



NEW ZEALAND FIRE BRIGADE'S INSTITUTE

2024 AGM MINUTES

PRESIDENT	David O'Sullivan
VICE PRESIDENT	Shaun Pilgrim
COUNCILORS	Jean Barr (Co-Opted) Andrew Cotter Phil Hunt

Minutes of the meeting held at Region Te Ihu Boardroom, 20 Lichfield St, Christchurch

Meeting opened at 1610 on Thursday 31 October 2024

Present

David O'Sullivan President
Shaun Pilgrim Vice President
Jean Barr Co-Opted Council Member
Andrew Cotter Council Member
Phil Hunt Council Member
Jane Davies LHM
Pete Douglas PP LHM (via Teams)
Ian Wellings PP LHM (via Teams)
Scott Lanauze PP LHM (via Teams)

Brian Watters PP LHM

Apologies

Don Roper PP LHM

Moved by O'Sullivan
Seconded by Cotter
CARRIED

Last Calls

A moment's silence was convened to remember FENZ members who had passed on including NZFBI Past President (2007-2008) and LHM Russell Postlewaight.

Minutes

The minutes of the previous meeting, as circulated, are confirmed.
Taken as read. No matters arising.

Moved by O'Sullivan
Seconded by Cotter
CARRIED

President's Report

President David O'Sullivan delivered his report

Motion: That the President's Report be accepted
Moved by O'Sullivan
Seconded by Pilgrim
CARRIED

Financial

1. Financial Performance Report delivered. Based on the Xero outline.

Moved by O'Sullivan
Seconded by Cotter
CARRIED

Election of Officer Bearers

1. Confirmation of David O'Sullivan's second year as President (Rule 4.2)
2. President O'Sullivan acknowledges Shaun Pilgrim's work as Vice President and for his time on the Council. His willingness to assist the Institute in the future is appreciated. Due to him stepping back, this leaves the VP role vacant.
3. Installation of new Vice President Andrew Cotter by Council vote. (Rule 4.3)
Moved: O'Sullivan, Accepted by Cotter, Second: Hunt

Updates to Constitution

1. Introduction to the proposed new constitution which has come about due to the changes to the Incorporated Societies Act. Rewrite has been reviewed by a lawyer (Lucas and Lucas).
2. The Council decided to keep the Incorporated Society registration for protection for the substantial amount of Intellectual Property it now has.
3. Constitution presented to members for approval. (Rule 8.3 - $\frac{2}{3}$ majority required)
Moved by: O'Sullivan, Second: Cotter - carried

General Business

1. President O'Sullivan thanks Jean Barr for her three years she has been co-opted onto the Council and wishes her well for her upcoming exams.
2. Members have had limited access to the IFE exams, with the October exams cancelling many requested locations. The NZFBI only has one application for a Member's Diploma this year from Dean Smith, which will be presented in the New Year, probably in conjunction with pending Fellow Diplomas.
3. With Jean and Shaun stepping out of the Council, this leaves three vacancies. As people are not coming through the qualification pathway due to the challenges with the IFE exams, we will need to look to co-opt people onto Council with specific skill sets, interest and drive to get projects completed.
4. Update on banking approval, and potential future external Secretary and Treasurer roles. The Xero and Kiwibank signatories will be David O'Sullivan, Andrew Cotter and Phil Hunt (elected Councillors). Shaun Pilgrim, Jean Barr, and Joe Stanley are coming off the account to keep it updated.
Moved: O'Sullivan Second: Hunt Carried
5. Scott raised re amending 2023 minutes re his LHM
6. Scott questioned when notification of AGM went out, and re agenda not being posted 2 months out. Notification was posted on website and facebook, with details confirmed closer to the time. Robust discussion. Improvements to the process going forward for future years. Future more notification required.
7. General discussion around promoting the Council and its activities.

8. General discussion re OSM project.
9. Jane suggested looking at an app. Jane to provide contact details for a volunteer firefighter who works in this space.
10. Confirmation and presentation of Shaun Pilgrim's LHM award.
President O'Sullivan moved, Cotter Seconded, Carried.

Next Meeting November 2025

Meeting Closed at 17:12

President's Signature

Date

Councillor's Signature

Date

NZFBI President's Report AGM 2024

Overview

2024 has been one of the, if not the most productive year in the Institute's 93 year history. We have

- Developed our online offerings
- Updated the constitution in line with the new Incorporated Societies Act requirements
- Attended multiple Provincial Fire Brigade Association's AGMs (Otago Southland, Auckland, Wellington, Taranaki, Canterbury, Nelson Marlborough, West Coast)
- Developed multiple projects
- Initiated regular discussions with IFE, UFBA and FENZ.
- Moved from a few dozen to 2000 hits per month on our website, modules and quizzes
- Promoted a Quiz of the Week on our active Facebook page for the last six months.

Projects

In the completed or mostly formed section of projects we have

1. Introduction to the UFBA Waterways, including videos and which OSM tasks brigades can sign off.
2. EV, Battery and Solar learning modules and quizzes are fully formed, and this is an area the NZFBI would like to continue to develop
3. How to Run a Brigade Training; featuring modules on an Overview, Analysis and Goal Setting, Presenting Information, Types of Questions, and Checking for Competency and Understanding
4. Video presentation on AJ Burton's Neurodiversity Scholarship

In the initiated but less than half completed section of projects we have

5. OSM/SRG quizzes that brigades can use to keep up to date and control red lights. We are actively working with Ted Fuller's team (National Advisor Operational Assurance) with these.
6. Sprinkler learning modules
7. Wellbeing Conversations; modules on sleep, breathing, relaxation and brigade support are completed
8. Emerging risks modules on Wind Turbines, Geothermal Risks and Zoos are completed, with more to come such as scrapyards, fire, evacuation of large sporting and music events, crane and construction fires.
9. Alternative volunteer engagement model project has started, being headlined by a Cadet's program. Video footage has been filmed and an initial quiz is online.
10. Small Animal Rescue. This is being developed in partnership with Sonia Evers.

11. Women in Firefighting project in association with Jane Bogust. This is aimed at getting more females in the career side, but is also relevant to volunteers, men and women.

In the planning stage of projects we have

12. An "Are you ready for you recruits course" which will assist brigades in getting members ready, and checking if they are ready
13. IFE exam modules, to explain to people what the exams are, who they can be targeted at, what is in them and where to find study material.
14. Driver's challenge how-to modules are written, but there is no potential funding for videos and loading these to the website.
15. Technical information on water flow and fluid dynamic laws.
16. Working with the Sports Council to develop awareness and competitors for event such as the Toughest Firefighter Alive (won twice by a Kiwi) and the World Firefighter Games (hosted in NZ in 1990 and 2002)
17. Rural learning modules
18. Introduction to the Trauma Challenge for first timers

Acknowledgements

I would like to thank the council for their work this year, which consists of

- Shaun Pilgrim
- Andrew Cotter
- Phil Hunt
- Jean Barr

I would also like to note and thank others that have contributed to the council

- Wendy Sherlock
- Alex Watson
- Scott Lanauze

Shaun Pilgrim is leaving the council at this AGM, I'd like to thank him for his four years of service and his offer of support for the council going forward.

Looking toward the next year

Going forward, the strategic intent is to consolidate and complete the projects we have started. To do this we are looking at engaging with more Subject Matter Experts, and exploring additional partnerships and funding streams.

As an example, to complete Phase two and the last 50 OSM quizzes and to host them we estimate \$20,000 would allow this to be completed by winter 2025, in time for when brigades are doing more training inside. The most common OSM quizzes could be completed in that timeframe for \$10,000. On our current funding we are looking at 2029 to complete these. As

many of our projects are covering core tasks that other groups should be doing, we would hope that our members would support us for this deserved funding to allow us to deliver a product that can help out our brigades and members.

This year's projects have shown proof that the efficient and nimble nature of the council can get technical information to firefighters and the public at a fraction of the cost of other mechanisms. This is vital for our survival in the current economic climate, and verification for prospective funders of projects that the NZFBI is conscious of costs and outgoings.

At this time the NZFBI is not looking at increasing its \$2 contribution from each member, but hopes for funding streams for specific individual projects.