Canterbury Provincial Fire Brigades Association
Annual Conference
Saturday 12 September 2015
Hot Springs Hotel, Hanmer Springs

Conference Opened at 0900hrs
Peter Helps welcomed everyone and gave general housekeeping matters.

Winton Dalley, Mayor of Hurunui District officially opened Conference, speaking about the Hurunui District and the 450 volunteers working to keep the community safe. He also acknowledged the anniversary of the Twin Towers. He thanked everyone for their ongoing dedication and commitment, working within their communities to keep them safe.

Chief Fire Officer John Donaldson of Hanmer Springs Volunteer Fire Brigade, welcomed everyone to his town and spoke about Hanmer, whose population goes from 800 residents to over 3,000 people at weekends. He was grateful for the opportunity to host the centenary conference and as his brigade is 90% self employed, they appreciated the support holding the conference provided

Introduction of Current Office Bearers
CPFBA President Peter Helps introduced the Current Office Bearers, Immediate Past President, Steve Trigg of Rolleston, Senior Vice President, Alan Hemsley of Akaroa, Junior Vice President, Warren Maslin of Ashburton, Brigade Representative Mike Allen of Rolleston, Challenge Panel Convenor, Ces Pacey of Amberley, Challenge Panel Members; Joost Kepers of Darfield, Quentin Inkersell of Rolleston, and Ian White of Lincoln, and Events Coordinator Barbara Clarkson of Rangiora.

Roll Call
Events Coordinator Barbara Clarkson read out the roll.
Brigades Present:
Airport Fire, Akaroa, Amberley, Ashburton, Brooklands, Christchurch Firefighters Social Club, Culverden, Darfield, Diamond Harbour, Dunsandel, Fairlie, Hanmer Springs,Hawarden, Kaiapoi, Kirwee, Leeston, Lincoln ,Little River, Lyttelton, Methven, New Brighton, Pleasant Point, Rakaia, Rangiora, Rolleston, Sheffield, Southbridge, Southern Comms, Springfield, Timaru. Woodend
Executive Present:
Steve Trigg, Peter Helps, Alan Hemsley, Warren Maslin, Mike Allen
Challenge Panel members present
Ces Pacey, Joost Kepers, Quentin Inkersell, Ian White, Barbara Clarkson

Past Presidents present:
A Cockburn, R Gardner, B Schimanski, S Hubbard, N Lilley, A Kittelty, R Ashby, M Price, R Brokenshire, E Archibald, A Burgess, T Smith, J Duke, T Moylan, J McArthur, P Dench, D Hassall, R Gardner, R Ashby, J Grenfell
Life Members present:
S McLennan, J Hayes, B Hassall,

Apologies
Barbara Clarkson read out apologies received prior to Conference, and asked for any further apologies.
Apologies from: Tyrone Burrowes, CPFBA Executive; Claire Spear CPFBA Secretary; Murray Hamilton, Waimate; Bill & Denise Clarke, Past President; Des Earl, Past President/Life Member; Chris Price, Ashburton; George Verry, CEO UFBA; Kim Stewart, Past President; Les McGillen, LHM; Mike McGillen, Past President
Moved/Seconded S Robinson Woodend/ J Donaldson Hanmer

Reading of Obituaries and Minutes Silence
President Peter Helps welcomed delegates to the 99th Annual Conference and asked all to stand as a mark of respect to those who have answered their final call. Barbara Clarkson read out the list of obituaries following which 30 seconds silence was observed.
Russell Kerr, Peter Weeks, Alan Kelly, Denzil Law, Paul Grimwood, Lyndsay Smith, Stan Carson

Election of Scrutineers
Past Presidents Jim McArthur, Taff Hubbard, and Tom Smith were elected as scrutineers.
Moved/Seconded B Schimanski /A Hemsley carried
Voting numbers: Executive 5, Delegates 32, Total 37
2/3 = 25
½ = 19 majority

Minutes of previous conference
President Peter Helps asked for someone to move that the Minutes of the 98th Annual Conference in 2014 as circulated be taken as read.
Moved/Seconded D McGillen Timaru/ Mark McBride New Brighton

Business arising from the minutes
Russell Carlaw not Carlyon in 2014 obituaries

Correspondence
Nil

CPFBA Annual Reports:

Financial Report
Senior Vice President moved the Financial Report previously circulated be taken as read. There was no discussion needed.
Moved/seconded W Maslin/ S Allred Methven carried

Presidents Report
President Peter Helps presented the President's Report
Moved/seconded P Helps /R Foster Kaiapoi the report be adopted. Carried

Challenges and Events Report
Barbara Clarkson read the Challenges report.

Steve Trigg read the Operation Canterbury Report

Sub Association Reports
Mid Canterbury Sub Association - Andrew Yaxley – President
A Yaxley introduced himself and his team. He reported on the year's competitions and plans for the coming year. He outlined his focus on increasing participation from all member brigades at both competitions and in supporting the sub association by attending meetings.

North Canterbury Sub Association - no report

Patron Alan Cockburn addressed the meeting. He spoke about how the Provincial was formed and the many years of dedicated service from some very memorable people whose legacy continues today. He wished the Provincial another 100 years of success.

Some of the partners joined the meeting to hear the guest speaker.

Keynote Speaker
Warren Maslin introduced the keynote speaker, Tony Christiansen, who entertained and inspired the conference as he spoke of the challenges and victories he has faced in his life following an accident at the age of nine which resulted in losing both of his legs. With determination and a clear vision he has gone on to create a million dollar business, climb mountains, race cars, and win Paralympic Medals. He challenged those present to not let their perceptions of themselves or others prevent them from achieving their dreams.

Guest Speakers

New Zealand Fire Service Commission – Dave McFarlane, Deputy Chairman
Dave spoke comprehensively, updating conference on recent developments, including the outcomes of the 2020 Vision consultations. Over 450 pages of feedback are being analysed and put into both short and long term action plans.
Safety and Wellbeing remain a focus, and reviews and audits will produce next steps and ways to support brigades.
He thanked all present or their continuing hard wrk and commitment and the attainment of 100 years service to Canterbury.

UFBA
President – Mark Adie
Mark congratulated Canterbury on their centenary. He outlined his role within the UFBA and the role of the UFBA in running challenges, continued advocacy for brigades at the Fire Service Review process, and managing honours presented
Nigel Lilley – Director
Nigel brought congratulations from the board and apologies from CEO George Verry who was unable to attend.
He outlined recent activity including participation in the Fire Review Panel, a review of the UFBA by Price Waterhouse resulting in a new action plan, available on the website, changes in the office including Advocacy and Member support staff and roles, and continued submissions to the Fire Services Review. He also noted that Brigade Support continues to be a growing area of work for the UFBA. He thanked the CPFBA for their continued support.
Joe Manihera – Technical Panel
Joe spoke of challenges past and present. The number of challenges offered has increased from nine to eleven. These include 5 Waterways, 3 Firefighter Challenges, 2 Road Crash Rescue, and Drivers.
He reminded conference that host brigades are always needed and assured them that there are much better systems in place to ensure success. He also called for more people to put their names forward for officiating at events.
The waterways rules review is complete, the next rule review is for the Driver Challenge.
He praised the CPFBA for their high level of support for all events and for holding all events and promoting them to members, resulting in a high level of participation at UFBA events. He highlighted the work of the CPFBA challenge panel both locally and nationally.

NZ Fire Brigades Institute

Scott Lanauze outlined the role of the NZFBI and it's members. He updated conference on recent changes and challenged delegates to become more involved.

New Zealand Fire Service

Max Hood – Director of Training

Max conveyed apologies from Paul Baxter, National Commander. He read Paul's prepared speech which spoke of the 8,500 volunteers and 2,000 paid staff, and 3,500 rural firefighters who make up the Fire Service. He stated that cooperation between these groups benefits everyone, and also that NZ owes a great debt to all emergency services volunteers. The recruitment and retention of volunteers remains vital for everyone. He also spoke of the outcomes of Vision 2020 now underway. Workplace safety remains an important focus with needs being addressed and procedures being upgraded. He concluded with his appreciation of the ongoing positive working relationship between the NZFS and the UFBA.

Steve Turek – Region 4 Commander

Steve presented a power point overview of the last year including: Vision 2020 Sessions, Staff Movements, Property Work, Equipment Roll outs, Training and Skills Development, and Fleet changes.

He then talked about challenges being faced by the region. These are the Fire Service Review, Vision 2020 delivery, Volunteer Training, improving OSM and resourcing, Volunteer sustainability, Weather pattern changes, Risk Reduction and Radio upgrades

Dave Berry - Canterbury Area Manager

Dave informed conference of his pride in having so many National Champions from his area. He also spoke of the appointment of Steve Butler as his 2IC, and two new CFO's, and three new DCFO's in his area. A focus for the year has been the installation of new doors at many stations throughout the area as we'll as new station builds going ahead.

Paul Henderson - South Canterbury Area Manager

Paul presented a power point outlining events at the recent Fatal Fire in Waimate. He explained what happened and how it was handled to such a high standard. He reiterated the need to promote Home Fire Safety checks in all areas.

Dave Stackhouse - Christchurch Metro Are Commander

Dave congratulated the CPFBA on their choice of Keynote Speaker who surely inspired all present. He outlined the strengths in his area of management, leadership and connections, and also spoke about the rebuild of the Christchurch Station and changes in New Brighton.

He congratulated the CPFBA on their running of challenges and encouraged more brigades to participate and increase competitor numbers.

At present there is a drone being trialed, it is on the command unit and provides excellent footage at incidents.

He acknowledged the retirements of Diamond Harbour CFO, VSO Alan Johnson after 45 years service, and Anne Davidson, Business Support after 26 years service.
He spoke of the legacy of the last 100 years and encouraged those present to ensure the next 100 years continue and build on this.

Resumes

SFF Mike Allen from Rolleston presented his resume for remaining a Brigade Representative member.
Darryl Sweeney, from Sheffield, presented his resume for becoming a Brigade Representative member.
Kath Love, from Southbridge, presented her resume for becoming a Brigade Representative member.

Election of Officers

President (1 required)

Senior Vice President SO Alan Hemsley of Akaroa has been nominated as President – Duly Elected

Vice Presidents (2 required)

QFF Warren Maslin of Ashburton has been nominated as Senior Vice President – Duly Elected
DCFO Tyrone Burrowes of Rakaia has been nominated as Junior Vice president – Duly elected

Brigade Representatives (2 required)

SFF Mike Allen of Rolleston, Darryl Sweeney of Sheffield, Kath Love of Southbridge have been nominated to the position of Brigade representatives.
A ballot was held:
Results: SFF Mike Allen and Kath Love elected.

Challenge Panel Members (4 required)

Ces Pacey Amberley, Joost Kepers Darfield, Quentin Inkersell Rolleston were all nominated as challenge panel members – Duly Elected

Trustees (2 required)

PP Jim McArthur & PP S Hubbard remain as trustees.
Moved/seconded M Allen / Robinson Woodend Carried

Accounts Reviewer (1 required)

W Maslin moved Gary Duncan
Moved/Seconded Maslin /Hutcheson DarfieldCarried

Patron (1 required)
Alan Cockburn remain as Patron.
Moved S Trigg… approved by acclamation Carried

Presentation of Remits

Mike Allen presented the first remit: **Addition of Clause 18. (b) 1 to Constitution**

Intention: To add a rule that would allow for CPFBA championship medals / bars & overall winner trophies to still be presented at CPFBA Waterway challenges, when the minimum team rule 18.(b) is in play, if the winning team(s) results prove that they are worthy, by comparing them to the previous national winning team(s) results.

Proposed New Rule

Addition of clause 18. (b) 1. to the CPFBA Constitution

When rule 18(b) applies to a Waterway Challenge, the winning two or four person team shall still be eligible to be presented Championship medals / bars & overall winner's Trophy, if, when their Provincial times are transposed onto the previous National Challenge results in time sequence, and the subsequent points are allocated and totaled, the calculation shows that the team has achieved 80% or more of the total points that were scored to win the previous National Waterway Challenge. Calculation rounding shall be to one decimal place.

If any Waterway Challenge event is altered / added / removed by the National Technical Panel between when the previous National Challenge was run and the current Provincial Challenge; the Provincial Technical Panel shall have the right to exercise discretion in adjusting how the above calculation is made to ensure it is fair and just.

Brigade Moved: Christchurch Airport Fire Service
Brigade Seconded: CPFBA Executive

Tom Reid, Christchurch Airport, spoke to the remit explaining the rationale behind it and how it would be implemented.
PP A Kittelty questioned why the remit was only in regard to Water Ways.
Peter Helps replied that other events would be addressed in the coming year.
Carried

Steve Trigg presented the second remit: **Rename Three Executive Titles**

Intention: To modernise the CPFBA executive titles of Brigade Representative (2 of), Junior Vice President & Senior Vice President to Executive Member (3 of) & Vice President.

Proposed Rule Changes: **Change clause 8(b) of the CPFBA Constitution from:**

The Executive of the Association shall consist of:

President
Immediate Past President
Senior Vice President
Junior Vice President
Two Brigade Representatives
A total of six all with voting rights,

To: *The Executive of the Association shall consist of:*

President
Immediate Past President
Vice President
Three Executive Members
A total of six all with voting rights

Change clause 10(b) of the CPFBA Constitution from:

To be eligible for nomination as President or Vice President, nominees must have served not less than two years as a Brigade Representative. The Vice President having the second term of office shall be Senior. If two (2) new members are appointed Vice Presidents, the member with the largest number of votes shall be Senior.

To: *To be eligible for nomination as President or Vice President, nominees must have served not less than two years as an Executive Member.*

Change clause 10(g) of the CPFBA Constitution from:

No more than one (1) member from any one Brigade may be elected as a Brigade Representative.

To: *No more than two (2) members from any one Brigade may be elected as an Executive Members*

Brigade Moved: CPFBA Executive
Brigade Seconded: Darfield Volunteer Fire Brigade
PP N Lilley questioned if this would change the terms of the elections.
P Helps replied that there was no intention of changing the term.
Carried

Warren Maslin presented the third remit: **Update Payment Clauses**

Intention: To update the CPFBA constitution clauses that relate to making payments by cheque only to allow payments to be made by electronic banking.

Proposed Clause changes to the CPFBA Constitution

Rule 11 (g) changed from: *To keep a current account at a Bank mutually agreeable to the Executive and the Secretary/Treasurer. The account to be in the name of, "Canterbury Provincial Fire Brigades Association". All payments to be made by cheques and each cheque signed by the Secretary/Treasurer, and one of the duly elected Trustees.*

To: *To keep a current account at a Bank mutually agreeable to the Executive and the Secretary/Treasurer. The account to be in the name of, "Canterbury Provincial Fire Brigades Association". All payments to be made by cheque or electronic banking and each cheque / transaction signed / approved by the Secretary / Treasurer, and one of the duly elected Trustee*s.

Rule 12 (c) changed from: *Shall keep a true and faithful record of all business transacted at Executive, General and Special Meetings of the Association and to issue receipts on printed forms supplied by the Association. To co-sign cheques with a Trustee and submit all accounts as may be required by an auditor provided by the Association.*

To: *Shall keep a true and faithful record of all business transacted at Executive, General and Special Meetings of the Association and to issue receipts on printed forms supplied by the Association. To co-sign / co-approve cheques / electronic transactions with a Trustee and submit all accounts as may be required by an auditor provided by the Association.*

Brigade Moved: CPFBA Executive
Brigade Seconded: Rakaia Volunteer Fire Brigade
It was noted that the wording should be changed from 'auditor' to 'accounts reviewer'. – Burgess; Ashburton.
W Maslin explained how the system worked, with trustees needing to each log in to the system using a code, a very secure method of online banking.
Carried

Alan Hemsley presented the fourth remit **- Events Coordinator**
Intention: To update the CPFBA constitution to acknowledge the position of CPFBA Events Coordinator

Proposed New Clause & sub-clauses to the CPFBA Constitution

19. EVENTS COORDINATOR

(a) *The position of Events Coordinator shall be by appointment by the Executive of the CPFBA. The Executive shall, as and when necessary, seek suitable applicants nominated by a Member Brigade, for the position. The successful applicant will be selected on merit following consideration by a "selection panel" convened by the Executive for that purpose. The Executive may co-opt other suitable person/s to the panel to assist in this process.*

(b) *The Events Coordinator will work under the direction of the Challenge Panel Convenor to:*

- *Maintain up to date resources for all events, including scoring programmes, equipment requests, scoring sheets and rules, Certificate Templates, disclaimers,*
- *Liaise with Canterbury brigades, UFBA and NZFS staff to access equipment/resources as needed*
- *Collate entries for events, communicate with competitors as required*
- *Attend all events in the role of Field Secretary, take registrations, enter data and collate results, and assist with presentations.*
- *Maintain a database of all Canterbury Trophies and where they are.*
- *Keep a supply of medals and bars sufficient for all events*
- *Attend all Provincial meetings*
- *Work alongside all Executive and Challenge Panel members to ensure the Provincial maintains its high profile*
- *Add photos and notices to the Provincial Facebook Page as appropriate*
- *Use the CPFBA dropbox to store all results, updated in annual folders*
- *Assist with Sub Association and UFBA events where possible*

Brigade Moved: CPFBA Executive
Brigade Seconded: Rolleston Volunteer Fire Brigade
Carried

Invitation to hold Annual Conference 2016/2017
2016 – Ashburton 2017 – South Canterbury Location

Invitation to hold Annual Waterways Competitions 2016/2017
2016 – 2017 -
Invitation to hold Annual Golf Tournament 2016/2017
2016 - Akaroa , 2017 – Rolleston, 2018 - Ashburton

Invitation to hold Annual Firefighter Challenge 2016/2017
2016 – Ashburton, 2017 –

Invitation to hold Road Crash Rescue 2016/2017
2016 -

General Business

- Tom Reid was presented with his gold bar and certificate for winning the Drivers Challenge
- Term Deposit: After considerable investigation Peter had only discovered inconsistent anecdotal evidence on conditions that had been applied to money donated and put into term deposit many years ago. Further funds had been added since and were being treated as inaccessible under those anecdotal terms.

P Helps proposed to annul any previous conditions that had been applied to funds that were in the term deposit in favour of the Executive and Trustees managing the funds with the same prudency they apply to all other CPFBA finances. Moved P Helps, CPFBA/ Palmer, Diamond Harbour – Carried.

Setting of Annual Reimbursements:
Secretary: $800 Moved/seconded A Hemsley/ K Love, Southbridge - Carried
Events Coordinator: $400 Moved/seconded M Allen/ K Taege, Sheffield - Carried
Minutes Secretary: $150 Moved/seconded W Maslin/ K Taege, Sheffield - Carried

Setting of Sub Association Grants:
To remain at $250.00
Moved/seconded S Trigg/ D Gregg, Dunsandel – No discussion - Carried

Fixing of Subscriptions:
Subscriptions are currently $180. Moved/seconded A Hemsley/A Yaxley, Lyttelton No discussion was entered into. Carried

Installation of Office Bearers
Immediate Past President Peter Helps installed Alan Hemsley as the new President of the CPFBA.

Senior Vice President Warren Maslin moved that a Life Honorary Medal be presented to the Immediate Past President Steve Trigg. A Life Honorary Medal and badge were presented by PP S Trigg. PP Steve Trigg thanked the provincial for their time and support.

PP Steve Trigg presented the Immediate Past President Badge and Shield to IPP P. Helps.

PP Steve Trigg was presented with a plaque and his wife Shelley with flowers by IPP P. Helps, then was escorted from the stage.

New President Alan Hemsley installed the new Executive;

IPP President	Peter Helps – Rangiora
Vice President	Warren Maslin – Ashburton
Executive Member	Tyrone Burrows – Rakaia
Executive Member	Mike Allen – Rolleston
Executive Member	Kath Love - Southbridge
Challenge Panel	Ces Pacey – Amberley
	Joost Kepers – Darfield
	Quentin Inkersell – Rolleston
	Ian White - Lincoln

Any Further Business

It was moved that the ballot papers be destroyed.
Moved/seconded McArthur / Schimanski carried

President Alan Hemsley thanked CFO John Donaldson and the Hanmer Springs Brigade for hosting the Conference, Stand in and Minute Secretary Barbara Clarkson of Rangiora, IP President Peter Helps and the Executive, Past Presidents, and Patron for their support and knowledge shared.
Patron A Cockburn thanked the conference for the honour of remaining CPFBA Patron, congratulated the new members of the executive, and thanked the CPFBA team for their efforts in providing a great conference.

President Alan Hemsley declared the 99th Annual Conference of the Canterbury Provincial Fire Brigades Association closed at 1400hrs.

Signed as Approved Record:
By:
Date: