



Auckland Group

AUCKLAND GROUP COMMITTEE MEETING MINUTES

Date:	Thursday 17 th March 2016
Time:	1725 - 1855
Venue:	Boardroom, CoveKinloch, Level 5, Forsyth Barr Tower, Shortland Street

Present:	Initials	Email:
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
Etienne Hermouet	EH	E.Hermouet@ndy.com
Apologies:		
Marcel Sanders (Chairman)	MS	Marcel.Sanders@fire.org.nz
Jeremy Gibbons (Vice-Chairman)	JG	Jeremy.Gibbons@fire.org.nz
Mike Candy	MCa	Mike.Candy@fire.org.nz
Jack Maddox	JM	jakmad@vodafone.co.nz
Rochelle Martin	RM	Rochelle.Martin@fire.org.nz
Mark Shaw	MS	Mark.Shaw@fire.org.nz
Dave Woon	DW	David.Woon@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	EC: Point of order, with only 3 committee members present did the committee have a quorum to contact the Group business. After checking the constitution, there were no minimum numbers stated and all present agreed to continue the meeting.		
1.2	The following Committee items from the 17 December 2015 were discussed:		
2.1	MC: Reported that the bank account now has 3 signatories, MS, MC & RC. MC requires to clarify if any additional charges would be incurred before proceeding with internet banking.	MC	By 30 April 2016
7.2	Still awaiting MS to confirm what Council are doing to rectify the low turnout for examinations in 2016.	MS	By next meeting
9.1	EC: Updated the committee on the progress of the half day event for 40-50 persons 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 will be passing the organisation of this event over to EH.	EC, EH	By 30 April 2016
2.0	FINANCIALS		
2.1	EC: Provided a bank statement to MC. MC to check with ASB as to why the address had not been updated and for a copy of the missing bank statement prior to this one.	MC	By 30 April 2016



Auckland Group

2.2	MC: Due to transfer of monies to Branch (Tall Buildings CPD day), funds currently stand at \$1,688.99.		
3.0	OPERATIONAL		
3.1	MC: Enquired if the meeting minutes can be uploaded to the members section of the website to allow all current members the opportunity to view them. EC reported that this was a work in progress.		
3.2	EC: Informed MC of 'SharePoint' and 'doodle pool' The former is an efficient way of sharing information and the latter a flexible way to set up meetings. MC to investigate.	MC	By next meeting
4.0	BRANCH COUNCIL UPDATE		
4.1	<p>EC: Reported that a Branch Council meeting had recently taken place and provided a snapshot of the following items that may be of interest to members:</p> <ul style="list-style-type: none"> a. Branch Council elections, 2 posts filled by JG and Mark Probert-Southam. JG will be taking over the website administrators' role, in addition, 2 people have been co-opted to Branch, John Stevenson to assist and MC will take on the role of Engineering Registrants Group. b. Trent has attended the APAC meeting to represent IFE NZ. c. Trent and Graeme have recently visited attended the IFE UK meeting. d. Brian Davey is the International President elect and will succeed Steve Hamm this year. e. Presentation made for services rendered to Piki Thomas at the IFE AGM. f. Currently in discussions with IFE HQ regarding examination scheduling. g. Still working with current partners, PSL, apctechsafte and Metalcraft. h. FireNZ 2016 will be held alongside the United Fire Brigade Association (UFBA). This would be two separate events running in parallel on the same site (ASB showground). i. The fire engineers' operational workshop organised by Trent went well with good feedback received. This event is being planned to be repeated. j. Branch is planning to organise more CPD events. k. The annual Branch budget of \$100,000 was proposed and is due to be approved. l. Administration of Branch was discussed. m. Next meeting due in early April. <p>Full details are available in the Branch Committee minutes.</p>		
5.0	BRANCH COUNCIL ITEMS (AUCKLAND GROUP)		
5.1	EC: Reported that the Auckland Group would be requested to assist with the logistics of FireNZ 2016.		
6.0	EXAMS UPDATE		
6.1	Due to MS not being present, EC reported that the exams were sat last Thursday and Friday, they went well but the turnout this year was low.		
6.2	EC: Results for this year's exams would be available as normal in June/July.		
6.3	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 RPL 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
7.0	CONSTITUTION		
7.1	The new constitution should now been delivered to IFE HQ in person by Trent (Branch President). Awaiting approval by the IFE Board of Directors.		



Auckland Group

8.0	Co-Opt Position – CPD Coordinator		
8.1	MC: Introduced EH to the committee who is very keen to become more involved at Group level. The committee held a vote to offer EH a co-opted position which was carried unanimously. EH accepted the offered position of the Auckland Group CPD Coordinator and was warmly welcomed to this position by the committee present.		
9.0	FUTURE CPD EVENTS		
9.1	A discussion was held to bring EH up to date regarding the number of CPD sessions to be held over the year by the Group. It was previously agreed that a target of 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. This would allow members who could not attend FireNZ the opportunity to hear from a number of the prominent speakers from the conference.		
9.2	RC has investigated whether the Tunnel Manager for the Auckland Motorways Alliance (AMA) would be interested in providing a presentation for a CPD event. He 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 to keep EH updated.		
9.3	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.	RC, EH	Next meeting
9.4	Trent has organised a number of 'means of escape' sessions for the Association of Building Compliance (ABC) members. This is to assist ABC members in gaining sufficient background knowledge for EngTech applications. Trent is currently in discussion with the ABC regarding other potential opportunities.		
9.5	The following potential subjects were identified at the previous meeting and will be followed up by EH: 1. Maritime – cruise ships (RC) 2. Tunnels (EC) 3. Devonport Naval Base (MS) 4. Rural Operations & technical viewpoints – Management Team South Island	EH	Next meeting
9.6	The following potential subjects were identified and will be followed up by EH: 1. Fire suppression systems (RC) 2. Fire detection systems (RC) 3. Business continuity (RC) 4. Aged facilities (EH)	EH	Next meeting
9.7	MC: All committee members to email to MC ideas for future CPD sessions, at least one idea per committee member.	ALL	Next meeting
10.0	ANY OTHER BUSINESS		
10.1	RC: Reported that he was concerned, as were MC & EC, at the very low turnout for the meeting (30%). MC to discuss issue with MS and how attendance levels can be improved.	MC	ASAP
10.2	EC: Suggested that it would be beneficial to invite Branch Council members to the Group meeting. Committee agreed that this would be worth considering.	MC	Next meeting
10.3	EC: Reported that due to committee members being unable to attend early evening meetings due to other commitments then perhaps breakfast meetings should be considered. It was agreed that there may be merits and MC suggested that it should be discussed when more members were present.	MC	Next meeting



Auckland Group

10.4	MC: Stated that at the end of the meeting minutes an attendance record will now be present. This will allow other committee members and Group members the opportunity to track the committee members' attendance levels.		
11.0	NEXT MEETING		
11.1	MC: The dates of the following years committee meetings are as follows: 1800 16 th June 2016 1800 15 th September 2016	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, along with the reason for non-attendance, or they will be reported as 'absent' from the meeting.	ALL	

Attendance Record					
Member	Dec 15	Mar 16	June 16	Sept 16	Record
Marcel Sanders (Chairman)	X				1/2
Jeremy Gibbons (Vice-Chairman)	X				1/2
Michael Clifford (Secretary/Treasurer)	X	X			2/2
Roger Callister	X	X			2/2
Mike Candy					0/2
Ed Claridge	X	X			2/2
Jack Maddox					0/2
Rochelle Martin	X				1/2
Mark Shaw					0/2
Dave Woon	X				1/2