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| **Meeting:** | 24/08/2017 – Started: 10am, Finished: 11.20am  25/08/2017 – Started: 1pm, Finished: 14:30pm  29/08/2017 – Started: 1.30pm Finished: 15:00pm | |
| **Present:** | Roy Breeze, Des Irving, Greg Crawford, David Berry, Geoff Purcell, Kevin Cowper, Hamish Smith, Jeff Maunder, John Booth, Roger Callister, Brad Mosby, Graeme Quensell, Grant Haywood, Pat Fitzell, Rob Karaitiana, Karen Geary, Glen Menzies, Vaughan MacKereth, Paul Henderson, Keith McIntosh, Mark Boere, Nick Pyatt, Davin Dunphy, Steve Greenyer, Matt Able, Dave Key, Steve Kennedy, Andrew Tollison, Gary Ward, Darryl Papesch, Laurence Voight, Rodger Smith, Philip Marsh | |  |  |
| **Item** | | **Background/Discussion** | | | |
| Welcome/Introductions | | Roy Breeze opened meeting, and thanked everyone for their attendance. Introductions made and apologies noted. | | | |
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| **Item** | **Background/Discussion** |
| **Apologies** | * Peter Clark, Craig Monrad, Richard Twomey, Murray Binning, Dave Woon, Aaron Waterreus, Nigel Hall, Denis O’Donoghue, Mike Dombroski, Paul Henderson, Dave Stackhouse, Wipari Henwood, Deane Chalmers, Julian Tohiariki |
| Minutes of Previous AGM | * Minutes of previous AGM were reviewed (prior minutes can be found on the website - <http://www.firerescuecommanders.org.nz/members/agm-minutes/> )   Move that the minutes of the Fire & Rescue Commanders Association AGM held 14/10/2016 are a true and accurate record  Moved: Roger Callister Moved: Dave Key Moved: Rodger Smith  Seconded: Jeff Maunder Seconded: Matt Abel Seconded: Phil Marsh |
| Presidents Report | * Roy Breeze reviewed the work carried out by the Association over the last year, overview below: * Advocacy Services – Association has supported the review of an appointment (unsuccessful). Rationale behind was ACL and the process. Feedback on review was unhelpful. Currently supporting a Personal Grievance (WIP) and provided advocacy 3 other groups around the country. Noted that at times issues are resolved with a “meet in the middle” approach. Recent advice given with legal support was rejected by member (seeking external leqal support) * AWD Option for those in 10% range (Ford Mondeo Wagon, Mitsubishi Outlander $2K fitout – excl lights/sirens. Should include safety barrier). Thanks to Steve Kennedy and Pat Fitzell for your involvement and work in the outcome of this initiative. Seeking further advocacy for those in the 10% range to have the same choices as those in the 25% range. * ACL and entry criteria has been agreed in principal. Association is seeking no hurdles when promoting (SO who is SSO qualified, for a period of 12mths should be eligible to apply for ACL3). FRM Turek working on a draft paper to be reviewed by Association legal rep and then co-presented to OLT. Paper received overnight of 24/08/17. Noted that FF’s should be assessed on their own merits. (refer <https://portal.fireandemergency.nz/assets/documents/Assignment-of-rank-and-ACL-policy.pdf>) It was queried by the floor where an SO or an SO reliever, that has done all the TAPS/Exec courses, who would be a perfect option for an SSO but has to wait in line with all the other SO’s looking to either act up OR rank up fits in to this criteria? To be discussed externally * Executive On Call Roster – a lot of work has been carried out, in particular, those areas that have 1:1 on call ratio. Revision of roster has amended ratio to 1:2. Latest paper has gone through OLT. Some minor changes in terms of wording around areas. * Progression Steps – Legal advice pending the steps (market value vs time, ie > than 3 years in role = 100%) * Equal Stakeholders – FRCA 1 or 5 stakeholders in FENZ * Roy Breeze and Des Irving attend every 2-3 months meetings with CE Rhys Jones and Paul Swain. Discussions include the development of TOM (Target Operating Model) and the need for our involvement in the early stages of the design phase of the integration (due to the high level role responsibilities/expectations), to sell how critical the attractiveness of the role is in appealing to the right person/skills/attributes and addressing the wage gap. CE Rhys Jones is clear that we are “Strategic Partners” as opposed to stakeholders * Attendance at various meetings with FENZ Integration team namely – Mobility (Dave Stackhouse), Health Standards (Des Irving), Reviewing of draft documents (Paul Henderson), Recruitment (Geoff Purcell), Safety & Wellbeing (Greg Crawford), General Business (Roy Breeze), Financial Accounts (Greg Crawford), Commanders Deployment (Roy Breeze) Leadership & Volunteerism (Aaron Waterreus) * Attendance at Associated Agencies meetings playing a leading role in the development of the day one Command & Control document. Meetings are every 3 months. * Strategic Plan – WIP (more work to be done in this area) * Busyness project – identified heavy workloads and lack of support. This has allowed the addition of 141 volunteer related support staff, 28 positions added and additional admin staff (with this position being more PA focused) * FENZ Amalgamation – currently working collaboratively with Sue Sherburd (Stakeholder Engagement Lead) in regards to the amalgamation and where we are at. A number of issues have been raised during the “settle mode” period;   1 Ops Support authorisations  2 Donated Assets by volunteer Brigades (ie, Tankers)  3 rural integration causing space overloads at Area offices  4 incorrect use of uniform (eg, rural wearing AAM epaulettes etc)   * Association Environment – the Association is increasing in size and to ensure we influence FENZ in a positive and proactive way we need to improve our efficiency and output. The expectation is that as a member you will be fully involved and participate. As a diverse group of people we need to utilise areas of expertise (SME’s) and encourage the right people into our ranks. * Communication – KEY POINT: Facebook is a fluid platform for quick communication. While Karen is putting important information onto the members area of the website, its not as timely as Facebook. It also provides an option for immediate feedback. Any red flags should be communicated to the Committee as well. We’d appreciate full participation/ownership and have some influence in the Associations future. <https://www.facebook.com/groups/firecommanders/> |
| Karen Geary  [Karen.geary@fireandemergency.nz](mailto:Karen.geary@fireandemergency.nz)  Ph 0210 818 5680 | * Karen has been brought on as Business Services for the Association. Thanks to AC David Berry for allowing her time to support the Association. Karen has been working on the following initiatives;   1 Specific Orbit Booking interface for Committee travel, taking advantage of discounts were possible. Meeting with Orbit next week to run through billing and process  2 Working with IT to set up Office 365 for tracking discussion topics. Currently in the process of setting up a trial. Once fully tested, will release & provided training where needed  3 Website Management. Has conducted training in Wordpress and tidied up the website. Uploads info as required.  4 Project Management – collate project progress/reporting |
| Financial Report | * Greg Crawford tabled Financial Statements for year ended 30/06/17 (refer link to website for current and historical financial statements <http://www.firerescuecommanders.org.nz/members/financial/> ) * This year was the first year accounts have been audited * Bulk of expenditure was on advocacy ($18k) which is sound justification for raising fees last year.   Move that the Financials Statements of the Fire & Rescue Commanders Association for YE 30/06/17 are a true and accurate record  Moved: Dave Key  Seconded: Gavin Dunphy |
| Election of Officers | * Geoff Purcell and Mike Dombroski are not seeking re-election. Thankyou both for your time and commitment. * Nominations sought and tabled as follows;   1 Dave Stackhouse  2 Paul Henderson  3 Darryl Papesch  4 John Booth Moved: Roger Callister Seconded: Geoff Purcell   * Proposed Committee   President: Roy Breeze  Secretary: Des Irving  Treasurer: Greg Crawford  Committee: David Stackhouse. Paul Henderson, John Booth, Darryl Papesch  All in favour:32 Against: 0  Duly Elected   * NOTE: Des Irving has resigned as Secretary but has agreed to stay on until a suitable replacement can be appointed * To note the Committee is to be made up of 4 Committee members, 1 Treasurer, 1 Secretary, 1 President (Core), plus we can have as many ex-officio’s as deemed necessary |
| Remits | * Please refer to Appendix A |
| General Business | * Question raised as to whether we increase membership. It was suggested that we review this in 2020 when we will have a better understanding of what the organisation will look like. Decision to monitor the situation in the interim. * RED FLAG - DPRFO Roles – members see this role job description as more akin to a VSO/Training or Plant & Equipment Coordinator. The Command & Control document aligns the DPRFO with an Area Commander. * RED FLAG – Mindful that 24 Areas will go to 16 Regions with rural in the mix |
| Close of Meeting | * Thank you to everyone for attending and for your feedback and commitment at the AGM and throughout the year. |