



SCOTTISH BRANCH

Scottish Branch of the Institution of Fire Engineers.

Minutes of the Annual General Meeting 14th May 2010

Tayside Fire and Rescue Service Perth Training Centre

1) In Attendance:

Brian Fraser, Shaun Burns, Jim Mann, Richard Norman, Eric Marchant, Jim Bennett, Kenneth Wislon, Stewart Napier, Gordon Gilmour, Steve Goody, Colin Grieve, Dennis Webster, Steven McKenzie, Mark Ross, Iain Goodlet, Iain Sanderson, Kristen Salzer-Frost, Keith Logie

Apologies:

Chris Ide, Harry Campbell, Mark Anderson, George Taylor, Scott Page, James Betram, Moira Richardson, John Neville, Steve Campbell, Tony Kilpatrick, Scott Hay

2) Previous Minutes for Adoption

These were agreed as a true record by Iain Sanderson and Jim Mann.

3) President's Report , Shaun Burns

Our Acting President welcomed everyone to meeting and intimated that his report would be brief as he had recently taken up the post from Jim Robson due to his new post as Technical Officer at HQ. Key points:

- International AGM in Glasgow last year was the Branch's main focus- we had good liaison with Strathclyde Fire and Rescue Service, Meeting in Family History Centre, Edinburgh. In January we had a Joint Sprinkler Seminar with BAFSA at the National Library, Edinburgh - 115 attendees, 38 organisations represented.
- National CPD Events being co-ordinated by Jim Robson – requesting data from all Branches on topics/available presentations.
- Our Council have developed a draft Vision Statement as per attachment "A" comments welcomed.
- We've had representation on the Scottish Operational Guidance Programme Board and CFOA's Scottish Fire and Rescue Services Practitioners Policy Forum – Jim Bennett will give more information on this....
- Eric Marchant has been nominated by the Branch for role of Director on our Institution Board – ballot to follow

4) Secretary's Report, Jim Bennett

- Our Scottish membership now consists of 466 members
- Our focus has been on joint events with other professional bodies - earlier this year very successful sprinkler seminar with BASFA with a Ministerial address by Fergus Ewing, MSP, 3 international speakers and five from the UK. Jim Marsden gave a talk to the Scottish Fire Engineering Network on "The Route to IFE Chartership" – (<http://ife-scotland.org.uk/wp-content/uploads/2010/03/chartered.pdf>) . We are in discussions with Keith McGillivray of BAFSA regarding holding a "Risk Assessment" seminar.
- We are a consultative member of the Scottish Operational Guidance Programme Board. We have been reviewing genetic risk assessment e.g. Transport Systems, Flashover/Backdraft, Acetylene Cylinders etc.. Jim Mann is our working board representative. We will however, require specialist professional support from "time to time" – any members wishing to contribute to this process should advise the Branch Secretary (Terms of Reference given at meeting)
- We are also now consultative members of the Chief Fire Officers Association Scottish Fire and Rescue Services Practitioners Policy Forum (Terms of Reference distributed at meeting). This new group is "bedding down" and technical support may be required from the Branch at a later stage – again members who are able to assist in workgroups should submit their interest to the Branch Secretary.
- We have been in liaison with the Association of British Insurers' who have recently issued a new document entitled " Tackling Fire – a Call for Action"
- Our new website is being regularly populated with "news items" - members are asked to submit relevant Scottish fire engineering information to either the Branch Secretary or Webmaster – Kristen Salzer-Frost.
- It is our intent to enhance Branch Communications with e-newsletters – again any relevant topics to the Branch Secretary please.

5) Treasurer's Report, Richard Norman

The Treasurer, presented his report, attachment B, which was accepted by the meeting. He further advised that the branch was no longer collecting a local £5 membership fee – however some members were continuing to contribute as this annual sum as a "donation". It was evident by the cash flow that we would have to consider other options to increase our bank balance. Members' views were sought and an interesting discussion followed - resulting in a number of suggestions for the Council to investigate further.

ACTION: Richard to review options and report to Council with proposals.

6) General Assembly Representative Report, Jim Mann

Jim gave an overview of the role of the (<http://www.ife.org.uk/members/ifecommittees>) (GA) and advised the meeting on our current issues and actions. Further information may be obtained by contacting Jim directly.

7) Nomination of Council Members

The following Members were voted onto the Council:

- Gordon Gilmour, proposed by Iain Sanderson, seconded by Jim Bennett
- Kristen Salzer-Frost, proposed by Eric Marchant, seconded by Iain Goodlet
- Eric Marchant, proposed by Kristen Salzer-Frost, seconded by Iain Goodlet
- Richard Norman, proposed by Jim Bennett, seconded by Jim Mann
- Shaun Burns, proposed by Jim Mann, seconded by Eric Marchant
- Jim Bennett, proposed by Jim Mann, seconded by Richard Norman
- Jim Mann, proposed by Richard Norman, seconded by Jim Bennett

Branch Council Officers

At a Council Meeting following the AGM our Council Officers were elected as follows:

1. President – Jim Bennett
2. Vice President/Secretary – Gordon Gilmour
3. Treasurer – Richard Norman
4. Engineering Body Representative East Coast – Eric Marchant
5. Engineering Body Representative West Coast – Kristen Salzer-Frost
6. Council Member - Jim Mann, he is our General Assembly Representative in the 2 year of a 3 year term of office.
7. Council Member – Shaun Burns

8) Any Other Business

- Iain Sanderson raised concerns about the lack of response from Head Office regarding his University's (Glasgow Caledonian) application to be included in our International Website's Undergraduate Opportunities" and "Approved Courses and Approved Centres" despite repeated requests.

Action: Jim Bennett to liaise with HQ to expedite a satisfactory conclusion.

- Dennis Webster highlighted to the meeting draft ISO 16732 Fire Safety Engineering – guidance on fire risk assessment. (<http://ife-scotland.org.uk/wp-content/uploads/2010/03/Draft-Fire-Risk-Assessment-Document1.pdf>) The consultation period ends in September. It should be noted that ISO 17776 <http://shop.bsigroup.com/en/ProductDetail/?pid=000000000030085404> – Petrochemical and Natural Gas Industries Risk Assessment guidance uses the same principles and has been in use for a number of years - lessons learned can be shared between sectors. (contact Jim Bennett for more info)

Action: Members wishing to contribute to the consultative process should advise the Branch Secretary.

A vote of thanks was given to Tayside Fire and Rescue Service for their hospitality.

Being no further business the AGM closed at 1345hrs

9) Post AGM Keynote Presentation by Brian Fraser, Head of the Scottish Fire and Rescue Advisory Unit on:

“Lessons Learned from the Scottish Fire Safety Legislation Implementation: next STEPS?”
Followed by a Group Discussion

Attachments: A: Branch Vision statements, B: Treasurer's Accounts Statement, C: Fire Safety Legislation Discussion Key Points

Jim Bennett
Branch Secretary

16.05.10

Attachment A:

Scottish Branch of the Institution of Fire Engineers 'VISION'

Vision	Membership Perspectives	Delivery Mechanism	Critical Success Factors	Performance Indicators
Represent interested parties	<ul style="list-style-type: none"> • Recognition/credibility • Value • Reason to be involved • Be receptive 	<ul style="list-style-type: none"> • Information node • Communication process • Knowledge enhancement 	<ul style="list-style-type: none"> • 'Cogent information factors' 	<ul style="list-style-type: none"> • # questions • # events • # answers • # happy cust. •
Advancing Fire Engineering	<ul style="list-style-type: none"> • Classification of articles • Networking between stakeholders* • Facilitate seminars • Sponsor student competition 	<ul style="list-style-type: none"> • Database • Contact with stakeholders* • Facilitate seminars • Personal advocacy 	<ul style="list-style-type: none"> • Perceived value • # networks • Attendance 	<ul style="list-style-type: none"> • # people reading articles / accessing database • # stakeholder groups involved • Attendance #s
Support/Represent Members	<ul style="list-style-type: none"> • Exams • Represent on committees • Consultation • CPD provision / support 	<ul style="list-style-type: none"> • Continue to host exams • Email questions • Face to face discussions 	<ul style="list-style-type: none"> • Branch member participation • Participation in other branches 	<ul style="list-style-type: none"> • Exam take-up • # interactions with managers

List of stakeholders

- Branch Members
- Fire and Rescue Services
- Private Fire Engineering Organisations'
- Scottish Universities and Colleges
- Professional Engineering/Technical Organisations'
- Confederation of British Industries
- Federation of Small Business'
- Community Councils
- Fire and Rescue Service Representative Bodies (FBU/FOA/RFU)
- And other interested bodies....

Attachment B:

Scottish Branch of the Institution of Fire Engineers.

Accounts Statement 2008 to 2009

Start date: 1/4/08

End Date: 31/3/09

Income		Expenditure	
Income from Donations:	£815.00	01/08/2008 Travel expenses	£105.85
Income from bank interest:	£6.94	30/09/2008 AGM travel expenses	£84.24
		07/01/2009 Meeting expenses	£21.90
		21/01/2009 Meeting refreshments	£54.60
<hr/>		09/02/2009 International travel	£1,000.00
Total Income	£821.94	10/02/2009 Web site costs	£400.00
		25/02/2009 Meeting expenses	£60.40
		23/03/2009 Web site costs	£400.00
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		Expenses	£2,126.99
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Summary			
Opening balance 13/3/08	£6,297.81	Web site costs	£800.00
Income	£821.94	Meeting costs	£1,326.99
Expenditure	£2,126.99		
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Closing balance on 31/3/09	£4,992.76		
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Scottish Branch of the Institution of Fire Engineers

Accounts Statement 2009 2010

Start date: 1/4/09

End Date: 31/3/10

Income

Income from Donations:	£485.00
Income from HQ funded CPD:	£467.00
Other income	£250.00

Total Income	£1,202.00
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Expenditure

07/04/2009 Meeting expenses	£36.55
16/04/2009 Meetign expenses	£10.25
17/04/2009 Web site costs	£400.00
29/04/2009 meeting expenses (new register house)	£109.25
11/05/2009 Meeting expenses	£298.70
03/08/2009 Web site exepenses	£363.78
17/08/2009 Meeting expenses	£58.40
28/08/2009 Examinors meeting	£243.80
07/09/2009 Web site costs	£50.00
09/11/2009 Web site costs	£93.78
04/01/2010 meeting expenses	£168.90
13/01/2010 name tags for meeting	£51.05
13/01/2010 Speakers gifts	£240.00
29/01/2010 meeting expenses	£192.20
29/01/2010 Meeting expenses	£185.60

Expenses	£2,502.26
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Summary

Opening balance 1/4/09	£4,992.76
Income	£1,202.00
Expenditure	£2,502.26
Closing balance on 31/3/10	£3,692.50

Web site costs	£907.56
Meeting costs	£1,594.70

Attachment C: Keynote Presentation by Brian Fraser, Head of the Scottish Fire and Rescue Advisory Unit on:

“Lessons Learned from the Scottish Fire Safety Legislation Implementation: next STEPS?” Followed by a Group Discussion



The following is a brief summary of the key points of the discussions which stimulated a lively debate. As it was conducted under the “Chatham House Rule “

(<http://www.chathamhouse.org.uk/about/chathamhouserule/>) we will share the topics/principles discussed at a summary level to assist in furthering the art and science of fire engineering.

Key Points:

- The consolidation of some hundred pieces of legislation into one piece of integrated fire safety legislation for all commercial premises
- The principal of a risk based approach rather a prescriptive “minimum standard” - “one size fits all.”
- Enablement versus enforcement
- Self Compliance
- Friendliness of guidance? Difference between duty holder and enforcement officer.
- Detailed Sector guidance to Fire and Rescue Service Fire Safety Officers – has it been effective? What more can we do? A sense it’s not fully meeting their needs...
- Three determinations within the UK since enactment – are we getting true meaningful feedback from stakeholders?
- Independent evaluation of its effectiveness?
- Prescriptive functional standards with minimum requirements versus a “*principles approach*”.
- Efficiency and effectiveness of enforcement - standardisation across Scotland?
- Light Touch Enforcement/Heavy Handed – societal expectations?
- Integrated risk management plans – standards, competency of assessors, national standards.
- Risk management versus auditing - different principles
- Partnership with stakeholders e.g. recent Bed and Breakfast Sector consultation
- Pragmatic fire safety and societal protection versus prosecution for rule non-compliance
- Do we have consistency across Scotland, if not, how do we achieve it?
- Are we capturing emerging technologies?
- How well have we used resources - have they been effective?
- Do we consider rewarding good dutyholder’s performance?
- Do we consider dynamic risk assessments to reflect operational changes?
- How well have dutyholders embraced compliance?
- Businesses’ see Fire Safety Compliance as a ‘burden’ – how well are we communicating its real value?
- How do we measure success? Enforcement Orders? Fatalities? Safe Premises? Enabled Dutyholders?
- Measure outcomes versus outputs?
- Identify Risk then Reduce
- Cultural Changes, Ethnicity, Demographics, Social Status all have an impact
- Effectiveness of incident reporting systems – are we measuring the correct things for a learning society?
- SIFE: Protecting Society, Promoting Fire Engineering

- Cultural Maturity – organisations? Are we ‘speaking’ their language - do they understand fire safety terminology and principles?
- Professional standards/competence - do we have the correct underpinning knowledge? If not, how do we achieve it and apply it to the appropriate situation?
- Firefighter safety – how well do we consider that during Fire Risk Assessments? Inherent Safety principles..
- Sustainability of Businesses and their impact on communities if subject to “Fire Loss”
- How effective is our Fire Engineering Knowledge Base?
- Have we trained our Engineers/Fire Safety Officers in Effective communication skills?

We also had an opportunity to explore these areas in a Group discussion format and by individual networking.

A vote of thanks was given to Brian for his presentation and stimulating insights which “primed the pump” for our Group Discussion.

Further information on a “principles/topic” basis may be obtained by contacting a member of our Council.



Jim Bennett

Branch President
16.5.10

www.ife-scotland.org.uk