



GERMANY
Berliner Feuerwehr, 10150 Berlin, Germany

BOARD MEETING
on 2nd and 3rd March 2017

<u>Attendees:</u>	
Host:	
Harald Herweg	Chairman, Berliner Feuerwehr, Germany
Peter Wagner	Chairman, Berliner Feuerwehr, Germany
Katrin Kästner	Chairman, Berliner Feuerwehr, Germany
Ionel- Alin Mocioi	Outgoing Chairman, FOF, ROMANIA
Florin Neacsu	Outgoing Chairman, FOF, ROMANIA
Wim Beckmann	President, IFV, THE NETHERLANDS
Iveta Uka	Secretary, FSACPC, LATVIA
Marek Hütter	Treasurer, FSC, CZECH REPUBLIC
José Maria Oliveira Ferreira	Incoming Chairman, The National School of Fire Fighters of Portugal

Thursday 2nd and Friday 3rd March 2017

Issues:

1.	Opening of the Board Meeting
2.	Presentation and Approval of the Board Meeting Agenda
3.	Program/Agenda for the 2017 Annual meeting (Conference & General Assembly)
4.	Conference Subject / Theme; Annual meeting location / venue
5.	Persons to be invited for the Conference & Speakers (Presenters)
6.	Other issues concerning the organization of the annual meeting. Letter of Sponsorship, members list
7.	Workshop - how to make them more active
8.	Financial Report and issues – Treasurer
9.	Update EFSCA Constitution
10.	Application from Kosovo Academy for Public Safety (KAPS)
11.	EFSCA Website
12.	Working Group on Voluntary Fire Brigades system integration into existing Fire & rescue systems – planned activities
13.	Any other business
14.	Closing the Board Meeting

1.	<p>Opening of the Board Meeting</p> <p>The Board meeting is opened by the President by welcoming the members and thanking the host country for its hospitality. Mr. José Maria Oliveira Ferreira arrives a little bit later at the meeting because of some misunderstanding.</p>
2.	<p>Presentation and Approval of the Board Meeting Agenda</p> <p>There are no adjustments to the agenda. Thereby the agenda is approved.</p>
3.	<p>Program/Agenda for the 2017 Annual meeting (Conference & General Assembly)</p> <p>30th May:</p> <ul style="list-style-type: none"> - No remarks <p>31th May:</p> <ul style="list-style-type: none"> - The presentation of Mr. Ricardo Weewer is confirmed; - Mr. Riccardo Weever should be written as: Mr. Ricardo Weewer; - 4th presentation: this is not a presentation of a product, but a presentation of a project. - For now there is only one exhibitor to be presented at the exhibition area (parking place hotel). <p>1st June:</p> <ul style="list-style-type: none"> - 7th presentation of Mr. Christof Altheim is confirmed; - because of the lack of speakers Wim Beckmann suggests to send out a letter towards the members in which they are reminded that they also should provide speakers on behalf of Annual meetings. The first proposal of a speaker as a relust of this letter, will be presenting during the conference. - If no more speakers are presented, The IFV of The Netherlands will provide the 8th presentation; - The 9th and 10th presentations are presented by Portugal. The 9th presentation is a lecture and the 10th presentation is sponsoring/commercial presentation; <p>2nd June:</p> <ul style="list-style-type: none"> - The departure of the delegates normally is after lunch. Departure of the delegates and the Board Meeting can be combined at 13.00 hours.
4.	<p>Conference Subject / Theme; Annual meeting location / venue</p> <ul style="list-style-type: none"> - At this moment the hotel received 26 room reservations of 26 participants. - Iveta will contact our members from Ukraine with the request to contact our host Berlin regarding the official invitations they need to participate. Therefor Peter needs to receive the correct and complete contact details. - A reminder will be sent to all members with the request to make their hotel reservations and to send the travel information form to: EFSCA2017@berliner-feuerwehr.de. In this reminder the deadline will be set on the 1st of April.

	<ul style="list-style-type: none"> - For hotel reservations participants can use the following link of the hotel: http://hotelandershavel.de/EFSCA-Jahresfachtagung.html - 4 weeks before the conference 60% of the hotel fees have to be paid by the host.
5.	<p>Persons to be invited for the Conference & Speakers (Presenters) This item is discussed during item 3 on the agenda: “Program/Agenda for the 2017 Annual meeting (Conference & General Assembly)”</p>
6.	<p>Other issues concerning the organization of the annual meeting. Letter of Sponsorship, members list The host country will receive a cheque of € 4000,- because of sponsorship. Further communication regarding this sponsorship and other financial issues will be done by e-mail.</p>
7.	<p>Workshop - how to make them more active Several members of EFSCA have participated in a meeting organized by Ricardo Weewer in The Netherlands. Ricardo, as chairman of the working group “Innovation, Research and development”, has activated these members to be more active regarding this subject. Peter would like to receive more information about the background of this project. Wim explains that this project started as an EFSCA project, but that it is starting to get bigger. Wim will contact Ricardo to find out if there is some kind of working frame and to clarify if this is still an EFSCA project, or has become more or less a FEU project.</p> <p>At this moment 3 working groups are active. Therefore 3 rooms are booked on the 1st of June during the annual meeting.</p> <ol style="list-style-type: none"> 1. Innovation, Research and development; Ricardo Weewer will proceed the activities of this group. 2. ES – Training for Volunteers of Fire Service; Mr. José Maria Oliveira Ferreira is initiating a meeting of this working group in April or May this year in Portugal. Main issues for this working group are: <ul style="list-style-type: none"> - How to get volunteers in the Fire Service for the next 10 years? - Which models are used to keep voluntary Fire Fighters motivated and in service? 3. Educational Program and Structures; This group has not been active during the last year. Peter suggests the possibility to create a master document (format) for curricula. So document can be used in general for education and/or training. Peter will send a proposal of such a document. To make a start with such a document EFSCA will contact FEU. Alin will Provide the IFV of the Netherlands (Joannet van Breemen) of a list of questions regarding examination. In this way Joannet can provide input (what are the different types of examinations and to use these) for this subject.

	<p>De difference between the FEU and the EFSCA is that the FEU should be able to make use of the professional point of view towards certain matters and EFSCA should be able to make use of the organizational point of view of subjects which have the attention of FEU. Suggested is to ask FEU if they can provide EFSCA of an update of their questionnaire so EFSCA can use this information as a guideline.</p> <p>Iveta asks for more organizational matters to activate the groups. It is important to contact chairman of the working groups to make a program for their agenda item during the conference.</p>
<p>8.</p>	<p>Financial Report and issues – Treasurer</p> <p>Marek gives a presentation of the financial report. The current balance is € 72.300,00. This is almost the same amount as in December 2015.</p> <ul style="list-style-type: none"> - The membership fees of 24 countries have been received. - 7 countries remains (Belarus, Hungary, Greece, Italy, Malta, Romania, Ukraine) these countries have to pay before the conference, otherwise they cannot attend voting. - EFSCA does not receive account statements of the bank anymore. The missing statements are for the period from 26th September 2016 to 31st November 2016 and January 2017. Marek has contacted the bank about this matter by sending 2 letters and he hopes to receive a response of the bank shortly. - Because of changing positions within the Board (new secretary and new treasurer) EFSCA should change the specimen signatures. At this moment only the President is authorized to discuss issues with Lloyds. There are 2 ways to solve this; by Pamela or through Lloyds Bank. Marek will send the contact details of the Lloyds Bank to Wim. - EFSCA is still not allowed to have an euro account. This is only possible while using internet banking. - It is almost impossible for EFSCA to change banks because EFSCA is not an official organization. Therefore it is necessary to change the status of the EFSCA organization. Changing the EFSCA constitution is in this matter a necessity. Also the board needs the approval of the members by voting about this matter during the GA.
<p>9.</p>	<p>Update EFSCA Constitution</p> <p>We cannot wait much longer with changing the constitution. It is important to inform the members during the GA about the change in the way EFSCA now is organized and should be organized in the near future. We need to accentuate the necessity of these changes to our members so we can secure the existence of EFSCA. Voting has to be done by writing (signature) per country.</p> <p>2 types of changes will be made in the EFSCA constitution.</p> <ul style="list-style-type: none"> - 1st: there are some small changes regarding membership, subscription, obligations etc. - 2nd. is an official change in the way (status) EFSCA is organized and how to become an official organization. When EFSCA is registered at

	<p>a Chambers of Commerce it will be possible for EFSCA to have an official address. The President will request the lawyers to draw up a letter in which these actions are stated.</p> <p>To inform the members properly about the changes in the constitution and the upcoming voting, they will receive the constitution including its changes on Monday 15th May 2017 by e-mail. In this mail should be clearly noted that the process of these changes is carefully discussed during the past 12 months and that these changes are final! Also this mail should be signed by the President of the EFSCA Board.</p> <p>To enable a transfer to an official transition of the organization of EFSCA the way of voting mentioned in the constitution now is not leading!</p>
<p>10.</p>	<p>Application from Kosovo Academy for Public Safety (KAPS)</p> <p>The President explains the procedures concerning the request of a new membership. A potential member can participate during the next conference and the GA for one time as a “prospective member”, but participation will be for their own account and is only for a 2 pers. delegation. Costs of participation are appr. € 350,00 P.P. excl. transport costs (flights etc.). During the GA the “prospective member” can present the institute he represents to the members. Approval for membership will be given by a open voting during the GA.</p> <p>The Board approves on KAPS participating at EFSCA.</p> <p>Iveta will reply to KAPS and inform them that they can participate at this years’ conference and that there will a be voting regarding acceptation of their membership. KAPS will also be informed about the annual fee of € 500,00, payment starting on the 1st of July 2017.</p> <p>If KAPS needs an official invitation to participate at the conference, they need to inform the host, Berliner Feuerwehr, about this. Also they need to provide Berliner Feuerwehr their correct contact details.</p>
<p>11.</p>	<p>EFSCA Website</p> <p>Question is if we should maintain the current website, or if we should design a new, more user friendly and more accessible website. The Presidents asks if it is an idea to ask the IT department of the IFV if they can give price indication of such a simple website. Peter suggest also to contact the administrator of the FEU. Feu has a very user friendly and accessible website. Maybe EFSCA can use the same frame. The President will contact the President of the FEU about this matter. Next board meeting some solutions will be presented.</p>
<p>12.</p>	<p>Working Group on Voluntary Fire Brigades system integration into existing Fire & rescue systems – planned activities</p> <p>Jose is initiating a meeting for the working group ES – Training for Volunteers of Fire Service, but unfortunately he did not receive any reactions on his invitation. He will make a new attempt to activate the group by inviting them to Portugal in the month April or May 2017.</p>

<p>13.</p>	<ul style="list-style-type: none"> - Any other business - Hotel An der Havel received a reservation from an institute located in Bera, Servia. EFSCA has no members in Servia; - Should we update the members list on base of the delegates attending the conference, or on base of the details provided to us by the members? Suggested is that the e-mail addresses should be those of the institute and no private addresses. - Romania and Latvia need official and personal EFSCA invitations for participating at the annual conference; - Who is receiving the medals: Harald will receive a Gold medal. Members of the organization team will receive a silver medal. There are still medals in France. Iveta will contact the contact person in France; - Jose will present the Portuguese Institute during the GA; - Should Sponsor ship be a part of the EFSCA conferences and working groups in the future? This could be a way to receive additional funds for EFSCA. Therefor EFSCA should draw up a kind of business plan. This subject will be put on the agenda of the next Board meeting.
<p>14.</p>	<p>Closing the Board Meeting The President thanks all attendees for their participation and input during this meeting(s) and closes the Board meeting.</p>

Iveta Uka
EFSCA Secretary