



**Minutes of the 83rd New Zealand Fire Brigades' Institute
Annual General Meeting
Rendezvous Hotel
Auckland
8 November 2013**

MINUTES

The meeting commenced at 1120 hours.

President Allen Bestwick called the meeting to order and welcomed members, delegates and observers.

He then introduced the NZFBI Council as follows:

- Vice President John Stevenson
- Councillor Mike Dombroski

He also acknowledged the NZFBI Past Presidents in attendance:

- Bruce Didham
- Sandy Lawson
- Rob Saunders
- Tony Swain
- Cathy Trevathan
- Brian Watters
- Ian Wellings
- Brendon Wood

Apologies were received from Past President Emrys Evans, Past President John May and Past President Don Roper.

MOTION: That the apologies be accepted.

Moved: Vice President Stevenson
Seconded: Councillor Dombroski

The Motion was CARRIED.

Minutes of the 82nd AGM

MOTION: That the minutes of the 82nd Annual General Meeting be accepted as a true and accurate record of proceedings.

Moved: President Bestwick
Seconded: Past President Wood

The Motion was CARRIED.

President's Report

MOTION: That the President's Report, as contained in the UFBA Annual Report as circulated, be accepted.

Moved: President Bestwick
Seconded: Past President Trevathan

The Motion was CARRIED.

General Business

NZFBI Field Days

Certificates of attendance listing the learning outcomes and awarding Continuing Professional Development (CPD) hours are now presented to all attendees (endorsed by the Institute of Fire Engineers).

President Bestwick thanked Councillor Stevenson for his work in this area.

Scholarships

Councillor Dombroski has visited the Country Fire Authority in Victoria and the Melbourne Metropolitan Fire Brigade with a view to establishing a scholarship programme to allow New Zealand firefighters to visit and study approved areas of interest. To be selected for a scholarship, the candidate must demonstrate that the learning outcomes will be beneficial to the candidate, their Brigade and the New Zealand Fire Service and that the experience with a summary of the information gathered be communicated at the UFBA Conference. The learning outcomes will also be made available on the NZFBI website.

Exams

President Bestwick went through the proposed rule changes to examinations (circulated to attendees prior to the AGM).

Past President Trevathan began a marketing plan in 2011 shortly after the military stopped including NZFBI exams in their promotion system. This did not result in a lift in candidate numbers sitting exams.

It is important to structure exams so candidates will receive additional knowledge to that gained through TAPS.

The framework for the new exam system has been put together with the help of Past President Lawson.

A candidate would have to be in a brigade for two years before sitting the Associate level exam.

If implemented, next year there would be one three hour exam for Associate level covering a wide field of knowledge but not too deeply. The Exam Panel would then have all of the following year to set the Members level

An external moderator would be appointed to ensure the quality and consistency of the exams will be maintained.

Past President Swain applauded the Council for the hard work they have completed. He asked why this AGM was being held outside the UFBA AGM when there was a requirement in the rules for the NZFBI AGM to be held “in conjunction with the UFBA Annual General Meeting”. President Bestwick replied that the Council had two views on this: 1) this could be interpreted as inside of the UFBA AGM or 2) it could be held on a day as close as possible to the UFBA AGM. The Council made a decision to hold the AGM outside the UFBA AGM because there was a large amount of business to be considered and wanted the NZFBI-focused group of people and the time to do so.

The question was asked why only one week before the AGM was given to consider the changes. Councillor Dombroski explained that a lot of thought and hard work has gone into coming up with the right solution for the proposed changes. Due to the wide range of changes the Council has been working on, and with limited resource, it wasn't possible to finalise the proposal for circulation to members until one week before the AGM.

Scott Lanauze asked if contact lists could be published so NZFBI members know who other members are. Jane Davie replied that there is a register but members are not good at keeping in touch with the office to update their details if these change. A list of names, brigades and membership status is to be published on the UFBA website.

Action: UFBA Office

Past President Saunders commended the Council for the work being done. He noted that maintaining the relevance is very important and recommended holding on to an exam regime.

Past President Didham supported the changes in general. He commented that these are going to have to be explained but this would be the case no matter what changes were made. He applauded the work done so far.

Past President Wood noted it would be advantageous to have photos and profiles on the website of the Institutes Past Presidents.

MOTION: That support be given for the direction the Council is taking to update the exam framework and request the Council brings back (for final approval) the detailed proposal to the next AGM.

Moved: Past President Saunders
Seconded: Councillor Dombroski

The Motion was CARRIED.

NZFBI Rule Changes

The Council noted it has been difficult to maintain momentum and direction as members' change which is disruptive and demoralising. The Council has looked at the NZFBI rules with a view to continuity of leadership to keep a focus on key areas.

Past President Swain confirmed his support of increasing the size of the Council back to five. Past President Didham asked if there have been discussions with the UFBA about the travel costs of an additional Council member. President Bestwick replied yes as the additional person would be the Exam Panel convenor.

Past President Swain wants to see the President in place for one year. Councillor Dombroski noted the Council's view of a maximum of two years as it takes one year to get their head around the workings of the Council. There may also be Councillors who do not want to be President.

The rule changes are on the NZFBI section of the UFBA website.

MOTION: That the number of Councillors on the NZFBI Council is increased from four to five and that the other changes to the rules with the exception of those relating to the exams are accepted.

Moved: Councillor Dombroski
Seconded: Past President Didham

The Motion was CARRIED.

Other General Business

Scott Lanauze (NZFBI Associate) queried the ability of achieving the Member qualification via option two in a timely fashion due to potential significant delay in completing a Fire Investigation course through the NZFS which was delayed because of over-subscription. Members may hit a brick wall due to this delay in having that training credited towards their Member diploma. Councillor Dombroski is to follow this through with NZFS National Training and noted that this cross-credit path would cause no delay for candidates sitting the exams.

Action: Councillor Dombroski

MOTION: That Allen Bestwick be re-elected as President for 2013-2014.

Moved: Vice President Stevenson
Seconded: Councillor Dombroski

The Motion was CARRIED by acclamation.

Councillor Dombroski thanked President Bestwick for his foresight, leadership and drive enabling the Council to make some of the changes they have made.

The Annual General Meeting closed at 1250 hours.