



**Minutes of the 90th Annual General Meeting of the
New Zealand Fire Brigades' Institute**

Online Video Conference from Wanaka Fire Station

4 December 2020

MINUTES

The meeting commenced at 6.30p.m.

President Jared Davidson called the meeting to order and welcomed those present to the meeting. He then introduced the NZFBI Council as follows:

- Vice President Phill Mackay
- Council Member Pete Douglas
- Council Member David O'Sullivan
- Council Member Shaun Pilgrim
- Immediate Past President Scott Lanauze

The following NZFBI Past Presidents were noted as being in attendance:

- Brian Watters
- Peter Moore
- Bruce Didham
- Tony Swain
- John Klaphake

The following apologies were received:

- Anna Alexander
- Steve Hill
- Mark Wilson
- Jessica Hodson
- Past President Maurice (Moe) Kelly
- Past President Cathy Trevathan

MOTION: That the apologies be accepted.

Moved: P Mackay
Seconded: B Didham

The Motion was CARRIED.

Minutes of the 89th AGM

MOTION: That the minutes of the 86th Annual General Meeting be accepted as a true and accurate record of proceedings.

Moved: S Lanauze
Seconded: B Watters

The Motion was CARRIED.

Matters Arising from the Minutes of the 89th AGM

No matters were discussed.

President's Report

Jared Davidson presented his annual report. He thanked his Council members for their efforts in what had been a difficult year to navigate but one of progress towards a more resilient organisation. He thanked Scott Lanauze for his willingness to return to assist the Council with supporting the administration of the organisation.

MOTION: That the Presidents Report be accepted.

Moved: J Davidson
Seconded: P Mackay

The Motion was CARRIED.

Financial Report

Jared Davidson presented the annual financial report.

MOTION: That the Financial Report be accepted.

Moved: S Pilgrim

Seconded: D O'Sullivan

The Motion was CARRIED.

Proposed Rule Changes

The following rule changes were presented to the meeting

- **Amendment to Rule 3.7.1:**

Current Rule: Shall be any person who is elected Life Honorary Member on the nomination of the Council, by the unanimous vote of members at the annual meeting of the Institute

New Rule to read: Shall be any person who is elected Life Honorary Member on the nomination of the Council, *by an affirmative vote of at least 80% of the members* at the annual meeting of the Institute.

Reason for Rule Change: This voting percentage is consistent with that of the new rules of the UFBA in how the UFBA Life Honorary Member is selected. This change ensures consistency with both organisations.

- **Amendment to Rule 6.1 (and associated change to Rule 6 to read Secretary / Treasurer):**

Current Rule: The Secretary of the Institute shall be the Chief Executive Officer of the UFBA as defined by Rule 15.3 of the Constitution of the UFBA.

New Rule to read: *The Council shall appoint a Secretary and/or Treasurer of the Institute. The Council shall, as and when necessary, seek suitable applicants to be nominated from within its membership for either or both positions should a vacancy occur. The Council may fill either or both positions by election if required.*

Reason for Rule Change: Rule 15.3 no longer exists in the new UFBA constitution. Consequently, the CEO of the UFBA is now no longer constitutionally bound to be the Secretary of the NZFBI. This rule change ensures the NZFBI is able to maintain a Secretarial position. Additionally, it also allows the individual to manage the finances on behalf of the NZFBI Council. Allowing for the positions to be held by one or two individuals allows flexibility should individuals with specialised qualifications express a desire to manage one of the portfolios. It would also lessen the burden of both roles that one person will manage.

- **New Rule 6.2:**

New Rule to read: *The Secretary / Treasurer shall give at least three months' notice of resignation from the position to enable selection of a replacement. Likewise, the Council will provide at least three months' notice to the Secretary / Treasurer if the services of the individual fulfilling the role is no longer required.*

Reason for Rule Change: This rule allows transparency for both parties should the need for the position to be vacated arises.

The previous Rule 6.2 will become Rule 6.3.

- **New Rule 6.3.6:**

New Rule to read: *Maintain the operating finances for the Council.*

Reason for Rule Change: This highlights that this position will manage the daily running of the finances for the Council.

- **Amendment to Rule 8.1:**

Current Rule: Shall be held annually and in conjunction with the UFBA Annual Conference.

New Rule to read: Shall be held annually *and, where possible,* in conjunction with the UFBA Annual Conference.

Reason for Rule Change: This allows flexibility for the NZFBI that, should a situation arise where the NZFBI are unable to run their AGM in conjunction with the UFBA, they still have the ability to do so independently.

Past President Peter Moore sought clarification from the meeting as to how Rule 8.2 had been satisfied as the details of the proposed rule changes had not been provided within the two-month timeframe. Following a brief discussion, it was agreed to put a motion to the meeting to allow the rule changes to proceed.

MOTION: That the proposed rule changes are put to the AGM today.

Moved: S Lanauze
Seconded: B Watters

The Motion was CARRIED.

MOTION: That the amendment to rule 3.7.1 stand part.

Moved: P Mackay
Seconded: D O'Sullivan

The Motion was CARRIED.

MOTION: That the amendment to rule 6.1 and 6.0 stand part.

Moved: B Didham
Seconded: I Lardeux-Gilloux

The Motion was CARRIED.

MOTION: That new rule 6.2 stand part.

Moved: B Didham
Seconded: D O’Sullivan

The Motion was CARRIED.

MOTION: That new rule 6.3.6 stand part.

Moved: B Didham
Seconded: S Pilgrim

The Motion was CARRIED.

MOTION: That the amendment to rule 8.1 stand part.

Moved: P Douglas
Seconded: P Mackay

The Motion was CARRIED.

Regulation Changes

Jared Davidson introduced changes to two regulations.

Awarding of Diplomas Regulations – Sections 3.1 and 3.2

3. Awarding of Diplomas

3.1. Associate Diploma (AMNZFBI)

3.1.1. An Associate Diploma shall be awarded to a candidate through one of the following means:

3.1.1.1. Completion of two (2) two-hour NZFBI Associate Member examinations with a minimum average grade of sixty (60) percent across both examinations.

3.1.1.2. Completion of the Institution of Fire Engineers Level 2 Certificate in Fire Science, Operations and Safety.

3.2. Member Diploma (MNZFBI)

3.2.1. A Member Diploma shall be awarded to a candidate through one of the following means:

3.2.1.1. Completion of two (2) three-hour NZFBI Member examinations with a minimum average grade of sixty (60) percent across both examinations.

3.2.1.2. Completion of the Institution of Fire Engineers Level 3 Certificate in Fire Science, Operations, Fire Safety and Management.

Subscriptions and Fees Regulations – Sections 3 and 4

3. Subscriptions

3.1. Affiliated Members

3.1.1. The annual subscription for affiliate membership of the Institute shall be set from time to time by the Council.

3.2. Financial Members

3.2.1. The annual subscription for financial membership of the Institute shall be set at \$30.00.

3.2.2. Annual membership subscriptions shall fall due on 1 July each year.

4. Fees

4.1. NZFBI Associate Examination Fee

4.1.1. (Reserved)

4.2. NZFBI Member Examination Fee

4.2.1. (Reserved)

4.3. NZFBI Fellow Diploma Application Fee

4.3.1. The fee for applying for the NZFBI Fellow Diploma shall be set at \$100.00. This fee is non-refundable.

4.4. Institution of Fire Engineers (IFE) Examinations Fees

4.4.1. The fee for sitting the IFE examinations is not set by the Council, however the fee for each examination will be released by the NZ Branch of the IFE annually and will be made known to the candidate as part of the application.

Jared Davidson advised that the membership subscription was to remain the same for the coming year.

General Business

No items of General Business were raised.

Jared Davidson thanked the attendees for their patience during the meeting given the challenges posed by holding the meeting online.

The Annual General Meeting closed at 7.55 p.m.