

New Brunswick Association of Fire Prevention Officers (NBAFPO)
Annual General Meeting 2010, Bathurst NB
April 24th, 2010

Opening of Annual Meeting:

Acting President, Chief Jeff Cross brought the meeting to order at 1400hrs, welcoming members and thanking our Host, Chief Robert Langlais of Bathurst Fire Department, and the planning committee for an excellent job of this year's Seminar.

Reading of Past Minutes:

The minutes of the 2009 AGM were read by Maria Northrup. Jeff asked if there were any errors or omissions. None reported. Frank Guitard motioned that the minutes be accepted as read, William Whittaker seconded, all in favour, motion carried.

Financial Report (see attached):

Maria reported that we began last year in the red, had \$6, 014.23 in the account as of last year's AGM, and current balance is **\$17, 914.20** as of 4/23/10, with monies from this year's Seminar still to be calculated (in and out), but there will not be too much of a difference in the final total. Tim asked if a written report is available, and Maria responded that she had a few copies available now if anyone wanted one, and the report would be attached to the minutes. Frank Guitard motioned that the financial report be accepted, Randy MacTavish seconded, all in favour, motion carried.

President's Report-Acting President Jeff Cross:

Jeff again announced the passing of President Leo Mulholland, for those who did not attend the opening ceremonies and tribute to Leo.

The 2009 Fire Prevention Week Launch was held in St. Andrews and was very successful, with great attendance from fire and other emergency services, dignitaries, and the general public. ``Fire Chief for the Day`` was also a huge success.

The 2010 Launch, to be held Saturday, October 2nd, will be hosted by the Perth Andover Fire Department. The Ad-hoc committee has decided on the following for the 2010 Fire Prevention theme: ***Consider the Risks.....Watch What You Heat***

Jeff expressed his excitement at seeing the Investigations & Inspections committees working well under Chairman Randy MacTavish, and the recent start of the Education Committee under Chairman Jody Pratt. With our good working relationship with OFM and NBAFC, he feels we will have great success with the new committees, and our growth as an Association.

Inspections/Investigations Committees-Randy MacTavish:

Randy reported that since their start early this year, they have met with Ben Laroche, as well as Ken Harris, who has been very receptive and willing to work with them. Last month they went over the Fire Marshal bulletins to have everyone on the same page. During Thursday's meeting, some issues were raised (building codes/fire codes) that will be addressed, and some individuals have asked to be on the committee.

An Inspections course is now in the works, although only 3 or 4 are registered for that. He was asked if there was still time to join in on the course and responded he believes so,

since it has not begun yet. You need to order the books, sign in, and have 3 months to complete the course (jam session in Fredericton).

A Level 1 Investigations course will take place Oct. 18th to 27th (15 seats left). Courses will be centralized where majority of applicants are located. Levels 1 and 2 will come out of the Province (NBCC) and level 3 (& certification) out of Nova Scotia.

Nathan motioned to accept Randy's report, William seconded, all in favour, carried.

Education Committee-Jody Pratt:

Jody introduced him self and the current committee members, adding that additions to the committee are more than welcome. He handed out a survey, which will help to determine what direction would most benefit our membership for courses, workshops, webinars, etc. *Note: Survey posted on website. Please take the time to fill that out.*

He noted that the Education committee would also be working towards promoting our Association through various game developments to enhance learning in youth, as well as awareness campaigns, etc. As one of the committee mandates is to offer mentoring to department Fire Prevention Officers, a guide book will be developed to assist in delivery of fire and life safety initiatives within their communities. All input is welcome.

Randy motioned to accept Jody's report, Frank seconded, all in favour, carried.

Request for Sponsorship-NorthWest Association-Hubert Morin:

(Residential Fire Prevention & Education Program-"We Believe")

The NBAFPO received a letter from Gerald Martin, President of the NorthWest Association to request a financial contribution of \$1000.00 to help with a Fire Prevention program they are developing. The Board decided to donate \$1500.00 towards the program as it will be in both languages and distributed without cost to all NB Fire Departments (1000.00 as part of the annual grant we request from the Minister-through OFM, and 500.00 from the NBAFPO account). The NBAFPO logo will be displayed.

Hubert explained the program, which will be very "user friendly". New FPOs will be able to understand and follow it, and it will be a valuable asset to your Fire Prevention programs. The French version is near completion and the English will follow soon after.

Jeff presented the cheque to Hubert, stating that he is a strong advocate of partnerships and this proves that if we all work together, great things can happen. Ben Laroche added that the OFM had been first approached with the request and he led them to us, stating that all Fire Prevention requests should go through the NBAFPO.

Poster Draft for Fire Prevention Week 2010-Marc Henrie (Prevention Source):

Marc showed the poster draft, pointing out that one error in the French that would be corrected, and asking for input from the members. The main addition requested was to add the companies that determine safety approval, but it was decided to go with only the "ULC" and "CSA" logos, not to over-clutter the poster. The members were pleased with Mario's artwork, giving approval to have printing started once the BOD approved the final draft.

Constitution Update and Approval-Jeff Cross:

Jeff advised the members that the item pertaining to elections voted on during last year's AGM had an issue with not following "Robert's Rules of Order". An email-vote

was sent out to members, giving thirty (30) days for a decision to be made and it resulted with an overwhelming majority being in favour of the proper procedure, so the constitution is now ready to put to bed, other than translation.

Once translation is complete, it will be sent to all members, as well as being posted on our website. Jeff thanked all involved in helping to get the constitution completed.

Website-Jeff Cross:

Jeff described the issues we have been having with our website, explaining why we had been “shut-down” the week before the Seminar. Mario had doubled his fee last year and this year made it clear that he wanted the higher fee again, as well as “perks”, which included free membership and seminar (including mileage, food and lodging). The BOD agreed to pay the double fee, but did not feel the added costs could be rationalized. Mario gave the ultimatum that we pay or get shut down, and he chose that week to do it.

Although Tim had been in contact with someone to give a quote for web services, he could not be reached during this time, so Jody Pratt was asked by Jeff to create a site for our use, and Jody stepped up to the plate, using www.nbafpo.org, stating that he would continue to maintain the site free of charge if we needed him. Mario refused to give us access to our information, so Maria provided what she could before leaving with the keynote speaker to visit schools. Jeff asked Jody to provide a quote for an actual fee, and Jody, who is bi-lingual, stated that \$1.00 per day (\$365.00 per year) would be ample.

Tim reported that he has a quote of \$500.00 per year from his contact, which would include translation, but he did not know where the translation was coming from. He also announced that his contact had saved the information from the original site, but that was not provided to us.

Jeff felt the issue should be tabled for now as he had concerns regarding translation, etc and felt more information was needed. Frank made a motion to allow the BOD to handle the decision on our behalf after all the information was compiled, William seconded the motion, all in favour, motion carried.

2010 Executive Elections-John LeBlanc (Chair of Nominating Committee):

The positions up for elections this year were President (2 year term), 1st Vice-President (1 year term), 2nd Vice-President (2 year term) and President. The position of Secretary/Treasurer remained in place for a 1 year term.

Robert’s Rules of Order were followed, with nominated names being announced by John LeBlanc and accepted, plus 4 call-outs for nominations from the floor.

Your NBAFPO Executive now stands as follows:

President: Jeff Cross
1st Vice-President: Randy MacTavish
2nd Vice-President: Roy Nolan Jr.
Secretary/Treasurer: Maria Northrup

Congratulations and best wishes for a productive, successful term!

2011 Spring Seminar:

Ben Laroche raised the subject of considering combining the NBAFPO Seminar with the NBAFC Convention. Some pros and cons were discussed and although the majority of members would prefer to keep the two separate, it was agreed that we would take a close look at the option for the future.

Some of the members expressed a desire to see the next Seminar occur a little early to avoid the trade shows in the North, and as this year there would have been a conflict with Easter, the dates decided on for the 2011 Seminar were April 15th to 17th, with the possibility of again having an Investigations/Inspections meeting (as well as early registration) on the Thursday evening (14th).

Darrell Shannon, on behalf of Fredericton Fire Department, offered to host, and it was agreed that the 2011 Seminar would take place in Fredericton, NB.

Presentation of Gift:

Neil MacKenney (Rep for Saint John Fire) has retired as a Board Member and in lieu of Neil's absence at the Seminar, Roy Nolan was asked to accept the gift on his behalf. Jeff expressed his gratitude for Neil's years of service on the BOD and extended well wishes on behalf of all the members of the NBAFPO.

Fire Chief for the Day-Bunker Gear:

Jeff advised that the BOD has made the decision that child-size bunker-gear would be purchased by NBAFPO as a gift for the Gazette winner of "Fire Chief for the Day" each year, rather than borrowing a set to let them wear and taking it back from them.

Mike Bird, from Bird>Stairs, offered to pay for the bunker gear as part of his continued support to Fire Prevention and the NBAFPO.

Frank Guitard moved to adjourn the meeting, seconded by Randy MacTavish, all in favour, carried.

Minutes taken and prepared by: Maria Northrup

Approved by: **President** Jeff Cross

Note: *This year bullet-notes from the debriefing meeting (Sunday, April 25th) are included as an appendage to the AGM minutes, as follows;*

President Jeff Cross began the debriefing by thanking the Seminar planning committee for their efforts. A survey form was given to each member to complete. (Opinions expressed on those forms, but not brought up during the meeting are included in these notes.) If you did not fill out a form and would like to do so, you can find that posted on the website.

Speakers:

- All aspects of Fire Prevention were covered (Inspections, Investigations, Public Safety).
- Appreciated the Thurs. evening meeting for Inspections/Investigations.

- Very impressed with key-note speaker, Michael Gaultois, the variety of speakers and presenters, and the amount of important and interesting information shared.
- Bring back in a Crown Prosecutor, or even a Lawyer that looks after the legal system, for a Q & A, rather than a presentation, maybe having the planning committee give 5 or 6 questions to them in advance and the members can add other questions from the floor.
- Bring in a Defence Lawyer to address liability and what we may need.
- Bring in someone from the Insurance, Real Estate, and Banking Industries, etc.
- Consider having a Tech team to ensure equipment is compatible and working well.
- Consider a mic for questions from the floor.
- Use square or rectangular tables rather than round, to see well and be more comfortable.

Show & Shine:

- Open Show & Shine to the general public in the host region.
- Announce demos (fire extinguishers, etc) that will take place during the S&S.
- Have more people helping in the S&S.
- Great to see Suppliers and the amount of prizes donated by them. Have more come in and give them more space (was a little crowded).

Hotel/Accommodations:

- Host hotel should be code compliance-many areas of concern noted (smoke alarms that did not work, fire doors didn't close & latch, tables blocking exit doors, etc.).
- Firefighters should also practice fire safety and prevention while in hotel.
- Liked having everything take place in the hotel.
- Meals were great, but would like to see juices added to the nutrition breaks, as well as sandwiches without processed meat to the lunches.

Other Ideas/Comments:

- Very well organized, professional and informative. Planning committee did great.
- Make more use of the media, local papers, radio stations, etc.
- Give a little more time between the AGM and Banquet, and bring the banquet and dance (or whatever social activity is planned) closer together time-wise.
- Do more self-promoting, such as hats or t-shirts with our logo on them>we take pride in what we are doing and should show that.
- Association Reps should be working harder to get awareness of the NBAFPO to their member departments. Promote, promote, promote!
- Talk with multi-bulk industries to make it easier to get products designed for safety into our communities, such as flameless candles, smoke alarms, escape ladders, etc.
- Consider buying or making a stand for the NBAFPO banner so that it can be proudly displayed rather than just being stuck to the wall.
- Great to see the Seminar improving each year.

Thank you all for your comments and suggestions. Your opinions are important and help the planning committee bring what you want/need to the next Annual Seminar.

Mark your calendars for April 14th to 17th, 2011. We will see you in Fredericton!