

Asian Fire Service Association

Meeting held 24th February 2009

Attendees: Donald Patterson (Warwickshire), Jas Sokhal (Staffordshire), Nasar Hussain (West Yorkshire), Jag Hayer (Derbyshire), Nina Kang (Derbyshire), Jagtar Singh (National Rep), Zahoor Ahmad (Hereford and Worcester).

Apologies: Kam Basi (Derbyshire), Balbir Singh (Warwickshire), Iain Stewart (East Sussex), Shanti Wass (Hampshire), Carlton Kerr (Cambs), Julie Sandbrook (Cambs), Stuart McKenna (Merseyside), Angela Thakur (Hereford and Worcester), Selina Sheikh (Royal Berkshire), Tejinder Ajimal (London), Manjit Singh (London), Sabera Bhimani (London).

	To be actioned by
<p><u>Introduction</u></p> <p>The meeting opened with a welcome to all the attendees who were requested to introduce themselves.</p>	
<p><u>Election of Committee</u></p> <p>1. It was suggested by Jagtar that a shadow committee be set up prior to the official launch of AFSA in July 2009 in order to set the wheels in motion. After discussion, the following roles were allocated:</p> <p>Chair: Zahoor Ahmad Vice Chair: Jas Sokhal Secretary and temporary minutes secretary: Nina Kang Treasurer: Balbir Singh Sponsorship: Not allocated Cultural Events Organiser: Jag Hayer Charities: Not allocated Regional Reps: Shanti Wass, Iain Stewart, Wayne McLon, Jas Sokhal, Julie Sandbrook, Nasar Hussain</p> <p>2. It was confirmed that all regional reps would be provided with the relevant information for presentations.</p> <p>3. The roles and responsibilities were discussed in detail. A list of the regions was to be passed to Nina for processing and presenting to Jagtar.</p> <p>4. The need to establish AFSA as a national committee was discussed. Dates and venues for the July conference were also discussed in greater detail.</p> <p>5. It was agreed that all attendees would be emailed the minutes of this meeting, the AFSA PowerPoint presentation slides and the national leaflets.</p> <p>6. Jagtar confirmed that he would review the roles and responsibility forms and forward these to Jas for circulation to all attendees for consideration.</p>	Jas
<p><u>Constitution</u></p> <p>1. It was agreed that Zahoor would conduct a review of the London AFSA</p>	Jagtar/ Jas

<p>constitution ready for feedback to the next meeting. Any amendments to the constitution should be tracked and emailed to all attendees for version control.</p>	<p>Zahoor</p>
<p>2. The policies and procedures to be put into place were discussed.</p>	
<p><u>Any Other Business</u></p>	
<p>1. The responsibility of the recruitment of members lies with the regional reps. Various recruitment campaigns were discussed. Donald was tasked to provide Jas with a list of the names of the Heads of Policy and Equality across the various Fire Services.</p>	<p>Donald</p>
<p>2. It was agreed that a database was required of the members of AFSA. Jas and Nina were tasked to implement this.</p>	<p>Jas/ Nina</p>
<p>3. Jas stressed the importance of completing the membership application forms for storing membership details. The processes involved in this were discussed.</p>	
<p>4. Social and national events to raise awareness of AFSA were discussed. Jas requested that any ideas for these events be forwarded onto him for consideration.</p>	
<p>5. Discussion took place regarding the releasing of AFSA members by brigades to take part in AFSA activities. It was confirmed that AFSA would be in a position to challenge brigades not willing to release AFSA members in work time. All attendees were requested to wait until the official AFSA letter written by Zahoor is sent out to all the brigades before acting on this. Skills training will be provided for members to deal with these situations in the event of them arising.</p>	
<p>6. It was proposed that the AFSA meetings be held on a monthly basis until the official launch in July 2009. The next meeting will be held at Derbyshire Fire and Rescue. Further details to follow.</p>	<p>Jas/ Zahoor/ Nina</p>
<p>7. The AFSA membership is open to anyone who agrees to and signs for the principle values. This was discussed further with regard to priority memberships and will be clarified in the membership booklet.</p>	
<p>8. Logos, banners, sponsorships and ambassadors will be discussed further when those specific roles and budgets have been allocated.</p>	
<p>9. AFSA members met with the Fire Minister, Sadiq Khan on 10th February 2009 to discuss the aims of AFSA, the conference in July and resources. Mr Khan suggested another meeting in 12 months' time to report back but indicated he is supportive of AFSA. He will be copied into the letters to CFOs.</p>	
<p>10. Following the conference in July, there will be another meeting with the Fire Minister before an event in November 2009. A high profile of AFSA is needed to be maintained during this period. All attendees will be given a copy of the letter of thanks sent to the Fire Minister.</p>	<p>Zahoor</p>
<p>11. Zahoor confirmed that he will be meeting with the editor of Fire magazine to</p>	

promote AFSA.

Evaluation

Jagtar addressed the meeting and asked that all members do not underestimate the meeting today and what had been achieved. This evaluation will be a standing item at each AFSA meeting from now on. The two questions that will be asked of all attendees at each meeting will be:

1. Was it worth your time today?
 2. Have we made progress on the issues you wanted progressing?
- Donald – yes
 - Jas – yes
 - Nasar – not everything has been sorted but some queries have been answered and he has some information to take back
 - Jag – yes, she is excited about the launch
 - Nina – yes
 - Jagtar – yes
 - Zahoor – knows there are apprehensions, all you have to do is do what you can and have faith

The next meeting will be held at 10:30 am on Tuesday 31st March 2009 at Nottingham Road Fire Station, Derbyshire Fire and Rescue.