

Minutes of the 10th Annual General Meeting held on the 31st May 2019 at Coldra Court Hotel in Newport, South Wales.



Attendees

UK-FA Directors

Andrew Berry – Chairman
Alan Palmer – Secretary
Tom Law – Treasurer

UK-FA Members

Carl Thomson – Cross Fire Safety Ltd
Tony Round – Cross Fire Safety Ltd
Pat Price – Fire Fighter 24/7
Richard Baker – Fire Check-UK
Tony Dennis – Fire Check-UK
Derek Faye Fire and Safety Testing
Phil Mason – Premier Fire Safety Systems
Brian Lewis – A Class Fire Protection
Steve Brennan – At Hand Fire
Andy Filches – APF Safety Services
Tracey Blandford – F.I.R.E LTD
Richard Scott BEM – Surefire Protection Ltd
Robin Scott BEM – Surefire Protection Ltd
Bruce Robins – CheckFire
Darren Lucas - CheckFire
Dan Davis – DRD Fire
Paul Gatens - DetectorTesters

Peter Edwards – 1st Defense Fire & Rescue
Phil Wright – Wrightway Safety Ltd

Guests

Nicki Stewart – Firexo
Peter Cadman – Firexo
John McAleer - Redpoint

Apologies

Perry Leaver – Wessex Fire & Safety
Mike Ditanna – Jewel Saffire
Anne Stuart – Jewel Saffire
Jim Creak - Jalite
Mark Bridgens - Everlux
Tony Constable – ATC Fire Alarms Ltd
Tom Daly – Priority Fire & Electrical
Ian Emmons – Firecrest
Richard Whitehouse – UK Firesafe
Peter Wilkinson – Pyrology
Ian Parkin – Shires Fire

Our Tenth Annual General Meeting

1. Welcome, Introductions & Apologies

The Secretary, Alan Palmer welcomed attendees to the meeting and advised on housekeeping and the programme for the day.

Everyone present signed the attendance register and the Secretary confirmed their acceptance for the meeting to be recorded to ease the preparation of accurately written minutes.

He went on to introduce the Directors sitting at the head table to the audience and in turn had the Members in the audience introduce themselves and the organisation they represent to one another.



Apologies from Members who had previously advised the Secretary they were unable to attend the meeting were presented and are listed above.

The exhibitors and guest speakers were introduced these were from; DetectorTesters, Firexo, CheckFire Chatterbox Marketing and Firexo.

2. Chairman's Address

The Chairman thanked everyone for attending and introduced a new Canadian wonder extinguishing agent from ColdFire that he has witnessed being used primarily in motor racing for tricky methanol fuel fires.

Peter Edwards said that he was familiar with it being used by stuntmen in film production. It was agreed that now the agent's high cost is making it prohibitive for use in fire extinguishers.



3. Minutes of the Last Meeting – Matters Arising

The Secretary and Peter Edwards who hosted the technical session, discussed the success of the event held after the last meeting at Dunsfold Aerodrome where attendees had the opportunity to try; MultiChem, CO₂, Water Mist, EnviroFoam and Class D fire extinguishers on a variety of fires. Videos taken at the event were shown to demonstrate the relative effectiveness of some of the extinguishers on Class B, C, D and F fire risks.

The Secretary went through the minutes from the previous meeting to confirm their accuracy and went on to identify ongoing issues that follow;

- An exhibition stand at Firex was discussed but the cost to return is dubious and stand management could be a problem. This idea is not dead but really requires a sub-committee to bring it to life, oversee set-up and run the stand.
- The Secretary recommended Members to join the Federation of Small Business which is inexpensive but offers a wide range of Membership benefits e.g. legal advice, vehicle leasing, employee pensions, private health, etc.
- Telegan Fire Protection that specialises in cooker suppression system installation and maintenance have been taken over by Churches Fire and they are no longer Members. In their absence the Secretary has approached Global Fire & Security who have joined and can offer Members these services on a sub-contract basis. For more information contact Stefan Jordan directly at Global Fire & Security s.jordan@globalfireandsecurity.co.uk.
- Tracey Blandford at Chatterbox Marketing is managing our social media, creating a 'voice' for the association across relevant platforms, the web statistics are showing a steady increase in traffic.
- The new website is fully functional, and Tracey has had a direct input into its 'feel', look and functionality. It was developed to replace the original built by one of my own employees back in 2009 that cost us nothing, serving us well but was creaking and did not meet modern website protocols.
- Location of this meeting, we stated Cambridge but found this to be overly expensive, so we decided to relocate to this venue in Wales.
- The minutes were proposed for acceptance by Phil Wright (Wrightway Safety) and were seconded by Peter Edwards (1st Defense Fire and Rescue) as a true and accurate record of the Tenth General Meeting held at Dunsfold Aerodrome on the 26th October 2018.



4. Treasurers Report (including Membership)

The Treasurer, Tom Law gave the following report;

This year has seen a steady growth in new applicants, but also a reduction in renewals. Our Members list currently stands at 171 active subscriptions, down from 210 Members at the end of the 2018/19 financial year.

There does appear to be some reluctance from certain Members to the new invoicing system and hopefully we can expect some latecomers to renew soon.

Finances for Year Ending 28th February 2019;

Turnover on the year came to:	£41,742
Administrative expenses and promotions:	£39,373
Leaving an operating surplus of:	£2,369
Corporation tax due on surplus:	£450

Items of major expenditure included:

Secretaries Honorarium:	£8,888.00
Secretaries office expenses:	£750.24
Roger Clarke website initial costs:	£6,696.00
Meeting Costs:	£6,659.00
Treasurers Honorarium:	£3,555.20
Chatterbox Marketing:	£2,980.00

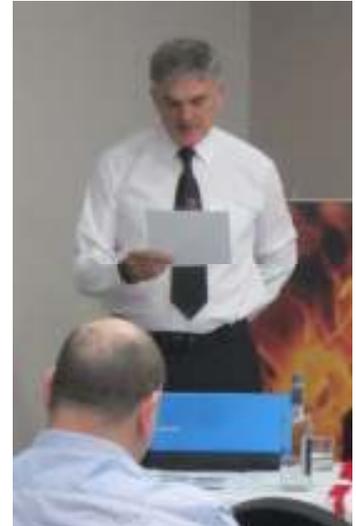
There were some smaller costs consisting of accountant's fees, postage, stationery, van stickers, promotional pens and mugs, etc.

Our current bank account balance stands at £88,789.97 however we will have some expenses to meet from this event along with the new website and ongoing marketing.

The Secretary added that we have strong reserves and we are steadily improving the benefits of Membership. The major expenditure is in investment in the website which will reduce back office admin and Treasurers life will be time

5. Secretary's Report

The Secretary gave a fitting tribute to the late Fred Temple who passed away earlier this year for his services to the fire trade. The Secretary had written and circulated an obituary to UK Fire Association Members.



Managing a social media presence is almost a full-time job, we've not had 'trolls' to date but this will happen sooner or later, and we need professional help in managing these appropriately exchanges and in creating a 'voice' for the association and continually monitoring all platforms.

The website has taken a lot of manhours to complete but has been completed within budget by Roger Clarke, but it only works if you use it! We need your feedback to keep improving its functionality - now it is only being let down by the Members that have not uploaded their company details and then wonder why they are not featured in the Members directory!

Members ID badges had been postponed due to the work needed to be put into the website creation. The secretary really wants to progress these at his earliest availability and once set up they need to be self-financing.

We want to develop the success of the technical days by expanded into emergency lighting and fire alarm systems where we recognise that we are now particularly lacking in supporting Members who work in these areas.

A revised anniversary UK Fire Association fire extinguisher service procedures manual is running behind schedule but is in the process of being updated – again the website has taken priority.



New '10-year anniversary' branding has been completed, this included Membership certificates updated to complement the hologram security stickers, complement slips, pens, vehicle stickers and mugs, all branding has been overseen by Tracey Blandford. All Members should by now have received a pack in the post containing; two mugs, two pens and several window stickers.

A UK Fire Association template fire log book is being created by the Secretary for Members to download and overprint with their own branding, this has been delayed due to the time put into the website.

We are close to the point of needing a part time General Manager and Steve Brennan reminded everyone that this proposal had been semi agreed at several previous meetings. The Secretary said he will put together a proposal for discussion at the next meeting and if agreed there, to then circulate it to Members for consultation as this will inevitably require an increase in Membership fees. Ideally, we would like to be able to sanction this appointment at the next AGM. The Secretary said that he was happy to consider reducing his own business workload to give the Association one working day a week as a General Manager and will put together a proposal for the next meeting, but that this role is open to any Member to apply for.

6. BSI Representatives Report

Peter Edwards is our BSI representative on the FSH/2 fire extinguishers Committee has been unable to attend recent meetings but said that a working group is looking at standardisation across Europe for service labels.

BS5306 part 8 is currently under review and there has been talk about combining BS5306 parts 8 and 9 and for BS7863:1996 the extinguisher colour coding standard to change and become BS5306-10.



Different requirements for FIA motor racing and MCA maritime standards would be nice to be included into British Standards to rationalise them so all organisations have the same approach to specifying fire extinguishers.

With fire blankets the British representatives on the European Committee have decided to withdraw from the European Committee and keep to the British Standard after European test houses were found not to be working to prescribed European standards.

The Chairman queried the 7-year life allegedly being specified by Chubb and no official recommendation could be confirmed other than in a Fire Industry Association 'Fact File' guidance document.

Peter said that we could place another representative on the FSH2 Committee, so nominations are welcome.

Our nominated fire alarms nominee was excluded earlier this year by BSI to join their committee.

We receive regular feedback on the BSI fire safety signs committee activities from Mark Bridgens and Jim Creak, neither were able to attend this meeting and neither put forward anything to report.

7. Date of Next Meeting

The Secretary proposed that the next General Meeting will be held in Rotherham at Jewel Groups new facilities on Thursday 24th October 2019 and the AGM to be held on the 13th March 2020 in Durham. It was suggested that in 2021 we hold the AGM in Scotland which would be convenient for Scottish Members and those residing in the north of England and Northern Ireland.

8. Any Other Business

Congratulations were given to Richard Scott by the Secretary on receiving British Empire Medal and for in 2009 presenting the UK Fire Association on its formation with the elegant table foil that we are still using to this day and will for many years to come.

A request came for the floor for fire alarm training to be provided and the Secretary said that Members could approach Graham at IFEDA, and they may still receive a discount as UK Fire Association members. An emergency lighting course provider is still on the agenda to add to training being offered.

Steve Brennan suggested that we have a BSI updates page on the website the Secretary suggested that he set himself up on the BSI website to receive reminders when standards change, or draft standards are released for public comment.

The Secretary asked Bruce Robins if the manufacturers were considering replacing plastic bags around boxed extinguishers with waxed paper or an equivalent and Bruce said that they had investigated doing this but that it is not quite as simple to introduce as it may seem, but they are always looking into alternative packaging materials.

Peter Edwards asked that we do another run of UK Fire Association branded polo shirts, something the Directors said they will consider as another Members promotion.

Bruce and Darren from CheckFire presented the UK Fire Association with a delicious 10th anniversary cake that was sliced and digested at coffee break!



The Annual General Meeting was formally closed at 11.05am.

The meeting continued with presentations from our speakers.

All the presentations were forwarded to Members electronically after the meeting.

Paul Gatens: DetectorTesters – Competency Responsibility and Training.

Paul gave a valuable insight into the importance of competency and good record keeping emphasized the importance of competency i.e. qualifications covering what we do and using the right tools and recording accurately best practice recommendations.

Responsibility since 2013 is with the premises manager although ultimately this will be owner so you need to be clear who you should be communicating with.



Tracey Blandford: Chatterbox Marketing – Social Media and Collaborative Marketing taking the UK-FA and Members forward for the next 10 years

Tracey provides freelance marketing support to the UK Fire Association and oversees our social media.



Nicki Stewart and Peter Cadman: Firexo – A new kind of fire extinguishing agent.



Bruce Robins and Darren Lucas: CheckFire - exhibited a selection of their fire extinguishers



The Meeting closed for lunch just after 1pm after which a party of attendees split into two groups and each enjoyed a round of Adventure Golf and Laser Clay Shooting at the Celtic Manor Resort.



The AGM Dinner and Dance featured a casino and disco that entertained everyone through into the small hours of Saturday morning.





The Fire Trade Association here to support small and medium sized professional fire companies.

Unit 19 Enterprise House
44-46 Terrace Road
Walton-on-Thames
Surrey KT12 2SD

t. 01932 252306
e. admin@UKFA.org
w. www.UKFA.org



The UK Fire Association Ltd is Limited by Guarantee and trades as 'UKFA' and 'UK-FA'.
The directors are Mr A Berry - Chairman, Mr T Law - Treasurer and Mr A Palmer - Secretary.
Company number: 6799862 registered at the address shown at the top of the page.



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Acknowledgements and thanks

To the team at the Coldra Court Hotel for hosting the meeting and AGM dinner, making this another smoothly run and memorable weekend.

To CheckFire for hosting a fascinating pre-event factory tour of their facilities and for kindly preparing and presenting the delicious cake celebrating the UK Fire Associations 10th anniversary.

To Andrew Berry for organising the; hotel, dinner, The Brotherhood live band, casino and afternoon activities.

To you if you could attend the meeting, everyone contributing views and ideas then networking at break times to make this such a warm and friendly gathering.

Alan Palmer

Secretary
For and on behalf of the UK Fire Association