



THE INSTITUTION OF FIRE ENGINEERS
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AUCKLAND GROUP COMMITTEE MEETING MINUTES

Date:	Thursday 6 th April 2017
Time:	1805 - 1920
Venue:	NZFS Area 04, Karangahape Meeting Room, Pitt Street
Committee Goals 2016/2017	<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.

Present:	Initials	Email:
Michael Clifford (Chairman)	MC	michael.clifford@covekinloch.co.nz
Ed Claridge (NZ Branch Representative)	EC	ed.claridge@aucklandcouncil.govt.nz
Bradley Quinn (Assistant Visits coordinator)	BQ	bradley.quinn@bluescopesteel.com
Roger Callister (NZFS point of contact)	RC	Roger.Callister@fire.org.nz
Etienne Hermouet (CPD coordinator)	EH	etienne.hermouet@fire.org.nz
APOLOGIES:		
Jeremy Gibbons (Website)	JG	Jeremy.Gibbons@fire.org.nz
Marcel Sanders (Vice-Chairman)	MS	Marcel.Sanders@fire.org.nz
Mark Probert-Southam (Secretary/Treasurer)	MAPS	Mark.probert-southam@marsh.com
Rochelle Martin	RM	Rochelle.Martin@fire.org.nz
Absent:		
John Stevenson (Visits coordinator)	JS	J.Stevenson@competenz.org.nz
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	MEETING START AND APOLOGIES		
1.1	MC declared the meeting open at 18.05		
1.2	Apologies received from JG, MS, MAPS and RM.		
1.3	In MAPS' absence, EH agreed to take notes and draft meeting minutes.	EH	
1.4	MC: Committee to note that from this point, if apologies are not submitted <i>before</i> the meeting rather than being called at the start, then members will be recorded as 'absent'.	ALL	
2.0	ITEMS FROM THE PREVIOUS MEETINGS		
2.1	MC: Account address to be changed and to investigate internet banking charges. To be changed to MAPS work address.	MAPS/ MC	By next meeting
7.1	MAPS to provide a copy of the approved Constitution to JG for upload on the website.	MAPS	ASAP



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10.2	RC confirms NZFS ride-along can be organised for fire engineers (Pitt Street). Limited to one person at a time. May be preferable to target junior engineers who may benefit more rather than open it up to all. RC will be the point of contact.	MAPS/ RC	
13.1	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). RC advised that he has attempted to make contact but the person identified for the works has been ill. RC to follow up. Discussion around suitable location for display, once mounted. NZFS Region 1 cabinet (administered by Historical Society), NZFS Area 04 meeting room or NZFS Mount Wellington Training Centre considered. RC to investigate practicalities and report.	RC	
13.3	Branch has begun work on the organisation of FireNZ 2017. MAPS to email Call for Speakers to Group membership, any returns forward to EC.	MAPS	ASAP
3.0	FINANCIALS		
3.1	In MAPS absence, no detailed update. MC advises that latest statement arrived, no significant expenditures since last meeting. MAPS to prepare update for next meeting.	MAPS	By next meeting
3.2	Auckland Group may need to contribute to the cost of refreshments / morning tea for the 02 May 2017 event , depending on whether number of non-members (paying entries) in attendance is sufficient to cover cost. POST MEETING ADDITION: NZFS \$200, non-members \$160, AKL Group \$312.75		
4.0	OPERATIONAL		
4.1	Promotion required for of 02 May 2017 event organised by Branch. Email to Group membership already issued. Electronic flyers released on LinkedIn and Facebook. EC and MS to follow-up. All committee members asked to share information with colleagues and contacts. POST MEETING ADDITION: Complete		
4.2	Auckland Group banner for promotion at local events. MC / MS to review existing items and report on whether a new banner should be commissioned.	MC/MS	By next meeting
5.0	BRANCH COUNCIL UPDATE		
5.1	EC advised that the first new format electronic newsletter has been issued. Cost savings are significant compared to previous hardcopies. Aim to issue electronic newsletters on a quarterly basis.		
5.2	Material needed for next newsletter. Content should be finalised by end of May to meet deadlines. Any suggestions to be sent to EC.	ALL	ASAP
5.3	Branch have established contact with IPENZ and e2e. Upcoming meeting will be attended by Branch representatives.		
5.4	EC recently met with representatives of the Ministry of Business Innovation and Employment as well as SFPE to discuss developing guidance on the Fire Engineering brief process. EC will follow up with third parties.		
5.5	Branch keen to promote better collaboration with partners. IFE events should be promoted through SFPE and FPA. Similarly, SFPE and FPA events should be advertised to IFE membership as a matter of course.		
5.6	EC had preliminary discussions with Insulated Panels manufacturers with the view of organising some live fire testing, possibly at NZFS training facility (TBC). If logistically possible, this should be open to membership for attendance. EC will advise further as the planning progresses.		



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6.0	BRANCH COUNCIL ITEMS (AUCKLAND GROUP)		
6.1	No items reported.		
7.0	EXAMS UPDATE		
7.1	MS provided a summary document to cover exam related items in his absence.		
7.2	The examinations took place in March in Rotorua, Wellington and Auckland, taken by 12 candidates in total at various levels. All papers were sent to the UK for marking on the 5 April 2017.		
7.3	The committee joins MS in thanking all those who volunteered to assist with the organisation of the exams on behalf of the IFE.		
8.0	CONSTITUTION		
8.1	MAPS to email a copy of the recently approved Constitution to JG to upload to the website.	MAPS	By next meeting
9.0	Membership		
9.1	Although membership numbers are good at the moment, the Committee should continue to consider actions to increase membership, in particular through CPD events. Industry to be targeted to ensure a more diverse mix of members within the group.	ALL	Ongoing
9.2	BQ suggested that having hard copies of flyers for exams / upcoming events and application forms would be useful.	MC/MS	By next meeting
10.0	Future CPD events		
10.1	EC (AKL Group) has organised the session with UL staff on the 02 May 2017, taking the opportunity to invite international speakers attending Fire Australia. Promotion push required to ensure good attendance numbers. POST MEETING ADDITION: Complete		
10.2	MC suggested presentation by Kingsley Ukanwa, recent PhD on structural fire engineering. Potential dates to be investigated. POST MEETING ADDITION: Although Kingsley presented at the UL seminar at last minute, will invite for own evening session (Club 22 presentation) in June 2017.	MC/EH	ASAP
10.3	Other possible events have been discussed including fire safety on cruise ships (RC contact), aged care.	EH	By next meeting
11.0	Future events		
11.1	MC: All committee members to email to EH ideas for future CPD sessions, at least one idea per committee member if possible.	ALL	Ongoing
12.0	AOB		
12.1	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. In particular, suggestions for the type of event this should be, possible venues and speakers should be put forward. Consideration that the event should be planned in conjunction with the Branch Council and international event(s).	ALL	ASAP
13.0	DATE OF NEXT MEETING		
13.1	Date of the next meeting to be advised, should be in July. Possible dates to follow via on line poll.	MAPS	By mid-June



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13.2	MC: Invitations with a call for agenda items and finalised agendas will be provided prior to these meetings.	MAPS	By next meeting
13.3	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
14.0	MEETING CLOSE		
14.1	MC declared the meeting closed at 19.20.		

Attendance Record					
<i>Member</i>	<i>Jan 17</i>	<i>Apr 17</i>	<i>Q3 17</i>	<i>Q4 17</i>	<i>Record %</i>
Michael Clifford	x	x			100
Marcel Sanders	x				50
Mark Probert-Southam	x				50
Jeremy Gibbons					0
Roger Callister	x	x			100
Ed Claridge		x			50
Etienne Hermouet	x	x			100
Brandley Quinn		x			50
Rochelle Martin					0
John Stevenson					0