

General Meeting Minutes 20th July 2010, 9.30am – 1pm at Newbiggin Golf Club, near Newcastle upon Tyne

Attendees

Guests

George Waters – ALN Fire Protection
Gordon Bolton – Marbco
Gary Smith – Crusader Fire

UKFA Members

Ian Emmonds – Firecrest UK Ltd
Peter Forster – Cherry Parts Ltd
Andrew Maben – Firepoint Services Ltd
Halcyon Maben - Firepoint Services Ltd
Jim Sutherland – SFS Fire & Security
Anthony Casey – Falstone Troon

UKFA Directors

Alan Price – Chairman
Alan Palmer – Secretary
Tom Law - Treasurer

Speakers

Dale Jones – Sandham Davies & Jones Ltd
Alan Palmer – F.I.R.E LTD

Apologies

Jim Creak – Jalite Ltd
Ian Parkin – Marsden Extinguishers
Keith Ellis – Eurofire & Safety Ltd
Perry Leaver – Wessex Fire & Safety
Terry Egan – Telegan Protection
Asha Chandaran – Telegan Protection
Tom Campbell – Emerald Fire
Ken Towner – Firecad

General Meeting

1. Welcome, Introductions & Apologies

Our Host, Peter Forster from Cherry Parts Ltd welcomed everyone to the meeting. Everyone present signed the Attendance Book and introduced themselves and the organisation they represent. UKFA ties and vehicle logos were available for collection by members in attendance.

2. Chairman's Address

I would like to welcome you to this our third UK Fire Association meeting. This is an exciting time to be involved with the fire trade and the fire industry has long needed an open minded association like this one. We are going to build this Association based on everyone's experiences - I have over 30 years experience within the fire industry and with the help of my fellow Directors, we will steer this Association to continuing new heights.

My aim is that we will help those Member companies that want to develop into new areas of expertise; for instance from fire extinguishers into fire alarms, sprinkler systems, dry riser testing, fire risk assessments, etc.

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I am passionate about this as when I decided to set up in business in 1986 as a sole trader there was no one around interested in helping me. It was only years later when I made good friends with several successful people in the fire trade whose generosity in sharing ideas and advice is when I really began to grow my then company, Southern Fire Security Ltd which I sold in 2007.

From a start in fire extinguishers we steadily moved on as we gained experience to now specialise in dry riser, fire alarms plus residential and domestic sprinkler systems installations, as well as fire risk assessments.

The UKFA allows you the opportunity to make the right contacts and gain the right experience though networking. I wish such an organisation had been around when I started – how much time and money might I have saved?

I am but one of many people willing to help you, if I can't help you we probably know someone that can.

My advice to you for getting the most from your membership: attend the meetings, regularly visit the website, read the emails, use the member's forum and display the logo on your paperwork and vehicles.

3. Exhibitors Introductions

Peter Forster from Cherry Parts Ltd introduced the company's new range of polished single and double sized extinguisher stands.

4. Minutes of the Last Meeting

Matters arising were covered later in the meeting. The minutes of the previous meeting were proposed for acceptance by the Secretary and accepted by Ian Emmonds – Firecrest UK Ltd and seconded by Tom Law – Tom & Sue Law Ltd as a true and accurate record of the meeting held in Weybridge on the 5th February 2010.

5. Treasurers Report

5.1 Membership

Membership currently stands at 73 and with new members in the process of joining we soon expect to achieve 80 members.

5.2 2009/2010 Accounts

Figures supplied by our accountants on our first years trading:

Membership Fee's:	£12,000.00
Sales:	£2,008.00
Total Income:	£14,008.00

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Overheads: £11,137.00

This gave the Association a surplus of £2,871.00 on the year on which we will incur a tax liability of £621.

5.3 Current Figures

A financial summary as at 20 July was provided as follows:

Current Bank Account balance	£15,408.03
Debtors (money owed to us)	£1,712.38
Creditors (money we owe to others)	£0

Balance £17,120.41

6. Secretaries Report

6.1 Introduction

The Secretary opened his report by showing images of how the UKFA logo is being used on member's vehicles and paperwork. He then showed pictures sent in by a member of extinguishers and industrial premises in various states of repair highlighting the dangers to both technicians attending these sites and employees working within.

6.2 Correspondence

No correspondence had been received that needed to be reported upon that is not already covered in the following points.

6.3 Membership Contact

It is proposed that the Directors will once again telephone Members in January to establish what they feel they need to help guide the Association's development.

6.4 Web Based Information and Communications

A lot of background work is going into the website that has meant the Directors have not been producing regular articles and news items. A Members web forum will shortly be released and we encourage all Members to regularly participate to make it lively and informative. We still desperately need articles and news items from Members and the Secretary welcomes non copyrighted material for consideration - if you are timid about submitting your work just ask for the Secretary to edit it for you. Tom Law will soon be publishing a 'Tom's Tips' section that promises to help members develop their businesses.

6.5 Member Inter-trading

There is a wealth of experience amongst our Members – this is the Association's greatest strength. In these difficult trading times it is easier and cheaper to develop more business from your existing customers than to go looking for new ones. Have you considered offering other services that you can subcontract to other members for

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instance; fire training, fire risk assessments, riser/hydrant/sprinkler testing, fire alarm servicing, etc. Not sure where to start? Contact the Secretary for guidance.

6.6 Method Statements and Risk Assessment Templates

The question arose as to whether the UKFA could provide template documents on line accessible only to members. This would be an additional resource for Members. The Secretary will discuss with Halcyon Maben at Firepoint Services Ltd how best to set this up on the website.

6.7 BSi FSH-2 Committee Representation

The Secretary advised that Peter Edwards – 1st Defense Fire & Rescue Services has volunteered to sit on this Committee that oversees the development of fire extinguisher maintenance standards. We are expecting confirmation from Drew Huber the Committee Chairman by the end of July that he has been accepted.

6.8 BS5306 part 8:2000

It is our understanding that work on this Standard has stalled. We await feedback after our representative Peter Edwards has taken his place on the FSH-2 Committee – see previous section.

6.9 Representation on Technical Committees

The Association is looking from amongst its Members for representatives to apply to sit on relevant BSi (and other) standards/technical committees. Typical areas will include fire risk assessment, risers/hydrants, sprinklers and fire alarms. Nominations should be provided in writing with a current CV to the Secretary for consideration.

6.10 Members Audits

The Directors are working on the voluntary auditing scheme designed to show that a Member meets minimum standards in the way they work and run their business. From the Directors previous auditing experience audits have also been found to help a Member improve their business through third party input. The aim is to have a proposed scheme in place for Members to consider before the AGM takes place.

6.11 BAFE Council Representation

Ever since Stephen Adams General and Marketing Manager at BAFE was given the opportunity to address Members at the AGM, the Secretary has been in communication with Stephen regarding the UKFA having being allowed a representative on BAFE Council. So far the informal response has been that he feels that we would need to commit all our members to joining the BAFE Technicians Scheme which the Directors are opposed to doing, other than on a voluntary basis. It has been pointed out to Stephen that BAFE already have a representative on their Council from the BFC who like ourselves will not commit their members either. We await the outcome of the next BAFE Council meeting to find out whether even handedness will apply.

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6.12 Logo Download Agreement

Anyone now downloading the UKFA logo has to agree to certain terms. This has been put in place to ensure that users are aware of exactly how it can be used and that the Associations image is not harmed by its possible misuse.

6.13 Training Report

Technician refresher training has been slow but demand is increasing with courses scheduled to run in all parts of the Country in the autumn and leading up to Christmas. Members are urged to advise the Secretary if any of their technicians need training so that courses can be planned in the most convenient locations.

6.14 Open Debate – Draft Code of Practice

Members received the draft Code of Practice by email and have been asked for comments before it becomes formally adopted in September. Members at the meeting were given the opportunity to discuss the content of this document and no issues arose.

7. Date of Next Meeting

The UKFA policy is to keep meetings to a minimum and to move them around the Country. The Secretary proposed that the next meeting, the AGM will be held in Derby on Friday the 11th February 2011 where Members and guests will be invited to stay over for a weekend of activities.

8. Any Other Business

There being no other business from the floor the General Meeting was concluded at 11.15am for refreshments.

The meeting continued at 11.40am with presentations from the Speakers.

First Speaker Dale Jones – Sandham Davies & Jones Ltd

Dale as one of the main insurance providers to our members was invited to give an insight into the types and levels of insurance that we should have in place.

Sandham Davies & Jones Ltd have been associated with the fire industry for over 25 years.

We pride ourselves on our quick and flexible service, which includes;

- Targeted choice of insurance products
- Quick quotations
- Immediate cover with easy payment instalments



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

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e. admin@UKFA.org
w. www.UKFA.org

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- Personal service from knowledgeable staff
- Independence, so we are able to source products from both the Company and Lloyd's markets, ensuring you get the right cover at the right price

Typical fire trade insurance cover will include some or all of the following products;

Public & Product (including Efficacy) Cover

Efficacy (Failure to Perform & Wrongful Advice).

- Provides cover for a company's legal liability for the failure of a product to fulfil its intended function
- Cover includes advice/design in connection with products supplied, provided not given purely for a fee where no product is supplied. Indemnity limits are usually the same as provided under Public/Products Liability

Employers Liability

This is a basic requirement of law.

- Provides an indemnity limit of £10m (£5m for War & Terrorism) against legal liability to pay compensation for bodily injury, death, disease or nervous shock sustained by employees of the company arising in the course of employment
- Cover includes costs and expenses in defending action

Professional Indemnity

Provides cover up to the chosen limit of indemnity including damages and costs & expenses, which the company become legally responsible to pay, as a direct result of negligence by the company, in the conduct and carrying out of specified professional activities. Essential for those involved with;

- Design, plan or specification of alarm systems, sprinkler systems etc
- Fire risk assessments & fire/safety training.

Motor Claims Service

- Report your motor accident through our telephone service immediately
- We'll deal with your claim and keep you up to date with the progress
- One point of contact taking the stress away from you!
- You don't have to be insured with us to take advantage of this service



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Second Speaker Alan Palmer – *F.I.R.E LTD*

Alan discussed the effect that BS5306 part 3:2009 has had to the fire trade in terms of internet sales. A lively debate ensued that led onto 'effluent' disposal and safe handling of extinguishers found to be in a potentially dangerous condition.

Third Speaker Andrew Maben – Firepoint Services Ltd

While lunch was being prepared Andrew demonstrated a new competitively priced gas fire training simulator. For more information contact Andrew directly on 0191 406 6018.

Acknowledgements

To Newbiggin Golf Club staff for hosting the event and providing timely refreshments, large delicious bacon sandwiches and excellent 2 course lunch.

To you if you were able to make it to the pre-meeting dinner and subsequent gathering the evening before the meeting – so much useful information shared amongst so many friends.

To everyone who was able to attend the meeting - many travelled long distances to be there, including Dale Jones who had a protracted and expensive journey from Newport, South Wales during which no one would have blamed him for turning around and going home!

Alan Palmer
Secretary