



Minutes of Meeting No. 2

Held: Hanover – Germany

2nd & 3rd June 2005

At: ANDOR Plaza Hotel

1. Opening of meeting and Welcome

After all the delegates from each Country provided a round of self-introductions the Chairman of CFPA Mr Rob Llewellyn extended a warm welcome and thanked everyone for making the effort to attend. Mr Llewellyn also noted that Mr Sun Lun and Mr Yin Tielin from China and Mr Bob Taylor from New Zealand were attending their first meetings of CFPA-A.

Present: Mr Sun Lun (China), Mr Yin Tielin (China), Ms Li Dan (China), Mr Bob Taylor (New Zealand) Mr Steven Ooi (Malaysia), Michael Toh (Malaysia), Mr Rob Llewellyn (Australia), Mr Chris Orr, Mr Ross Hodge (Australia) Mr Sardiyo Sardi (Indonesia) Mr Peter Petrus (Indonesia)

Special Guests: Mr George Miller (USA) Mr Martin Reiss (USA), Mr Gerd Sigel (Germany)

Apologies: Apologies were received from Pakistan and Thailand

3. CFPA Asia By-Laws

It was agreed that the other members present should approve both China and Indonesia's membership to CFPA-A.

Moved: Mr Steven Ooi – That Indonesia's CFPA-A membership be approved

Seconded: Mr Orr

Motion to admit Indonesia to CFPA-A membership was carried.

Moved: Mr Steven Ooi – That China's CFPA-A membership be approved

Seconded: Mr Orr

Motion to admit China to CFPA-A membership was carried.

A number of amendments to the draft Bylaws for CFPA-A were proposed, these changes were:

- A new section 2.3.5 was added;
- Clauses 3.2.1. & 3.2.2 were deleted and clause 3.2.3 was moved to form a new clause 3.1.3;
- Clause 4.3.5 was deleted;
- Clauses 4.1.1. & 4.5.3 had the word committee inserted;
- Clause 5.3.1 had additional words inserted;
- A new clause 6.1.2.3 was inserted; and
- Clause 8.1.8 had new wording inserted

After further discussion it was agreed that when an applicant for CFPA-A was in attendance at a meeting they would be requested to leave the meeting while discussion took place in regards to their admittance to the organisation.

Moved: Mr Sun Lun - The CFPA-A Bylaws be adopted with the amendments as agreed.

Seconded: Mr Steven Ooi

The CFPA-A Bylaws and the amendments as proposed were adopted.

4. Election of Office Bearers and Executive

Mr George Miller accepted the role to Chair the meeting for the appointment of Office Bearers. Mr Miller expressed a note of appreciation for the progress in forming CFPA-A and he also thanked Mr Llewellyn and Mr Hodge for their work in drafting the Bylaws.

Mr Miller called for nominations for Office Bearers to be appointed for the next three-years.

Nomination for Chairman: Mr Rob Llewellyn (Australia)

Proposed: Mr Steven Ooi (Malaysia) **Seconded:** Mr Bob Taylor (New Zealand)

Nomination accepted and carried.

Nomination for Vice Chairman: Mr Sun Lun (China)

Proposed: Mr Steven Ooi (Malaysia) **Seconded:** Mr Chris Orr (Australia)

Nomination accepted and carried.

Nomination for Treasurer: Mr Steven Ooi (Malaysia)

Proposed: Mr Sun Lun (China) **Seconded:** Mr Chris Orr (Australia)

Nomination accepted and carried.

Mr Llewellyn resumed the role of Chairman and thanked Mr Miller for his assistance and congratulated Mr Sun Lun and Mr Ooi for being appointed as Office Bearers. Mr Llewellyn noted that Mr Hodge would continue to provide CFPA-A's secretariat duties (as noted in Bylaw clause 7.1) and he also thanked FPA Australia for organising the meeting venue for this CFPA-A meeting.

The meeting then resolved to appoint the following members to the Executive:

- Mr Bob Taylor (New Zealand);
- Mr Sardiyo Sardi (Indonesia); and
- Mr Ismail Ghani (Pakistan) would be requested to consider joining the Executive.

5. Membership to CFPA-Asia

There was general discussion in regards to countries that had the potential to become members of CFPA-A.

It was resolved that:

- 1) Mr Ooi would contact with both Thailand and Singapore and then advise Mr Hodge who would follow-up with letters inviting those two countries to join.
- 2) Mr Sun Lun would make contact with both Japan and South Korea and request them to consider becoming a members of CFPA-A.

There was also further discussion in regards to possible countries in the Middle East joining CFPA-A and Mr Ooi offered to talk to Mr Hatem Kheir from Egypt in regards to Dubai and other countries from that region becoming members. It was agreed that it was important to have solid membership at CFPA-A to ensure a balance for voting at CFPA-I meetings.

6. CFPA – International

6.1. Update on CFPA–I Matters by Mr Steven Ooi

Mr Ooi informed the meeting that he had attended the last three meeting of CFPA-I that have been held in Paris, Miami and Minneapolis. Mr Ooi noted that member subscription costs (a concern for New Zealand) had been discussed at the last meetings.

Mr Llewellyn noted that this would be the last meeting of George Miller as Chairman of CFPA-I and felt that consideration should be given by the “I” group to have him appointed as President Emeritus.

Mr Ooi advised that following Mr Miller’s retirement the likely makeup of the new CFPA-I Executive would be:

- Chairman Arthur Cote (USA)
- Vice Chairman Benoit Clair (France)
- Secretary/Treasurer Hubert Ruegg

The Board made up of Regional Directors would be:

- Sweden
- Egypt
- Either Malaysia or China

At this point Mr Sun Lun advised that he would withdraw his nomination for regional representation on the CFPA-I Board This would allow Mr Ooi to remain as a Director without the need for a ballot at the CFPA-I meeting.

A motion was then put to the meeting that CFPA-I appoint immediate past President Mr George Miller as President Emeritus.

Proposed: Mr Orr **Seconded:** Mr Ooi

The motion was carried.

It was agreed that Mr Ooi and Mr Llewellyn would also speak to other CFPA-I members before Sunday’s meeting to gauge support for appointing Mr Miller as President Emeritus.

6.2. Next CFPA – I Meeting

Mr Llewellyn advised the meeting that Mr Ooi, Mr Hodge and himself had a telephone link up several weeks earlier to discuss possible options for countries/members to host future CFPA-A and CFPA-I meetings. It was agreed that CFPA-A would meet at least once every year and those meetings would be tied into the Executive and General Assembly meetings of CFPA-I. The following meeting schedule was agreed.

Year	CFPA – Asia	CFPA – International	Location & Time of Year
2006	Meeting	Executive	Australia/Melbourne November
2007	Meeting	Executive	Malaysia/Indonesia September/October
2008	General Assembly	General Assembly	China/Beijing October

7. CFPA – Asia Activities

7.1. CFPA-A Seminars

It was resolved that conducting seminars would be an excellent opportunity for both exchanging information and raising income to fund the activities of CFPA – Asia. Collectively each member country would have access to a number of speakers. Mr Ooi suggested that seminar profits be split 80/20 with the majority going to the country hosting the seminars as those countries would have to undertake a lot of the organising and administration of the events.

Mr Petrus advised that he would be keen to host something in Jakarta within the next year, suggesting June 2006. It was resolved that Mr Petrus would write to the Executive of CFPA-A outlining a possible Seminar to be held in Jakarta – Indonesia.

7.2. CFPA A Strategies to Assist Members

It was agreed to discuss this agenda item after the presentations the next day.

7.3. Promotion of Fire Safety in the Region

It was agreed to discuss this agenda item after the presentations the next day.

Meeting for Day 1 Closed at 4.00pm

Day 2

At the opening of the meeting on day 2, Mr Sun Lun announced that he would be honoured to invite everyone to have lunch in the hotel dining room at 12.30pm when the meeting closed. Mr Sun Lun noted that the meeting had established very good relationships and he hoped everyone had the opportunity to visit China.

8 Bushfire Development in the Region

Mr Llewellyn passed on an apology from Mr John Clampett of the Commonwealth Scientific Industrial Research Organisation (CSIRO) in Australia who was unable to attend CFPA-A due to another important meeting. However Mr Llewellyn was able to provide the update on Bushfire Development/Research.

The Australian Government, Universities and Fire Services including New Zealand's Fire Service had agreed to work together to research the effects of bushfires/wildfires. Australia over the past 4-5 years had suffered a number major bushfire. The Australian capital city of Canberra had lost 2000 homes several years ago and the major cities of Melbourne/Sydney/Adelaide/Perth had all experienced serious bushfires in recent times. A total of \$15 million has been allocated to research through the establishment of a Bushfire Cooperative Research Centre (CRC) that will study suppression, prevention, and public education. There will also be further studies into aerial fire-fighting using helicopters, bombers, use of different fire retardants and the general public reaction.

Over the next three-years a lot of the research will be published to help manage bushfires. At the next meeting of CFPA-A (proposed for Australia in 2006) a CSIRO representative will attend and share with us what they have learnt. It is still early days, but by next year a lot of information will be available to pass onto the CFPA-A members. Mr Llewellyn noted that at web site for the Bushfire CRC was: www.bushfirecrc.com and that a link would be established from the CFPA website.

Following Mr Llewellyn's update of the bushfire research in Australia there was a number of questions regarding the current status of managing & fighting bushfires in Australia.

Q) Mr Sun Lun, How does Australia observe and monitor bushfires.

A) Satellite technology is used with computers on line to observe and monitor. Also, on days of high bushfire danger planes are used for aerial surveillance. As well Australia has mountain top observation points that can scan vast areas of the country side that is at considerable risk from bushfires.

Q) Mr Sun Lun, Is managing bushfires the responsibility of the Government Departments or the Fire Services.

A) This is very difficult question as the states and territories in Australia are all different with the responsibility sometimes with Fire Services and in other areas Forestry or Government Departments. However they do share resources such as helicopters and water bombers.

Q) Mr Sun Lun asked if Aircraft or helicopters are used do they use water or chemical.

A) Water, foam and chemicals are used. Currently evaluating the use of a Jumbo jet which uses chemicals, but currently mostly helicopters with buckets/tanks provide the most flexible use.

Mr Sun Lun commented that managing bushfires and forest fires was important in his country and China had made a big effort to reduce these fires and the impacts they have. He thanked Mr Llewellyn for the information he had shared and suggested that this should be a regular topic for CFP-A. He advised that China has a special Government Department to manage and research this important subject and he would inform the Director who heads up that Department of this discussion.

Q) Mr Taylor from New Zealand enquired if Australia had a Standard covering the requirements of building in bushfire prone areas.

A) Currently the Australian Standard *AS3959 Construction of Buildings in Bushfire Prone Areas* is going through a revision process that is also creating a considerable level of debate. CSIRO are also looking at this issue. It was also noted that in Australia external sprinkler systems were also being considered as protection for houses from bushfires and that the Australian philosophy was also leaning towards a "stay and protect property" approach to bushfires.

Mr Orr provided an overview of the FPA Australia special interest group that had been established for people who provide services in planning and design in bushfire prone areas. The Bushfire Planning and Design-Special Interest Group (BPAD-SIG) provides a forum where practitioners, fire services and regulators can discuss matters that relate to design and construction in bushfire prone areas.

In summing up this agenda item, it was agreed that it was an important subject for all the members of CFP-A and China's comments was noted that it would be a good topic for seminars.

N.B. Information on the bushfire CRC in Australia can be found on www.bushfirecrc.com .

9. Reports from Members on Fire Protection Issues of Local or Regional Significance

Each of the CFPA-A member countries gave a presentation on key fire protection matters and developments in their respective homelands.

N.B. Following the presentations it was agreed that each of the countries would forward the secretariat with a set of notes from their presentations that would be placed on a CD with a copy to be sent to each member. It was also agreed that photos would also be forwarded to the secretariat to put on the CD. The secretariat contact details are rossh@fpaa.com.au

10. Other Business President Emeritus

There was further discussion regarding the decision from the previous day to propose that Mr George Miller be appointed President Emeritus at the CFPA-I. Following the first day of the CFPA-A meeting Mr Ooi had spoken with Mr Benoit Clair (France) from regarding the proposed nomination and he had indicated initial support for the proposal, but would have to follow up with the CFPA-E group. Mr Ooi had also spoken to Mr Arthur Cote (NFPA) who had noted the Rules/ Bylaws of CFPA-I might have to be amended to have a President Emeritus appointed. Therefore, if there were any objections it might be difficult to proceed.

It was suggested that further lobbying/discussion might need to take place with other CFPA-I members before the motion was put to the CFPA-I meeting. It was also raised that if the motion were to go ahead that it maybe preferable for Mr Sun Lun to propose on behalf of the CFPA-A group.

CFPA-I Fees

Mr Bob Taylor raised a concern with the fees that had been set for membership to CFPA-I. Mr Taylor advised that his Board were of the view that the new fees were too high and that New Zealand might have to withdraw from CFPA-I membership. He explained that the new subscriptions did not reflect the population size and/or ability of some of the smaller nations to be able to pay compared to what would be of little cost concern for larger countries/member organisations. It was noted by Mr Ooi that there had been support for the increases from a number of countries.

There was some general discussion on what might be a reasonable rate for a smaller nation to pay in subscriptions and what New Zealand would consider being a fair fee for them to maintain CFPA-I membership. It was agreed that Mr Taylor should raise the matter at the CFPA-I meeting and put an option for payment that could be supported by the other CFPA-A members who had a vote at CFPA-I.

CFPA-I Proposal - "Code Development Guidelines for Performance Based Fire Safety"

Mr Llewellyn opened discussions on the CFPA-I proposal to endorse a code or guidelines for performance based fire safety and an MOU with RJA.

It was agreed that although a worthwhile exercise to assist some member countries, the proposal may be in conflict with member country's similar guidance material.

Mr Llewellyn referred members to a recently published document, with endorsement from the USA, Canada, New Zealand and Australia on Performance Based Fire Safety titled International Fire Engineering Guidelines. Mr Llewellyn presented Mr Sun Lun with a complementary copy of the document and agreed to provide further information to members on how this document could be used or applied in other countries.

It was agreed that CFPA-A would propose to CFPA-I that a procedure to develop Guidance Material be prepared and circulated to all members and that the MOU and proposed Code Development Guidelines would be rejected.

11. Next meeting

The next meeting of CFPA-A will be held in Melbourne in November 2006.

12. Close of Meeting

Chairman Mr Llewellyn closed the meeting at 12.30pm and thanked everyone for their attendance and input over the past two days and looked forward to everyone coming to Melbourne Australia in 2006 for the next scheduled CFPA-A meeting. Mr Llewellyn also thanked China for providing the lunch that was to follow at the close of the meeting.