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

Minutes of the 10th General Meeting and Technical Day held at Dunsfold Aerodrome on the 26th October 2018.



Attendees

UK-FA Directors

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

UK-FA Members

Mike Ditanna – Jewel Saffire
Anne Stuart – Jewel Saffire
Bruce Robins – CheckFire Ltd
Kevin Gray – Surrey Fire Safety Solutions
Peter Edwards – 1st Defense Fire & Rescue
Stuart Purves - 1st Defense Fire & Rescue
Dave Gough – Herts Fire Protection
Jim Creak – Jalite Plc
Ian Parkin – Shire Fire

Guests

John McAleer – Red Point Ltd
Brett Norris – Brett Norris Fire Training

Apologies

Perry Leaver – Wessex Fire & Safety
Carl Thomson – Cross Fire Safety Ltd

Ian Emmons – Firecrest
Steve Best – Newflame Fire Equipment
Colin Jackson – LW Safety
Peter Forster – Cherry Parts Ltd
Mark Bridgens - Everlux
Andy Fitches – APF Safety Services
Peter Wilkinson – Pyrology
Steve Brennan – At Hand Fire Protection
Keith Ellis - EFS
Brian Boyd – 1st Choice Fire Protection
Keith Ellis – Eurofire & Safety Ltd
Andrew Randall – Fair Fire Ltd
Steve Fensome – Profire Services Ltd
Richard Scott – Surefire Protection
Paul Gatens – DetectorTesters
Tony Constable – ATC Fire Alarms
Richard Baker – Fire Check UK
Phil Wright – Wrightway Safety
Eric Roberts – ER Fire
Keith Dargo – Provision Fire and Safety
Stephen White – Unique Fire Protection
Andy Fitches – APF Safety Services

Our Tenth General Meeting

1. Welcome, Introductions & Apologies

The Chairman, Andrew Berry welcomed attendees to the meeting and ran through housekeeping and the programme for the meeting.

Everyone present signed the attendance register and had the opportunity to introduce themselves and the organisation that they represent.

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

The Chairman confirmed with everyone present, their acceptance for the meeting to be recorded to ease the preparation of accurately written minutes.

The Chairman introduced the Directors sitting at the head table to the audience and in turn had the Members in the audience introduce themselves to one another.

2. Chairman's Address

Membership is just over 200 members, so it is disappointing that only 12 people have attended today. We're not sure how to encourage people to come to meetings and technical days were considered a good idea and considering this was a Friday and it was half term, so perhaps this is a good turn out all things considered.

Jim Creak said that the industry is very busy, and it was also suggested that we try another day of the week or incorporate CPD development into the day Jim Creak said that CPD is the way forward as he feels that Dame Judith Hacketts report will drive competency and the need for personal development.

Kevin Gray suggested that we stream the meeting live which the Chairman said it might be the way forward, the Secretary said that posts were going out live by social media during the meeting.

It was also suggested that email drip feeding of reminders may be another option, without overdoing it!

Overall it was felt that all associations suffer the same problem with physical attendance levels and that we should not 'beat ourselves up over it.

3. Minutes of the Last Meeting – Matters Arising

The Secretary went through the minutes from the previous meeting to confirm their accuracy.

The Secretary said the venue went very well and the hotel facilities were agreed by everyone to have been excellent.

It had been suggested that we should attend Firex at the Excel however the cost/return was not beneficial however regional exhibitions offer better value, but it was agreed that no one had the time to commit to 'man' a stand. It would need a sub committee to manage this as a standalone project and the benefit of 'flag-waving' would enhance the UK-FA profile in the industry. If we do decide to trial an exhibition Checkfire have offered the use of an exhibition stand that the UK-FA can re-skin. It was also suggested from the floor that walk-in member meetings around the country could be considered but again its finding people with the time to organise and run such events.



Peter Edwards said that meeting minutes formatting was still a problem, and this was the reiterated by other members present, when these are opened on smartphones. The Secretary said that this will be resolved before the next set are circulated.

The Secretary apologised for showing the wrong images for Everlux in the Minutes.

Trade Mark registration has been side lined after Tom Simmonds employee who was a specialist in this area resigned from his company Allfire.

The guest speakers were well received in particular the Peninsula presentation on GDPR. This month the Secretary read that they had been nominated the 14th best company in the UK to work for.

The Secretary and Chairman both strongly recommended membership of the Federation of Small Businesses for legal protection and a wide range of quality, reasonably priced professional services e.g. pensions, fleet leasing, etc

The minutes were proposed for acceptance by Ian Parkin (Shires Fire) and were seconded by Peter Edwards (1st Defense Fire & Rescue) as a true and accurate record of the Ninth Annual General Meeting held at Alveston Manor Hotel in Stratford-upon-Avon on the 18th May 2018.

4. Treasurers Report (including Membership)

The Treasurer, Tom Law gave the following report;

Membership numbers currently stand at 205 fully paid up members. This our highest number ever (I wish I could get more of them to attend these meetings).

Our debtor's control stands at £1,820.00 however the majority of this is due to the termination of member renewals at the beginning of the financial year or spurious membership applications that have been filled in online and not followed up by the applicant.

The Association is in a strong financial position, our current bank account stands at £97,774.38 and our creditors account is zero, however there will be some costs due from this meeting. There is also an ongoing obligation to cover the costs incurred whilst our new website is being constructed.

The Treasurer as usual went on to remind Members that the UK-FA still has special rates for HARD COPY British Standards, the UK-FA discount equates to a near 30% discount plus post and packaging. We cannot obtain electronic pdf versions of standards these can only be purchased and downloaded at list price directly from the BSI online shop.

5. Secretary's Report

5.1 Correspondence

Terry Egan from Telegan passed way earlier in the year, the Secretary said that he was a gentleman in the fire industry. Since the AGM Telegan ownership has passed to Churches Fire.

5.2 ID Badges

The Secretary is looking to provide these for his own clients undertaking Extinguisher Technician Refreshers.

He is looking at running this using his own administrator and making this service self-financing as it will be time consuming to manage, he said that he needs time to work out the process and do the costings based upon using a product already being used and endorsed by Peter Edwards. Ideally the Secretary will have a proposal ready to approve at the AGM.

5.3 Social Media

Tracey Blandford a professional freelance marketer manages our social media, the Secretary went through the latest statistics below that show a steady increase in followers in all areas.

Alan went on to say that this is an area where the Directors have little experience and that the benefits of bringing in outside expertise can be clearly seen by these results.

We have not recently been actively involved in 'Means of Escape' which Jim Creak said was struggling to find 'content' which is something we need to be more involved in providing e.g. a "Day in the Life" of articles, etc.

Jim also said that there are a lot of negative stories the press could feed on i.e. fire blanket issues however he and the UK-FA alike do not want to regurgitate old and negative news.

Date	Twitter Followers	Twitter Following	Tweets	Twitter Likes	LinkedIn Followers	Facebook Closed Group Members
19/09/2017	72	50	20	6		x
18/10/2017	87	63	23	12		x
23/10/2017	95	67	27	12		x
27/10/2017	98	71	30	15		x
03/11/2017	101	72	32	16		x
22/12/2017	123	75	37	19	2,686	x
04/01/2018	128	79	38	20		x
05/01/2018	130	82	42	25	2,690	x
08/01/2018	130	84	44	25		x
13/02/2018	154	89	52	31	2,702	x
05/03/2018	169	91	58	36	2,706	x
16/03/2018	174	93	64	41	2,708	x
18/03/2018	176	100	65	43		x
20/04/2018	198	100	66	43	2,715	x
17/05/2018	214	101	67	46	2,722	x
20/09/2018	283	107	85	59	2,905	67
09/10/2018	291	109	86		2,926	78
20/10/2018	295	108	87	65	2,937	81

5.4 Website Review and Update

The existing website was put together on a shoestring budget by one of the Secretary's own employees, so we have had good value for money over 9 years, but it is dated and written in code that cannot be adapted.

Roger Clarke an ex-British Airways a freelance programmer is building our website which will have many new features for members and automatic functionality for membership renewals and insurance/competency checks, saving the Treasurer and Secretary time.

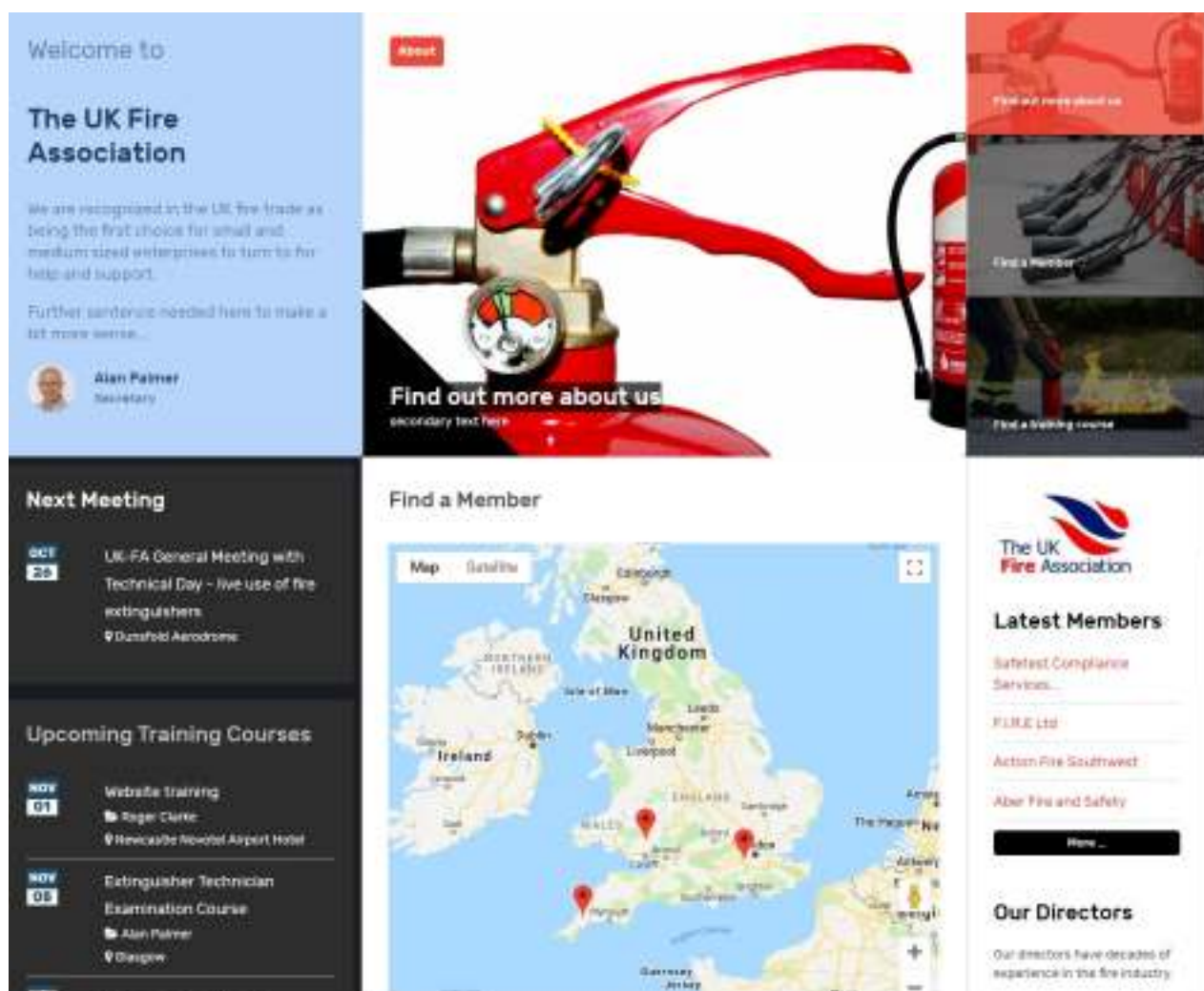
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Roger is good at the technical aspects and we have Gary Burnie a graphic designer working on the imagery, with Tracey Blandford our marketer coordinating the copywriting, branding and overall feel of the website. This is no small project and represents exceptional value for money considering the relatively modest budget allocated and the large amount of professional time that has been put in.

We are aiming to have the new website up and running early in the New Year. The screen shot below gives an idea of what to look forward to.



5.6 Meetings

The Secretary said that he is disappointed with turnouts to meetings and is considering culling the interim General Meetings so having just one meeting a year. He said that he is prepared to run one more General Meeting to test if CPD events brings out more

people. Although it was said many times by members in attendance that social media could be used to keep reminding members, but the Secretary said that we need guest speakers and events that make people need/want to attend. The Treasurer said that he could not see the point of having an association that does not have meetings as this should bring people together and network plus share experience.

The Secretary said that he will put more thought into this proposal for a discussion at the AGM.

6. BSI Representatives Report

Peter Edwards is our BSI representative on the FSH/2 Committee for the design, manufacture and maintenance of fire extinguishers. He attended a BSI meeting yesterday; the committee is attempting to create a British Standard for fire blankets following on from problems with alleged testing inconsistencies by some of our continental partners to the European Standard. Craig Halford the British representative on the European committee is driving for the testing procedure

BS5306-8 is under review, Peter has declined to sit on the committee due to time constraints. He has put in a request that a conflict exists with the standard and Fire and Rescue Enforcement Officers who are recommending only one 13A fire extinguisher for a floor area of up to 50m² whereas the British Standard calls for a minimum of two however small the premises! It seems sensible to follow the F&RS approach.



It is being considered that BS7863:1996 the fire extinguisher colour coding standard becomes BS5306-10 to rationalise fire equipment standards.

The BSI meeting also brought up an issue regarding refurbishment of CO² fire extinguishers where one committee member was reading into the 'small print' that Overhauled extinguishers may need to be CE marked, this seems unlikely to be taken seriously but must be considered. Peter said he will report back after the next meeting.

The meeting was adjourned and relocated from the BSI building to a hotel across the road due to having been fitted out with P50 extinguishers!

Kevin Gray from Surrey Fire Safety Solutions Ltd is our nominated BSI representative for future BS5839 Committees, but at this stage there is not a vacancy at BSI to be filled. Kevin gave a detailed overview of the significant changes in BS5839-1:2017.

Jim Creak provided a British Standards signage update.

7. Date of Next Meeting

The Secretary proposed that the next Annual General Meeting will be held on Friday 31st May 2019 in Cambridge (subsequently this was relocated to Newport South Wales due to lack of affordable accommodation in Cambridge).

The Chairman said that this will be our 10th AGM and that it will be a gala event to mark the occasion on a James Bond theme having a live band and casino using 'UK-FA funny-money' to play for where the challenge is to once again break the cashier!

8. Any Other Business

Jim Creak suggested that the time may be right to appoint a General Manager as none of the Directors has the time needed to take the Association to the next level.

The Secretary said that the Association does not have the budget for a full-time manager however he has been considering how to free up time in his own business life whereby he could commit to providing 1 – 2 days a week dedicated to frequently communicating with every member, developing the presence/profile of UK-FA in the fire trade and increasing membership.

He said that this would obviously need to be a paid position with clearly agreed objectives and that even if he was not selected for the role it might interest others with appropriate experience to step forward and apply. This may in time require an increase in membership fees to cover the administration expense but if members saw more benefits from membership this should not be a problem.

The General Meeting was formally closed at 1pm followed with a buffet lunch.

Technical Session

In the afternoon many of the attendees attended the live fire session at 1st Defense Fire & Rescue facilities at Dunsfold Aerodrome where they were invited to try different modern types of extinguishers on a selection of fires. In previous meetings it has been suggested that many of us in the fire trade talk about fire extinguishers, but rarely have we used them on real fires! It also gave spectators the opportunity to witness how different extinguishers work on various fire risks including metals.

The fire extinguishers were kindly donated by 1st Defense Fire & Rescue, CheckFire Ltd and Jewel Group.

Jewel Group brought Water Mist extinguishers which were used on a deep fat fire and petroleum tray fire to great effect. Their Class D fire extinguisher was demonstrated on a flammable metal fire;



Water Mist on a Class F fire



Water Mist on a Class B fire

The highlight for me though was seeing a Metal Fire Powder extinguisher being used on a vigorously burning flammable metal fire.



Class D Powder on a metal fire

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CheckFire brought MultiChem and EniroFoam extinguishers which the former was used on a deep fat fire and a petroleum tray fire, the EnviroFoam was used on a petroleum tray fire, both to great effect.



MultiChem on a Class B fire



MultiChem on a Class F fire



EnviroFoam on a Class B fire

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Peter Edwards our host provided Dry Powder and CO₂ extinguishers that members used to successfully extinguish petroleum tray fires;



Dry Powder on a Class B fire



CO₂ on a Class B fire

Alan Palmer

A handwritten signature in black ink, appearing to read 'Alan Palmer'.

Secretary
For and on behalf of the UK Fire Association