



# **THE INSTITUTION OF FIRE ENGINEERS**

FOUNDED 1918 INCORPORATED 1924

## **Norfolk and Suffolk (No.5) Branch**

President: Eddie Meelan MIFireE

Secretary: Simon Hewitt

### **Annual General Meeting**

Date: 28 May 2008

Venue: Brome Grange, Brome

## **AGENDA**

**1200 Hours**

- 1. Apologies**
- 2. Minutes of previous AGM 16 May 2007**
- 3. President's report**
- 4. Secretary's report**
- 5. Treasurer's report**
- 6. Any other business**

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## **ANNUAL GENERAL MEETING**

Date: 16 May 2007

Venue: Bury St Edmunds Fire Station

In the absence of President Mr Eddie Meelan, with the approval of the meeting, Mr John Hubble opened the meeting at 1140 hours.

### **PRESENT:**

Brain Rosser, Ferial Rolfe, Graham Joy, Guy McCurley, Henry Landis, Joe Warns, Jon Illingworth, Jon Wilby, Kevin Burton, Paul Collins, Paul Field, Simon Hewitt,

### **APOLOGIES:**

Carl Francis, Chris Bolton, Dale Jo Mason, Eddie Meelan, Gary Smith, Geoff Pyke, Karl Rolfe, Richard Elliot, Stuart Horth,

### **MINUTES OF THE PREVIOUS AGM 25 MAY 2006**

- The minutes were circulated, read and agreed as a true record read.
- Proposed by Henry Landis, Seconded by Guy McCurley, All Agreed

### **PRESIDENT'S REPORT:**

- A copy of the report was circulated.
- Mr John Hubble read out the Presidents report:
  - The President spoke of the progress that he had undertaken with reference to academic knowledge within the fire service.
  - The value of examinations.
  - The importance of technical knowledge.
  - The value of IFE Membership and qualifications.

### **SECRETARIES REPORT:**

- A copy of the report was circulated:
  - Mr Richard Hewitt will, if his application for Membership is successful, will become the Branch President.
  - All new recruits in Suffolk will be given the opportunity to receive free Membership for the first year, courtesy of the brigade and the Branch will subsidise their first years branch Membership.

## **TREASURER'S REPORT:**

- A copy of the report was circulated:
  - In the earlier years the funds stood at below £100.00, but now the Branch is in a healthy financial situation.
  - The Branch should not be exposed to expenses which will not benefit the Members.
  - We were reminded that the funds are for the benefit of the Membership.
  - Mr John Hubble would like to relinquish his role as treasurer in 2 years time. This would take place when Norfolk take over the Presidency.

## **COMMITTEE MEMBERS**

- There were no new nominations for the Committee, so the Committee Members would be unchanged.
- It was agreed that if Mr Richard Hewitt is successful with his application for IFE Membership, he would take on the role of Branch President.
  - Proposed by Mrs Ferial Rolfe and seconded by Mr Paul Collins.
  - All were in favour.

## **GENERAL ASSEMBLY REPRESENTATIVE**

- Mr Carl Francis is prepared to allow someone to take on the role as GA Rep, but with no one coming forward, he is happy to continue on the role, with Mr Simon Hewitt being the deputy.
  - Proposed by Mr Jon Illingworth and seconded by Mr Paul Field.
  - All were in favour.

## **ANY OTHER BUSINESS**

- National AGM held at Cambridge on 15&16 July 07.
  - Cambridgeshire have been informed that Branch Committee Members would be available to help.
  - The Committee have decided to fund Branch Members to attend the IFE AGM, up to 50% of the conference costs. Information will be made available to Branch Members to ascertain the interest.
  - It was decided at the AGM that depending on the interest, the Committee will make a decision regarding numbers attending and the amount of funding available.
- The meeting was informed that all Branch activities are given CPD accreditation.

The meeting finished at 1210 hours.

## **The International President Mr Bill Cox gave a presentation.**

He spoke about the plight of the IFE and asked the question, where are the active members and the new members?

He spoke on:

- The Organisation being an Independent and Educational Institution.
- The vision with reference to professionalism, standards and global learning.
- The objects of the Institution.
- The activities including CPD, Technical support and Young Professional Network.

Discussion took place with how members felt:

- There was a great concern with the demise of the testing of technical knowledge.
- How promotion can be progressed without the testing of knowledge.
- The discussion highlighted the need to test the ability and knowledge of personnel who take on varying roles and responsibilities.

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### **Address for 2008 IFE AGM**

As it always is, it has been a pleasure carrying out the role of President for the Norfolk and Suffolk Branch of the Institution of Fire Engineers during the last 12 months.

The hard work the committee puts into organising events, visits and seminars never ceases to impress me – this is all in addition to their full time jobs, and my thanks go to them for this effort. The work of this committee and individual members in organising events ensures that all of the members are kept up to date. The IFE through Continuing Professional Development accreditation ensures that competency is maintained, new skills are acquired and career development is supported.

The Buncefield event held on 1<sup>st</sup> November 2007 at Adastral Park in Martlesham was particularly well attended and this gave an insight into both the operational activities and the issues faced by the Emergency Planning department at this incident. You can always tell when a presentation has gripped those attending when they haven't sloped off early, when we overran slightly on the day. I would like to thank Mike Warden for providing us with such a fabulous venue for the day.

We were honoured as a Branch to be visited by Charles Man-chun Chu the International President. This gave the Committee the opportunity to discuss national and international issues and also gave Charles the opportunity to see how a small IFE Branch and County Council Fire and Rescue Service operate.

If you cast your mind back 12 months I raised the issue in my address, for the 2007 AGM, of the demise of the Fire Service Examination Board examinations and the use of the Assessment Development Centre process within the Fire and Rescue Service Nationally. Since this time, I have watched with a great deal of interest the work that the IFE has been doing with a number of Fire and Rescue Services to develop and measure underpinning knowledge and understanding, particularly in safety critical subjects. In February 2008, the Institution delivered a tailored testing methodology for Crew Managers in Buckinghamshire Fire and Rescue Service. In April 2008, the Institution delivered a testing methodology based on the established international examination model for Crew and Watch Managers in Greater Manchester, Merseyside and Northern Ireland Fire and Rescue Services.

This sets the scene, I believe for things to come. The technical knowledge to underpin National Occupational Standards, Assessment Development Centres, Role Maps and National Vocational Qualifications can only come from one organisation - the Institution of Fire Engineers.

I see a future where the examination procedure of the Institution moves towards being adopted as national promotional development tool, where the standing within the Fire and Rescue Service is recognised at all levels and where it is the first place that firefighters look to when they want to develop and gain accreditation for the work that they do. If this future is fulfilled the Institution will rightly gain its place at the forefront of Fire and Rescue Service Development.

We must therefore as a Branch and as individuals ensure that we encourage people that we work with to both join the Institution and to progress through the levels of examination. This will ensure that the Institution maintains its role in Fire Engineering and that new entrants to the field of Fire Engineering have the appropriate skill base to fulfil their role successfully.

In closing I would ask you to share your experiences of the IFE system with those that you work with and explain how taking the Preliminary, Intermediate, Graduate and Member examinations will provide them with a qualification base to start to build the foundations for their future and to build on this as they progress through their career.

I would particularly like to thank Simon Hewitt in his role of Secretary and John Hubble for his role as treasurer for their contributions – Simon for his diligent organising skill to chase up the Committee and bring us together and to John for his careful management of the IFE funds!

I have thoroughly enjoyed my time in the role of President of the Norfolk and Suffolk Branch. However, I welcome the role of President moving to Norfolk Fire and Rescue Service in 2009 and we will explore this move in Committee meetings as we move through the next year.

Eddie Meelan, MIFireE

4) **Branch Secretary's report for the year ending 31 March 2008, presented at the Branch AGM 28 May 2008.**

a) **Branch Meetings and Events:**

16 May 2007	AGM Bury St Edmunds Fire Station
4 September 2007	Endeavour House, Ipswich
22 January 2008	Endeavour House, Ipswich
18 March 2008	Endeavour House, Ipswich

**2007/2008 Events**

- 18 July 2007           RAF Marham
- 1 November 2007      Buncefield Oil Terminal Fire

b) **Proposed Events for 2008/2009**

- Windsor Castle – 18 September 2008
- BT Tower/Swiss-re - TBA
- Wembley stadium - TBA
- Wattisham Airfield – TBA

c) **Examinations Results from March 2008**

We are unable to give the results of the 2008 Examination.

d) **General**

Another year has passed and for me it has gone quickly.

**Examination**

I and many others have seen a big interest in membership of the IFE and in taking exams (even though this year was disappointing).

Whilst I am on the subject of examinations, I would like to wish those who have taken exams all the best as they await the results which to date have not been publicised. I trust that the subject of this years AGM ' Technical Development for Fire Professional' will go a long way in bringing to the fore the benefits of IFE and how the IFE can help progress the academic skills that are required in today's fire service and fire industry.

## **Events**

We have seen and are seeing much change in new technology and products being used, all of which are pushing the boundaries of construction and fire safety provisions i.e. development of Ipswich docks, Buttermarket at BSE, SnOasis which will have a decision made soon and the New Cotlithall Prison which has just started.

Many incidents in the past 12 months have occurred, reminding us that fire is an ever present threat. We have seen the 'Cutty Sark' in May 07, the Penhallow Hotel fire in Newquay in August 07, the fire at the warehouse at Atherstone in Warwickshire in November 07, the blaze which swept through Camden Market, North London in February 08, these are just a few incidents which have occurred and when you read the journal, there are many more fires which have happened.

For all the firefighters and members of the public who tragically have lost their lives, we would remember their families.

All these fires tell a story of which a lesson must be learnt and that is what has happened over the years and is still happening within the Fire Industry, even the issue regarding sprinklers and how effective they are is still a hot topic. With all it's wealth of information from the International scene which has and is being gathered and its great influence throughout the Political world all this to help make the world we live in safer, this is why the IFE is such an important Institution.

## **Branch Visit**

As has already been mentioned we had the privilege of the visit of the International President, Mr Charles Chu. A very useful opportunity to hear what is happening on the International scene and to discuss the issues that we face as a Branch and I'm sure he found it interesting to see how a small Branch functions. I hope he was impressed.

## **Committee**

I would like to take this opportunity to thank Eddie Meelan who has helped as Branch President, John Hubble as Treasurer and Carl Francis as General Assembly Representative (who was instrumental in organizing this event) and all the others who have helped.

## **Membership**

It may appear that not much has been happening, but behind the scenes there has been much going on, within the IFE Internationally and the Branch.

We as a Branch seek to encourage and help Members in the development of their skills in providing information whether through seminars, examinations or visits. If any have any queries regarding Membership, please speak to one of the Branch Committee.

## **Future**

We have an interesting and great future ahead of us and I trust that we along with those in leadership will be aware of the role that the IFE can play in providing information and the academic skills required to compete in today's fire service and industry and assist in making the IFE count.

Simon Hewitt  
Branch Secretary

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## Treasurers Report 2007/2008

Please find attached my report for the Branch and Statement of Accounts for the above financial year.

This year has been a busy one for the branch with regard to expenditure. We supported five members to attend the AGM at Cambridge with positive feedback from those members, this is something we should consider were branch finances allow on a more regular basis.

We have purchased engraved paperweights with the Branch's logo for gifts to guest speakers as a replacement to the tankards and shields which we used to present.

Funding for last years AGM ran to £100 and financial support for a seminar at Newmarket in May was £45 although this was poorly supported.

We also hosted a visit by the International Branch President see IFE Journal for full details; committee members entertained him with an evening meal in Ipswich and a guided tour of Suffolk's Headquarters. A positive discussion took place on the future of examinations and the role the IFE can take within the fire service and Engineering community

Full branch CPD funding has been reclaimed from head office.

Suffolk Fire and Rescue Service has agreed to pay the student memberships for all new whole time recruits who join the Brigade, this will assist them in the route to fire engineering qualifications and hopefully encourage them to take up national membership at the end of the year.

It is hoped that membership will increase in the future as the national examinations will help towards the portfolios of members who wish to progress there careers.

Your co-operation and continued support of the Branch is appreciated.

J B Hubble

Branch Treasurer