



U.F.B.A

UNITED FIRE BRIGADES'
ASSOCIATION OF NEW ZEALAND

MINUTES - DAY TWO

139th Annual Conference of the United Fire Brigades' Association (Inc) held at the Pullman Hotel in Auckland on Saturday 28 October 2017.

At 08:01 hours, President Kittelty called the Conference to order.

Confirmation of Minutes from Day One

There was one amendment to the minutes:

- Page 2 – Obituaries – George Clode, Carterton VFB should be **Gordon** Clode.

MOTION: That the minutes taken on Day One be adopted subject to the amendment listed above being made.

Moved: D Sayer, Sumner
Seconded: D Cain, Whanganui

The Motion was **CARRIED**.

Address from UFBA Chief Executive Officer Bill Butzbach

President Kittelty welcomed Mr Butzbach to the stage. Highlights from his address included:

- Part of the role of the UFBA and that of Fire and Emergency NZ is to demystify areas of change
- The UFBA will work alongside Fire and Emergency NZ on your behalf to realise their vision
- Mr Butzbach acknowledged former Chief Executive George Verry for his mentoring and sage advice, and for his excellent handover
- There are two important parts of a successful organisation – knowledge and networking
- The job of the UFBA is to build knowledge and provide ways to network
- The value of all volunteers' contribution in NZ is \$3.5 billion. You make a wonderful contribution to this
- The nature of volunteering is changing. Mr Butzbach asked the question "how do we sustain volunteerism?" The UFBA will work with Fire and Emergency NZ on your behalf on ways to sustain brigades
- He said the job of the UFBA is to build relationships with you as our members, Fire and Emergency NZ and other partners
- The UFBA has worked with Fire and Emergency NZ on co-design including Safety, Health and Wellbeing. With such co-design, we alongside you, are co-owners

Notice of Motion

Remit #1 – Proposed Merger of FRFANZ With United Fire Brigades' Association

REMIT: In July 2016, United Fire Brigades' Association and the Forest and Rural Fire Association (FRFANZ) signed a Memorandum of Understanding to work together to make sure all urban and rural firefighters have a single powerful voice during the transition of 40 organisations - comprising those under the National Rural Fire Authority (NRFA) and the New Zealand Fire Service (NZFS) – to Fire and Emergency New Zealand (FENZ).

The United Fire Brigades' Association and FRFANZ have both worked closely together over the past year, effectively representing the interests of all personnel during the transition to ensure best possible outcomes while the United Fire Brigades' Association has also provided administration and other support to the FRFANZ Executive to meet the needs of its members.

FENZ took over fire and emergency services on July 1st and total integration of urban and rural is expected to take some years.

The ongoing positive relationship between the United Fire Brigades' Association and FRFANZ gives an exceptional opportunity to build on collective strengths during this integration phase. Executives of both the United Fire Brigades' Association and FRFANZ agreed to ask their members to consider a merger of the two organisations, the amalgamated entity to be an enlarged United Fire Brigades' Association (Inc).

The FRFANZ Executive will ask its members to consider the proposal at its Annual General Meeting in August 2017. Should FRFANZ agree, this Remit would (a) consent United Fire Brigades' Association's participation in the merger and (b) empower the United Fire Brigades' Association Board to proceed with a merger. If both memberships agree to merge, the United Fire Brigades' Association and FRFANZ Boards will work together to formalise the amalgamation process, enabling the United Fire Brigades' Association to provide advocacy and services for all volunteer firefighters throughout New Zealand.

STRATEGIC PLANNING

By agreeing to a merger, the United Fire Brigades' Association and FRAFNZ will be able to continue and enhance, as one entity, the collaborative approach to advocacy and servicing activities for all firefighters already outlined in the United Fire Brigades' Association/ FRAFNZ 2017-2020 Strategic Plan. This identifies and clarifies issues facing both organisations and all their members: it charts a future direction and, most importantly, sets targets to meet the shared Vision: "Safe Sustainable Communities". There are set six key goals which will enable all firefighters everywhere to make highly-skilled contributions towards the health and safety of the communities they serve:

- Be Experts in Advocacy
- Have a Broad Membership
- Ensure Sustainable Funding
- Be Trusted Partners
- Provide Strong Leadership
- Provide Excellence in Learning

Jointly, work is currently underway to develop effective and attainable action plans.

THE FOLLOWING ARE DEPENDENT ON THE MERGER GOING AHEAD:

What are the benefits?

A single powerful voice for all firefighters (membership numbers could increase by 130 Brigades/Fire Forces). Better development and networking opportunities. Well-resourced advocacy and support services for all firefighters.

Key elements of the change

A Rural Subcommittee will be set up represent and advocate the needs of rural fire forces

The two current Service Honours systems - United Fire Brigades' Association Service Honours and FRFANZ Rural Honours – will remain unchanged. However, the United Fire Brigades' Association will manage FRFANZ Service Honours – we will run processes alongside the United Fire Brigades' Association Service Honours.

Minimal Constitutional Change

Our membership may want to consider a rural representative on the United Fire Brigades' Association Board. Between now and 1 July 2018, there will be no change to the United Fire Brigades' Association membership model. After 2018, if the merger is agreed upon, there will be some slight changes to the membership model to ensure we can capture the unique requirements of every FENZ Volunteer Brigade and Rural Fire Force.

MOTION: That Conference supports in principle a merger of the Forest and Rural Fire Association of New Zealand (FRFANZ) with the United Fire Brigades' Association (UFBA) to form an enlarged organisation, and empowers the United Fire Brigades' Association Board to effect the merger to take effect in 2018

Mover: UFBA Board

Secunder: Te Puke Volunteer Fire Brigade

The Motion was **CARRIED**.

This was met with applause.

Remit #2 – Representation, Advocacy and Support for Enrolled Members of a Fire Brigade Member

REMIT: The United Fire Brigades' Association is committed to ensuring all Enrolled Members of Fire Brigade Members have the support and the representation they need to confidently serve their communities.

The United Fire Brigades' Association has entered into a 2-year commitment with Fire and Emergency New Zealand to provide these services to its members.

The proposed amendment recognises and satisfies the remit agreed at the 2016 Annual Conference and AGM: 2016 Remit moved by Clyde Volunteer Fire Brigade *“That the United Fire Brigades' Association alter its Constitution and Rules to enable the Association to be in a position to represent individual members of its constituent Brigades should the need arise”*

The proposed amendment acknowledges and emphasises that the current Rule 2.2 and 2.3 of the Constitution applies to individuals as well as Member Brigades.

United Fire Brigades' Association - Constitution Rule 2.2

“To advance the collective interests and status of member brigades and the safety and welfare of Enrolled Members”

United Fire Brigades' Association - Constitution Rule 2.3

“To advocate for and represent Volunteer Fire Brigades and Volunteer Firefighters generally and specifically in relation to disputes or grievances ...and where appropriate provides a mediation service to Volunteer Firefighters in relation to any dispute or grievance”

The proposed amendment suggests the new Clause is inserted as 6.5.1, and the existing following Clauses are re-numbered, to give appropriate pre-eminence to the new Clause and its importance as part of the Association's Objects.

Rationale for wording of the Remit

Keeping the wording as “Enrolled Member” and “Member Brigade” ensures that the new clause aligns with the definitions of our full membership. This allows the United Fire Brigades’ Association to represent all firefighters Rural, Urban, Volunteer, career, industry, or military.

Constitution definitions for clarity

Enrolled Member “...means a person for the time being enrolled in a Fire Brigade Member of the Association”.
Fire Brigade “means a group of Enrolled Members organized and trained for the prevention, suppression, and extinction of fire and attending other emergency incidents”
Fire Brigade Member or Brigade “means a fire brigade (as defined above) admitted to membership of the Association under Rule 6”

MOTION: That Clause 6.5 of the United Fire Brigades’ Association Constitution be amended with a new Clause 6.5.1, with the existing, following, Clauses consequentially re-numbered: 6.5.1 Insert “To receive representation, advocacy and support services when dealing with issues, grievances and disputes arising out of their membership of a Member Brigade.

Mover: UFBA Board

Seconder: Alexandra Volunteer Fire Brigade

The Motion was **CARRIED**.

This was met with applause.

Remit #3 – Amendment to Rule 1 of the Constitution

REMIT: The Fire and Emergency Act, 2017, effective July 1st this year, superseded the Fire Service Act, 1975, and, as a result, some titles of the former organisation and mandated roles within it are either changed or deleted.

United Fire Brigades’ Association’s Constitution as a whole will need major change in the near future, not only to provide for the altered landscape of fire services under FENZ, but also to comply with requirements of the Incorporated Societies and Charities Act.

This will be a project that will take time to draft amendments, seek legal advice and leave adequate time for the membership to consider and approve them. As well, the possibility of the Forest and Rural Fire Association of New Zealand merging with the United Fire Brigades’ Association could result in additional changes.

Moreover, the full impact of the new legislation will only become clear, particularly in practical terms, during the transition period which FENZ says will take some years. Meantime it has indicated “business as usual” approach for the next 18-24 months to allow time for changes it will introduce. United Fire Brigades’ Association’s Constitution may need amendment to provide for this reform.

For these reasons it is, thus, not timely, nor is there enough time, to recommend a makeover of the Constitution at this year’s Conference. Ideally, the United Fire Brigades’ Association will take one revised Constitution to the Membership for its consideration at a later date.

However, in the interest of United Fire Brigades’ Association’s “business as usual”, this Remit suggests immediate changes to the Constitution and Rules to make them relevant and easily read during transition and to help ensure key words are not misinterpreted. Changes suggested in the Remit are to be applied throughout the document without having to amend every reference.

MOTION: That the names and definitions under Rule 1 of the Constitution be amended as follows, with subsequent amendments in the Constitution wherever they appear: **Act:** definition amended to read “means the Fire and Emergency NZ Act 2017 and amendments”, **Fire Region** replace wording with: “means a Fire Region established by Fire and Emergency New Zealand”, **New Zealand Fire Service:** replace with “Fire and

Emergency New Zealand: means Fire and Emergency New Zealand as established under Statute, and the initialism FENZ has the same meaning”. **New Zealand Fire Service Commission, Fire Service Commission or Commission:** replace with “means the Board of Fire and Emergency New Zealand”, **NZFS Fire Brigade:** **replace with:** “FENZ Fire Brigade: means any fire brigade recognised by, and which has a service agreement, mandate or engagement with, Fire and Emergency New Zealand”, **NZFS National Commander:** Definition is replaced with “National Commander means the National Commander Urban, and the Rural National Manager, of Fire and Emergency New Zealand”, **Voluntary Rural Fire Force:** delete. The new definition for “FENZ Fire Brigade” includes Volunteer Rural Fire Forces established under the Fire Service Act 1975 and the Rural and Forest Fires Act 1977, both Acts repealed.

Mover: UFBA Board

Seconded: Te Puke Volunteer Fire Brigade

The Motion was **CARRIED**.

This was met with applause.

Remit #4 – Amendment to Rule 6 of the Constitution

REMIT: With the Fire and Emergency Act taking effect from July 1st this year there is need for amendments to the United Fire Brigades’ Association’s Constitution and Rules. As has been pointed out in submissions in the Remit re Clause 1, it is not timely, nor is there enough time, to suggest major changes at Conference 2017. Meantime, to avoid misinterpretation and confusion this remit seeks amendments to Clause 6 to bring it into line with the Fire and Emergency Act, 2017. Changes to the sub-clauses are intended to clarify matters without affecting the purpose of the rule, as per the note after each clause above.

MOTION: That the following amendments be made to Clause 6.2 of the United Fire Brigades’ Association Rules to provide for changes in the 2017 Act, with consequential re-numbering: 6.2.1 Amend: “A Fire Brigade which is established by Fire and Emergency New Zealand” This clause caters for career fire brigades 6.2.2 Amend: “A Volunteer Fire Brigade which is recognised by, and has a service agreement, mandate or engagement with, Fire and Emergency New Zealand” This clause caters for all volunteer fire brigades and incorporates Volunteer Rural Fire Forces, Fire Brigade Auxiliary Units and Operational Support Units. 6.2.3 Remove this clause: redundant. Fire Police were re-named Operational Support in 2010. 6.2.4 Remove this clause: redundant Auxiliary Units have been included in the omnibus Clause 6.2.2 6.2.5 Amend: “An Industry Fire Brigade under Section 69 of Fire and Emergency Act 2017” This clause caters for Industrial Fire Brigades and Airport Fire/Rescue 6.2.6 Amend: “A Defence Fire Brigade as described in Section 6 of Fire and Emergency Act 2017” This clause caters for Defence Fire Brigades 6.2.7 Amend: “Executive Officers and firefighters not part of an operational brigade in the employ of Fire and Emergency New Zealand” This clause caters for executives and firefighters deployed at Headquarters/Regional/Area offices 6.2.8 Remove this clause: redundant The Forest and Rural Fires Act 1977 and its regulations have been repealed. 6.2.9 Amend “A Communication Centre operated by Fire and Emergency New Zealand” This clause caters to staff deployed in FENZ Communications Centres.

Mover: UFBA Board

Seconded: Te Puke Volunteer Fire Brigade

The Motion was **CARRIED**.

This was met with applause.

Remit #5 – Amendment to Rule 7 of the Constitution

REMIT: Rural Fire Authorities are not included in the Fire and Emergency New Zealand Act, 2017: FENZ has taken over as the authority for Rural Volunteer Fire Forces and their membership, etc, of the UFBA is covered in other sections of the Constitution.

MOTION: That Clause 7.1.2 be deleted and sub-clause 7.1.3 now become sub-clause 7.1.2

Mover: UFBA Board
Second: Alexandra Volunteer Fire Brigade

The Motion was **CARRIED**.
This was met with applause.

Remit #6 – Revision of the Trust Deed of the UFBA Benevolent Fund

REMIT: The UFBA Benevolent Fund was established in 1990. The main objective of the Fund is to assist fire brigade members in times of financial hardship by providing a grant(s) where appropriate. The Trust Deed of the Fund has not been reviewed and updated since its inception in 1990. The Trustees asked UFBA lawyer John Hanning to review the Deed and provide advice on the language used and bringing it into the 21st century.

A summary of the changes is below. The revised Deed:

1. Makes no change to eligibility to receive benefits (Enrolled member of a fire brigade, their spouse and dependent children plus persons who have made a significant contribution to a Brigade, and UFBA Life Members). Removes references to “membership” of the Fund as appropriate.
2. Removes procedural requirements on applications for assistance from the Fund.
3. Reconciles definitions to Association Rules and removes inconsistencies.
4. General simplification of language in relation to objects, powers and Trust Board proceedings.

Increases the number of Trust Board Trustees from 7 to 8 by addition of Association Vice President.

MOTION: That members approve the proposed changes to the UFBA Benevolent Fund Trust Deed.

Mover: UFBA Board
Second: Alexandra Volunteer Fire Brigade

The Motion was **CARRIED**.
This was met with applause.

Remit #7 – Benevolent Fund and New Zealand Fire Brigades Institute Funding

REMIT: The funding of the Benevolent Fund is not mentioned in Association Constitution. We feel it is important to protect this funding, as well as give the opportunity annually if it is the Delegates wish to alter the funding level. The New Zealand Fire Brigades Institute currently receives a small annual budget out of the UFBA Association funds. We feel that they should receive independent funding in order to protect the Institute going forward and all them to further expand and provide even better service for the Members. The Sports Council is currently funded in this way as an example.

MOTION: That Rule 10 of the Association Constitution be amended by the addition of the Following as Rule 10.4 and renumbering the present Rules 10.4-10.5. 10.4 The annual subscription payable by all Fire Brigade Members shall include levies as determined annually by Conference and payable in respect of each Enrolled Member of a Brigade for the support of the Association Benevolent Fund and the New Zealand Fire Brigades Institute and such levies shall be deducted from the quarterly grant payments by Fire and Emergency New Zealand and paid to the Benevolent Fund and Institute respectively. The initial levy payable in respect of the New Zealand Fire Brigades Institute shall be \$2.00 for each Enrolled Member.

Mover: Rolleston Volunteer Fire Brigade
Seconder: Lincoln Volunteer Fire Brigade

Following some questions and discussion, the Motion was **CARRIED**.
This was met with applause.

UFBA Elections

President Kittelty advised delegates of the election process for the positions available.

Election of Vice President

Glenn Williams, CFO Te Puke Volunteer Fire Brigade addressed the delegates as the sole nominee as Vice President.

DECLARATION: Glenn Williams was declared Vice President-elect, uncontested.

This was met with applause.

Election of Technical Panel Member

The two candidates addressed the delegates, then the election took place.

The candidates:

Scott Allan, Bluff Volunteer Fire Brigade
Mark Osborne, Tawa Volunteer Fire Brigade

Delegates marked their ballot papers and the scrutineers having collected them retired to count them.

Provincial Associations Update

Grahame Howell, President of the Auckland Provincial Association addressed the delegates on behalf of all Provincial Associations. The Presidents of the other 6 Provincial Associations took to the stage while he gave an address. Highlights included:

- Networks and knowledge are the keys to success, by utilising the Provincial Associations as the local leaders
- The Provincial Associations and UFBA have increased engagement by way of a monthly conference call to discuss how they can collaboratively support their members
- Together, with UFBA and Fire and Emergency NZ, they are working on a volunteer support initiative identifying the most time-consuming admin tasks and capturing processes to see how we can improve administration
- Increasing engagement with FRFANZ so the rurals can benefit from the Provincials networks and knowledge
- Evaluating ways to make the Provincials more 'fit for purpose'. A start to this is to develop a standard set of rules and constitution

Volunteerism – Director Scott Miller

UFBA Director, and Volunteering NZ Chief Executive Scott Miller gave a presentation to the delegates on volunteerism which provided an overview of volunteering trends in NZ. In outlining his organisations knowledge about volunteering in NZ, he drew comparisons with Fire and Emergency NZ and UFBA.

Announcement of Successful Candidate for Technical Panel

The scrutineers returned and announced the result of the election:

Scott Allan	83
Mark Osborne	180
TOTAL	263
Invalid	0

DECLARATION: The President announced that Mark Osborne was duly elected as member of the Technical Panel of the UFBA at the 139th Conference, and will be installed later in the proceedings.

The announcement was met with applause.

Election of Board Director

The two candidates addressed the delegates, then the election took place.

The candidates:

Warren Maslin, Ashburton Volunteer Fire Brigade
Tony Sutorius, Plimmerton Volunteer Fire Brigade

Delegates marked their ballot papers and the scrutineers having collected them retired to count them.

General Business

Super Scheme for Volunteer Firefighters

Tyrone Burrowes, President, Canterbury Provincial Association

Mr Burrowes raised a query on behalf of Nev Croy, Sheffield Volunteer Fire Brigade to gauge the interest in a super scheme for volunteer firefighters. Chair Rick Braddock responded saying that this was raised at the last meeting of the Board, and UFBA management have been instructed to incorporate this into a workstream and report back through the Board.

Gold Star Associations

Dave Cottle, Outram

Mr Cottle raised concern that the Otago Southland Gold Star Association is not receiving adequate notice about honours evenings, and that brigades may not be following correct protocol when hosting honours evenings. The President responded saying that there are processes that need to be followed, and information on how to run honours evenings is available through the UFBA office.

Lions Den Achievement

Nigel Le Grice, Newlands

Mr Le Grice informed the delegates that Dan Brady of Devonport achieved a Lions Den time of 1 minute 36 seconds at the World Firefighter Combat Challenge. This was met with applause.

Announcement of Successful Candidate for Board Director

The scrutineers returned and announced the result of the election:

Warren Maslin	147
Tony Sutorius	117
TOTAL	264
Invalid	1

DECLARATION: The President announced that Warren Maslin was duly elected as Director of the UFBA at the 139th Conference, and will be installed later in the proceedings.

Conference adjourned for morning tea at 10:51 hours and reconvened at 11:25 hours.

Keynote Speaker

President Kittelty introduced Rob Edwards, to speak to Conference. A key theme of Mr Edwards presentation was around the importance of taking the time to consider your own wellbeing, and to get the delegates thinking about sustainable actions that they can take to maintain a long and high-quality life.

Conference adjourned for lunch at 12:46 hours and reconvened at 13:15 hours.

UFBA Workshops

Upon return from lunch the delegates separated into four workshops:

- Leading a Rescue Response
- Leading Positive Cultures
- Leading Psychological Wellbeing Support
- Leading Resilient Teams and Managing Fatigue

The delegates reconvened in plenary session at 14:46 hours.

Voting Papers

MOTION: That the voting papers be destroyed.

Mover: UFBA President
Seconder: K Austin, Kaingaroa

The Motion was **CARRIED**.

Fire and Emergency NZ Forum

President Kittelty welcomed Fire and Emergency NZ Chief Executive Rhys Jones to the stage.

Mr Jones addressed the delegates on the operational model, building resilience in communities, influencing decision makers and building NHQ capability to provide needed resources. A video of Mr Jones' address will be made available on the Fire and Emergency NZ portal after the close of Conference.

Richard Stewart, from the Fire and Emergency NZ integration team took to the stage. Mr Stewart discussed the 5 strategic priorities from the Statement of Intent and the workstreams to deliver on them. He then discussed the 6 key areas of focus on the operating model. Mr Stewart referred to a commitment from Fire and Emergency NZ to work collaboratively with Fire and Emergency NZ personnel, unions and associations and sector stakeholders in the co-design of the operating model. Work has already started on this workstream and a draft design is expected in July 2018, which will be followed by a consultation phase. Implementation is expected from July 2019.

Conference adjourned for afternoon tea at 15:55 hours and reconvened at 16:26 hours.

Upon return from afternoon tea, Mr Jones started a discussion around a new Fire and Emergency NZ uniform. The delegates were asked for their views on what they wanted to see in a new unified uniform, and this would be incorporated into the feedback for this workstream.

Fire and Emergency NZ Question and Answer Session

Rhys Jones and members of the Fire and Emergency NZ Senior Leadership Team took to the stage to answer questions that had been submitted earlier by the delegates.

The Conference adjourned at 17:27 hours, to resume again at 08:30 hours on Sunday the 29th of October.