



THE INSTITUTION OF FIRE ENGINEERS

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MINUTES OF IFE SOUTHERN BRANCH COMMITTEE MEETING

Date of meeting: 30th October 2006

Members present: Shaun Lawrence (SL), Colin Partridge (CP), Ron Hedger (RH)

1. Apologies

1.1. No apologies given.

2. Minutes from 12/09/06

2.1. Agreed as accurate record.

3. Matters Arising

3.1. CP to confirm with Head Office that SL was to be the nominated committee member to attend the Assembly UK working group. CP explained this was approximately a quarterly meeting.

4. AGM 2007

4.1. Speakers proposed are:

4.1.1. Mr N Carey (LFCPA Fire Investigator and Electrician)

4.1.2. Mr Trevor Guymore (Oceanographic Institute) Climate Change

4.1.3. Mr K Cartright Fire in Oil Tank Farms both floating roofs and Fixed.

4.2. CP to confirm availability of 4.1.3 and 4.1.2.

4.3. SL confirmed Date booked at HFRS SHQ Harland room for 1st May 2007.

4.4. Draft itinerary circulated amended and agreed attached for all.

4.5. CP explained that we should be able to claim some funds from head office for the 3 hour CPD we will offer. He also advised that this should be a no charge and first come first serve event and fix numbers to the region of 30 – 40.

4.6. SL would complete CPD form and request for funds as soon as speakers had confirmed verbally with CP and SL for the 1st May 2007.

4.7. SL would also when verbal confirmation was received acknowledge this in writing to each speaker on behalf of the branch.

5. Branch Future

5.1. Ideas were requested by SL

- 5.1.1. Promote professional registration and competences - have quarterly events on hot topics need to be current.
- 5.1.2. Encourage IFE to be standing item for group and managers meetings.
- 5.1.3. Request IFE HQ to come and give talk about Risk Assessors and Auditors register.
- 5.1.4. Engtech, Incorporated Engineer workshops.....
- 5.1.5. Must include operational elements for Fire-fighters.
- 5.1.6. Strengthen Committee.
- 5.1.7. Trade stands
- 5.1.8. Note to be sent out to all for support.
- 5.1.9. Next AGM 2008 use of External Venue.

5.2. SL agreed to produce with CP ENGtech application pack and Fire Risk Auditors application pack to enhance and increase membership in HFRS.

6. Presidents Report

6.1. Nothing to report

7. Secretaries Report.

7.1. Correspondence

- 7.1.1. Request for examination centre refused need to establish branch could afford time.
- 7.1.2. Request for committee details already provided.
- 7.1.3. Documentation on how to set up branch to be read in preparation for next meeting.

8. Treasurers' Report.

- 8.1. All communication and monies now with RH does not have power of signatory but has form to progress needs signatories to sign over. SL will contact S Jewers and T Gates. RH will speak to Alliance and Lester to check if letter from branch will suffice.
- 8.2. Requests constitution for financial matters SL to arrange.

9. AOB.

9.1. SL Advised that article small would be in the HFRS extra detailing AGM date and who we all are and to watch out for the next edition where fullpage on AGM and IFE would be in.