

**MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE  
OF THE FIRE FIGHTING EQUIPMENT TRADERS ASSOCIATION  
HELD AT 9AM ON 12 FEBRUARY 2015  
SAQCC FIRE PREMISES – HELVETIA HOUSE - WILBART**

<b>Present:</b>	Lizl Davel Astrid Wright John Caird Meshak Gabeni Tom Dreyer Jeremy Kellett James Nunnerley Ivan Radmore Mikhel E'Silva Paul Kruger Andy O'Hare Bevan Wolff Rosemary Cowan Barbara Ridgway	Chairperson Vice Chairperson Treasurer  SAESI FDIA IFE Administration Manager Assistant Administrator	Atlas Fire East Rand Fire Phoenix Fire Mega Fire Fest Fire FES & S Boss IBR Fire European Fire
<b>Observer:</b>	JJ Scholtz	SAQCC Fire	
<b>Apologies:</b>	Steve Bastuba Michelle Botha Johan Pretorius Brett Jones	Chairman	Chubb Dumela Diamond Fire SafeQuip SAQCC Fire Mancom

	ACTION	DEADLINE
<p><b>1. <u>WELCOME/APOLOGIES</u></b></p> <p>The Chairperson welcomed all present to the meeting and apologies were tabled as per the attendance register.</p> <p><b>2. <u>CONFIRMATION OF PREVIOUS MINUTES</u></b></p> <p>The minutes of the meeting held on Thursday 13<sup>th</sup> November 2014 were confirmed as correct, proposed Mrs Wright and seconded Mr O'Hare.</p> <p><b>3. <u>MATTERS ARISING FROM LAST MEETING</u></b></p> <p><b>PER Guidelines:</b> Mr Dreyer confirmed that the guidelines will be published later this year.</p> <p>Mr Radmore asked if the minutes of the PER Forum meetings could be made available to FFETA. Mr Dreyer said he and Mrs Swart had been requested by DOL to be the representatives at this working group and he would always provide feedback. Attention was drawn to the DOL roadshows held around the country where all were invited to attend as their input was required.</p> <p>Mr Kellett asked if the guidelines were approved would there be changes to the legislation and Mr Dreyer confirmed that these were guidelines only. The Chairperson proposed that when the guidelines are issued, FFETA can sit and draw up their guidelines/proposals and submit them in writing to the DOL. Mr Radmore once again requested minutes and a vote was taken as to whether DOL be requested to forward them or to wait until the guidelines had been issued and then deal with it. It was agreed by a majority vote to wait.</p> <p><b>IFTA Letter:</b> The letter had been forwarded with no response and IFTA would now be removed from the Agenda.</p>	<b>ROSEMARY</b>	<b>IMMEDIATE</b>

<p><b>4. <u>FINANCE</u></b></p>		
<p><b>4.1 Financial Accounts/Payments to be Authorised:</b> The income and expenditure report for the period ending January 2015 had been circulated and were accepted; proposed Mr Nunnerley and seconded Mrs Wright. The payments for Nov/Dec/Jan had also been circulated and showed that the finance portfolio was looking healthy.</p>		
<p>On the Income and Expenditure statement against the budget for the courier of neck rings, a note was made that courier costs are still outstanding and would be reflected in the February ledger report.</p>		
<p><b>4.2 2016 Diaries:</b> It was agreed to cancel any diary order for 2016. The Marketing Department to come up with new ideas for the upcoming year.</p>	<p><b>JAMES</b></p>	
<p><b>5. <u>MEMBERSHIP</u></b></p>		
<p><b>5.1. Delacon Fire:</b> Corporate membership ratified.</p>		
<p><b>5.2 Vuka Nathi Fire:</b> Corporate membership ratified.</p>		
<p><b>6. <u>EXECUTIVE COMMITTEE PORTFOLIOS</u></b></p>		
<p>The Chairperson asked if the portfolio executive members of the prior year were willing to serve again. Mr Nunnerley advised this will be his last year on the committee and he would need to hand over the marketing portfolio. Mr Radmore offered his assistance with the news letter. The next issue to be circulated to members following this meeting.</p>	<p><b>IVAN</b></p>	
<p><b>6.1 SABS Liaison:</b> Mr Kellett will be FFETA's representative at these meetings. He advised that he has received a schedule for the year's meetings. It was agreed that should Mr Kellett not be able to attend these meetings, then Messrs Dreyer or Wolff would be FFETA's replacement. Mrs Davel suggested the D &amp; GS representative could also represent FFETA at SABS.</p>		
<p><b>SANS 2406:</b> The standard was sent out on 25 November 2014 for public comment. Mr Dreyer has also received items out for vote on the ISO systems. Mr Dreyer noted that new parameters had been set for new inert gasses that can be used as a replacement. Closing dates for comments is 20 February. Once this standard goes out for publication we will advise our members.</p>	<p><b>TOM</b></p>	
<p><b>SANS 1322:</b> This was put out for voting as to whether this should be a standard or not. The voting date had now passed. Mrs Davel asked the committee to keep their ears open and advise Mr Kellett should they hear anything.</p>	<p><b>ALL EXCO MEMBERS</b></p>	
<p>A question had been raised regarding the amount of water expected from hose reels and it was advised this was in the Water Supply Standard. A discussion followed regarding the national standard requirements for hose reel water supply.</p>		
<p><b>6.2 Government Liaison:</b> Mr Dreyer advised there had just been a PER report back meeting and nothing else.</p>		
<p><b>6.3 Regional:</b></p>		
<p><b>KZN:</b> Mr Nunnerly informed the meeting that the supply of the yellow 2015 rings had gone smoothly. He asked that Head Office investigate rings being supplied on credit. Mrs Cowan confirmed that an invoice was firstly raised, and only once proof of payment is received, the rings are then handed over. The procedures had been tightened up all round.</p>		
<p>Mr Nunnerly asked if the new KZN representative should start attending meetings with him for his succession for when he resigns as the KZN representative. Mr Nunnerley was advised it would depend on the individual, but it would be sensible to let the person attend one</p>		

meeting together with Mr Nunnerley.

**Limpopo:** Mr Gabeni advised there was a meeting in the pipeline and requested a copy of the Limpopo companies. The Administrator stated she would assist Mr Gabeni in coordinating this meeting once the date is finalized.

**Eastern Cape:** Mr Caird reported on neck ring sales.

Mr Caird stated that his company had withdrawn their complaint with regard to the MEIBC. Mr Caird drew attention to the fact that we must be aware there are councils out there who are approaching people within the fire industry .

**Western Cape:** Mrs Davel reported that the Western Cape is down to four members. The Marketing Department needs to address this and initiate a membership drive.

**MESHAK/  
ROSEMARY**

**JAMES**

#### **6.4 SAQCC FIRE:**

**6.4.1 1475:** Special General Meeting to take place on 27 February where the new MOI will be voted in. The nominations for SAQCC Fire has closed and the names of those nominated appear on the SAQCC Fire website. FFETA members to send in their proxies for the voting to take place at this meeting.

**6.4.2 D&GS:** As above in 6.4.1 and Mr Kielty had apologized that he was unable to be present to discuss D&GS representation at FFETA and would be bringing this up at the D & GS meeting to be held later.

#### **6.5 Marketing Strategy:**

**6.5.1 Website:** Statistics had been circulated. The newsletter readership had increased slightly now that it had been released under public domain.

**6.5.2 Newsletter/Leaflet:** Mr Radmore to assist Mr Nunnerly in compiling the newsletters for this coming year. A proposal was made that an electronic format be used in future once a reliable register of email addresses was established.

**6.5.3 Exhibitions/Road Shows:** - See 3.

**6.5.4 W/Cape Marketing Drive:** - Covered under Item 6.3.

**6.5.5 Diaries/Member promo gifts:** Covered under Item 4.

**IVAN/JAMES  
BARBARA/  
ROSEMARY**

#### **6.6 Other Association Liaison:**

**6.6.1 IFE:** Mr Wolff stated that not much has changed and Chairperson stated that it was good to have Mr Wolff on the FFETA committee as IFE representative.

**6.6.2 FDIA:** Mr O'Hare advised there was little to report. The AGM was to be held on 26<sup>th</sup> February at Birchwood Hotel when a new committee would be elected. FDIA is holding an "Insurance day" on 11/12<sup>th</sup> March at Killarney Golf Club to get the buy-in of the insurance companies. This involves a meeting/workshop for suppliers to meet with the insurance companies.

**6.6.4 SAESI:** Mr Kruger advised that SAESI will only hold two meetings this year, in March and September. Mr Kruger to advise the Administrator should anything else arise.

Mr Dreyer said that the risk classification of H3 would apparently be reassessed by SEASI. A discussion took place on the implications.

6.6.5 IFTA: This item to be removed from the agenda.

ROSEMARY

6.7 Events & Venues: Ms Wright stated that she would like to physically visit possible venues to ensure suitability for holding such an event.

ASTRID

6.8 SANAS: The Chairperson advised that Mr Pretorius had not yet submitted his CV details and asked if there was anyone else who would be able to volunteer to sit on this committee. Mr Radmore agreed to be the representative and Mrs Cowan to forward application form to Mr Radmore. To be submitted urgently as the first meeting was scheduled for March 2015. **Subsequent to the meeting, Mr Pretorius had submitted his application and this had been sent off to SANAS.**

7. **CONSTITUTION**

A model Constitution was circulated. The Chairperson gave an overview on why the current Constitution needs to be updated. The Chairperson stated that only the financial issues in the model constitution to be looked at as the current constitution does not incorporate all the new financial requirements and regulations to comply with the Companies Act. FFETA needs to submit a constitution that will satisfy SARS i.r.o. being a non-profit organisation and meeting the requirements for registration in terms of section 12 of the Non-profit Organisation Act. The Chairperson stated that the current constitution will be submitted, and if not accepted, due diligence will need to take place to include all the relevant items. Mr Dreyer proposed that we put out the interim changes to the Constitution immediately. A special General Members Meeting will need to take place to pass any changes. The Administrator to forward this revised Constitution to auditors asap. Notice to be sent out for Special Members Meeting to take place on 16 April 2015.

LIZL/  
ROSEMARY

8. **CORRESPONDENCE Nil**

9. **GENERAL**

9.1 Meeting with Belgian company: An email had been received from the Belgian Economic Mission via the Consulate General of Belgium. The Chairperson asked if anyone would be willing to meet with Mr Gurnani. Nobody was prepared to meet; the Administrator to send an email apologizing for lack of response due to pressures of work.

ROSEMARY

9.2 Powder Extinguishers with Aluminium Valves: Mr Radmore re-raised this issue as he had not understood the wording of the previous Minutes of Meeting. In future minute-taking, only to use words such as 'discussion took place' and the 'outcome. It was agreed by all that this matter is now finalized.

*There being no further business, the meeting closed at 10.55*

*The next meeting will be held at 9am at the BOARD ROOM ~ SAQCC-FIRE on Thursday 16<sup>th</sup> April 2015.*

CHAIRMAN ..... DATE .....

**CALENDAR 2015**

All to be held in the SAQCC Fire Boardroom unless otherwise indicated  
ANY CHANGE TO DATE, TIME OR VENUE WILL BE NOTIFIED AS SOON AS POSSIBLE

Thursday 16 <sup>th</sup> April	9.00	FFETA EXCO – possible SPECIAL GENERAL MEETING
	11.00	1475
	13.30	D&GS
Thursday 11 <sup>th</sup> June	To be notified as SAQCC FIRE ANNUAL GENERAL MEETINGS	
Thursday 6 <sup>th</sup> August	9.00	FFETA EXCO
	11.00	1475
	13.30	D&GS

<b>Thursday 15<sup>th</sup> October</b>	<b>9.00</b>	<b>FFETA EXCO</b>		
	<b>11.00</b>	<b>1475</b>		
	<b>13.30</b>	<b>D&amp;GS</b>		
<b>Thursday 12<sup>th</sup> November</b>	<b>To be notified as FFETA ANNUAL GENERAL MEETING</b>			