		
7.1	MC: The new constitution has been received by IFE HQ and has been approved by the IFE Board of Directors. To be emailed to JG to upload to the website.	MAPS	By next meeting
8.0	GROUP COMMITTEE MEMBERS		
8.1	Discussions were held to discuss the role assigned to each committee member, these are detailed on page 1.	ALL	
9.0	COMMITTEE GOALS		
9.1	Discussions on setting achievable goals for the Auckland Committee. These were agreed as follows: <ul style="list-style-type: none"> • Encourage good committee attendance. • Ensuring tasks are completed in good time. • Encourage group involvement with CPD Visits and Club 22 presentations. • Raising awareness of IFE exams throughout the sector. 	ALL	
9.2	Any additional ideas for goals to be emailed through to MC.	ALL	
10.0	Membership		
10.1	Industry to be targeted to ensure a more diverse mix of members within the group. In addition it would raise the profiles if the Institution throughout the fire sector.	MC	
10.2	Fire engineers are to be invited to have 'ride-along's' to give them the opportunity to appreciate the access issues that NZFS encounter operationally. To be investigated.	MC/RC /MS	By next meeting



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11.0	Future CPD events		
11.1	EH: Updated the committee on CPD event progress and the difficulties being experienced especially with regards telephone calls during working hours. It was decided at the first meeting of the new committee that a volunteer be sought to assist EH (shift worker) who has capacity during working hours.	All	By next meeting
11.2	EH: Reported that a half-day session planned to cover the Tanamera incident has had speakers confirmed, in abeyance.	EH	
11.3	RC: Investigating contacts regarding a maritime (cruise ships) session, as the season recommences in November, this session is likely to be planned for early 2017. The session would be during a two-day visit and planned to include a tour and lunch. Two dates are potentials 16 th -17 th Feb (Blackwatch) 21 st – 22 nd Feb (Otainia) RC to consider. If those dates cannot be facilitated then options to look at commercial ships or Royal NZ Navy.	RC	ASAP
11.4	EH: Reported that he was looking at a session regarding retirement homes/living, to discuss with RC and speak with RC better half, contact details provided.	EH	By next meeting
11.5	MC: All committee members to email to EH ideas for future CPD sessions, at least one idea per committee member if possible.	ALL	By next meeting
11.6	The IFE Facebook site is run by Jack Maddox. Discussions are to be held with Jack to potentially pass to a current committee member.	RC	By next meeting
12.0	Future events		
12.1	Glenbrook steel mill site visit 7 th April 2017.		
13.0	AOB		
13.1	<p>The Jack Maddox Memorial Helmet/Trophy: JM has donated a historic brass fire helmet to the group, it was discussed by the committee and agreed to have the helmet mounted with a plaque to award as an annual prize.</p> <ul style="list-style-type: none"> • RC to seek accurate costs for mounting (approx. \$1,000). • Consideration required for the plaque engraving text and an appropriate award structure. Ideas included for highest achieving exam candidate or hard working group member, etc. • It is proposed to have the helmet remain in Region 1 HQ and displayed within display cabinet. RC to ask region about location and looking after helmet as well as insurance etc. • Need to consider including helmet in protective cover, etc, for future protection and recognition. 	RC ALL RC RC	
13.2	The upcoming IFE 2018 centenary was discussed with regards the type of event(s) that the Group should organise for the membership and when it should be held. A number of ideas were discussed and all ideas to be passed to MC for consideration at the next meeting.	MC	ASAP
13.3	<p>FIRE NZ conference was interesting with particular emphasis on fire service operational issues.</p> <p>The IFE stand was disappointing, consideration should be given to have a manned stand throughout the event in a more prominent position.</p> <p>Feedback following the Presidents Dinner wasn't positive with many asking about the lack of a dress code and no formal dining arrangements. The IFE speakers had a presentation prepared, however it was disappointing to see that the partner organisations were ill prepared.</p>		



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14.0 DATE OF NEXT MEETING			
14.1	Date of the next meeting to be in the last week in March first week in April. Dates to follow via on line poll.	MAPS	By mid-February
14.2	MC: Invitations with a call for agenda items and finalised agendas will be provided prior to these meetings.	MAPS	By next meeting
14.3	MC: The committee was requested to forward meeting apologies to MC / MAPS prior to the meetings, along with the reason for non-attendance.	ALL	By next meeting

Attendance Record					
Member	Jan 17	Q2 17	Q3 17	Q4 17	Record %
Michael Clifford	x				100
Marcel Sanders	x				100
Mark Probert-Southam	x				100
Jeremy Gibbons					0
Roger Callister	x				100
Ed Claridge					0
Etienne Hermouet	x				100
Brandley Quinn					0
Rochelle Martin					0
John Stevenson					0