



**Executive Committee Meeting**

**Durham & Darlington Fire & Rescue Service**

**Belmont Business Park**

**Durham - DH1 1TW**

**10.00 a.m., 12<sup>th</sup> April 2019**

**Attendance: Jagtar Singh, Diane Dunleavy, Dal Rai (Chairing), Mo Jogi, Dennis Moss, Maggie Archibald, Gavin Meisuria, Jagtar Malhi**

**Tele-Conference: Nikki Thurston**

**Apologies: Mo Ali, Saty Nar, Yasmin Bukhari, Wayne MCollin, Paul Ginty, Manjit Singh, Harjit Singh, Michael Ogowo and Pavinder Singh**

## Minutes of the Meeting

| Agenda Item | Key Discussion Points  | Action   | Lead                 | Timescale                       |
|-------------|--|--|----------------------|---------------------------------|
| Welcome     | Sarah Natrass, Assistant Chief Fire Officer, Durham and Darlington Fire and Rescue Service welcomed AFSA Executive.  |  |                      |                                 |
| 1.          | Introductions and Apologies taken  |  |                      |                                 |
| 2.          | <p><b>Minutes of the last meeting:</b> Minutes agreed. Outstanding work and actions are part of the agenda.</p> <p>Facial hair and Face-fit Test for breathing mask Issue: At the moment, there is no consistent approach to the issue in the Fire and Rescue Service although there is anecdotal evidence of local initiatives. There is no direction on this from the Fire Service College, although there it is believed that it has been flagged up to the NFCC.</p> | To Address the Issue as part of Positive Action at the National Conference In Nov 2019                           | JS/Mo Jogi           | National Conference             |
| 3.          | <p><b>AFSA Spring Conference 2019 &amp; AFSA National Conference 2019:</b> MJ gave a presentation on the 2 Day programme of the Spring conference. Speakers discussed.</p> <p><b>National Conference 2019;</b> The discussion took place that updated certificates for the existing corporate members ought to updated and handed to the representatives at the annual national conference for delivery to the CFOs or the heads of the partner</p>                      | To update certificates of the existing corporate members and handing over of the certificates to the reps at the | Conference Committee | Report progress to next meeting |

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|                  | <p>agencies. The presentation of the certificates for the new members to be done at the awards ceremony.</p> <p>The discussion around charity took place, and it was highlighted that D Dale raised considerable sum last year at the national conference. He is in charge of the raffle.</p> <p>John Barnes as a potential speaker was discussed, and what format his participation at the conference may take place.</p> | <p>national conference.<br/>Presentation of the certificates of the new members.</p> <p>A brief update of the actions on charity event.</p> <p>Arrangements to be made to book him and update.</p>  | <p><b>D Dale</b></p> <p><b>Conference Committee</b></p>  | <p><b>Next Executive Meeting</b></p> |
| <p><b>5.</b></p> | <p><b>Smoke and Mirrors:</b> Discussed. Toolkit will be developed following feedback from workshops.</p> <p>For distribution of the hard copy of the report at the national conference, pricing to be obtained from Terry Todd. Once done, adequate number of copies to be obtained for each FRS and partner agencies.</p>   | <ol style="list-style-type: none"> <li>1. Dissemination of the report to key people in the Fire Service, CFOs and authorities.</li> <li>2. Dissemination to the delegates at the conference</li> <li>3. Send final report of progress to FRSTT</li> <li>4. The printing of booklets – 500-1000 based on cost effectiveness to be undertaken in time for the Spring Conference 2019</li> </ol> | <ol style="list-style-type: none"> <li><b>1. JS to lead</b></li> <li><b>2. Conference Committee</b></li> <li><b>3. MJ and JS action 3 and 4</b></li> </ol> |                                      |

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| <p><b>6.</b></p> | <p><b>AFSA Exec Development Day &amp; Business Plan 2019-22</b></p> <p>AFSA Strategy 2019-2022 Document- Consultation process discussed.</p>   | <ol style="list-style-type: none"> <li>1. To be sent for consultation to the CFOs and other members.</li> <li>2. To be brought to the AGM in June once consultation complete.</li> </ol> | <p><b>Chair , MJ and JS</b></p> | <p><b>June AGM</b></p> |
| <p><b>7.</b></p> | <p><b>AFSA Regional Updates:</b></p> <p><b>Midlands:</b> Saty Nar had organised a Development Day for ED in March. The next event will be hosted in Staffordshire. DD would like to engage with all working on EDI.</p> <p><b>South:</b> Dal Rai gave a brief on what had gone on in the South East, and update on the Spring Conference.</p> <p><b>East of England:</b> Development day had gone well, and the region communicate reasonably well. E&amp;D to take ownership of AFSA work in the region.</p> <p><b>London Region:</b> JS gave an overview and it seems London continues to be an active region in the terms of events, elections and communications.</p> <p><b>Scotland :</b> Maggie Archibald provided an update that links now well established.</p> <p><b>Durham:</b> Gavin Meisuria gave an update.</p> | <p>To provide an up to date contact list for each FRS</p>  | <p><b>Mo Ali</b></p>            |                        |
| <p><b>8.</b></p> | <p><b>Finance:</b> Mojo provided an update on the finances, which reflected a healthy balance, and gave a briefing how the processes had been improved by timely invoicing.</p>  | <p>All asked to support the few outstanding invoices.</p>  |                                 |                        |

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| <p><b>9.</b></p>             | <p><b>AFSA Communications:</b> To align the newsletter with the corporate colours and features, it was agreed to use the services of Terry Todd to format and print accordingly. The cost was agreed for a finite number of pages.</p> | <ol style="list-style-type: none"> <li>1. JM to collate Newsletter items and pics, and forward these to Terry in the future.</li> <li>2. It was agreed future newsletters will follow the corporate AFSA delegate pack/post conference report design</li> </ol> | <p><b>JM</b></p> <p><b>Mo Jogi</b></p> |  |
| <p><b>Meeting Closed</b></p> |  |   |  |  |

## Actions List

To Address the Issue of Facial hair as part of Positive Action at the National Conference- JS

To update certificates of the existing corporate members and handing over the certificates to the reps at the national conference. Presentation of the certificates of the new members at the conference: **AFSA Conference Awards Committee – Mo Ali**

A brief update of the actions on Charity Raffle and other activities on the Awards Night of the Conference: Deep Dale

Arrangements to be made to book John Barnes and update: Mo Jogi.

Smoke and Mirrors: JS, MJ and Conference Committee

1. Dissemination of the report to key people in the Fire Service, CFOs and authorities.
2. Dissemination to the delegates at the conference
3. Send final report of progress to FRSTT.
4. To undertake printing process:

To be sent for consultation to the CFOs and other members: MJ

To be brought to the AGM in June once consultation complete: MJ

To provide an up to date contact list for each FRS: Mo Ali

JM to collate Newsletter items and pics, and forward these to TT in the future.