

inFIRE Committee Meeting, November 8-9, 1998, Norwood MA

Present: Ann Kelly, IAFC, Chair; Janet Green, FMRC; Lian Ruan, Illinois

Fire Service Institute; and Martha Gunnarson, WPI.

I. Minutes from the previous meeting (Oct. 19-20 1997) were approved with the following amendment:

Under Responsibilities of inFIRE Committee Chair, add: Provide financial statements.

II. Structure and Future of inFIRE

A. Name Change with SFPE

1. The inFIRE Advisory Committee is now called the inFIRE Committee, and subject to the rules governing SFPE committees. The primary goals of inFIRE have not changed: networking and exchange of information, with priority given to our own patrons first, and then to other inFIRE members.

It is not our purpose to serve other inFIRE members' patrons, or SFPE members.

B. Responsibilities

1. Several of last year's Committee goals were not met, largely because

of work priorities. It was decided that to work effectively more duties needed to be shared by inFIRE members. The following activities are no longer needed and can be dropped: Process new member applications; Bi-monthly updates via electronic mail.

2. inFIRE Committee Responsibilities were defined as follows:

- a. Manage business of inFIRE, and oversee finances (chair)
- b. Prepare agendas (chair)
- c. Review and approve new member applications (all)
- d. Welcome letter or e-mail to new members (chair)
- e. Announcement of new members to electronic mailing list

(chair)

- f. Liaison to SFPE Executive Director (chair)
 1. Any problems with members
 2. Submit new Chair and new members for approval
- g. Submit goals to SFPE (chair)
 1. Annual conference
- h. Review and approve conference presentation abstracts (all)
- i. Long-range conference planning, feedback and evaluation

(all)

- j. Update conference checklist (all)
- k. Maintain archives
 1. Outgoing Chair gives to new Chair

3. inFIRE Membership Responsibilities (Volunteer Positions)

- a. Accessions List Monitor (NEW)
 1. Track submissions and follow-up if needed
 2. Notify inFIRE Committee of member's status

3. Send reminder letters (if needed) by Oct. 15th
- b. Membership Coordinator (NEW)
 1. Serve as contact for membership inquiries, send out information
 2. Forward applications to inFIRE Committee Chair
 3. Follow-up inquiries
- c. Communications Coordinator (Susan Walker)
 1. Maintain library profiles, contact information, mailing roster
 2. Facilitate problems, i.e. facsimile numbers that don't work
 3. Announce changes to inFIRE members
- d. Treasurer (NEW) (Ann Kelly)
 1. Oversee funds
 2. Report to Chair
 3. Provide quarterly statements
 - e. Brochure (Lian Ruan) - Print, update, disseminate
 - f. Conference Committee
 - g. Union List Coordinator (Susan Walker)
 - h. Electronic Mailing List (Gillian Bullock)
 - i. Web Site (Martha Gunnarson)
 - j. Archives Coordinator (NEW) (Current Chair)
 - k. Conference Proceedings Editor (Conference Committee Member)
 1. Guidelines need to be drawn up. Suggestion made that Nina McPherson would be a good candidate to do this. Janet will contact her.
4. inFIRE Membership Responsibilities (All Members)
 - a. Provide accessions list at least once a year
 - b. Update Union List information
 - c. Provide input to inFIRE Committee
 - d. Offer discarded materials to inFIRE libraries
 - e. Share information on new periodical titles
 - f. Share information using the electronic mailing list
 - g. Stay in touch, actively utilizing networking tools
 - h. Plan and attend inFIRE conferences

C. 1999 Committee Makeup

1. Mike Kroll has resigned from the inFIRE committee due to increased professional responsibilities.
2. A recommendation will be sent to SFPE that Janet Green be Chair for 1999.
3. Ann Kelly will be relinquishing her position as Chair and as a committee member after the inFIRE Committee meeting in Montour Falls.
Two 3-year terms will then be open.
4. Call for interested persons will be made via electronic mailing list.
5. Term Expiration Dates

a. Ann Kelly	spring 1999
b. Janet Green	spring 2001
c. Martha Gunnarson	spring 2001
d. Lian Ruan	spring 2001

D. Marketing inFIRE

1. Brochure will refer prospective members to the web site.
2. Web site will list name and contact information for Membership Coordinator.
3. Martha will submit web site to web indexing service
4. All inFIRE members should actively promote inFIRE to their colleagues.

III. Finances

A. Current Finances

1. Ann handed out financial statement
2. There were no expenses incurred by the 1998 conference
3. Current balance is \$4, 734.91

B. Sale of 1998 Conference Proceedings

1. 4 copies sold to date
2. A vendor has contacted Ann about re-selling them, they will be sold at cost.

C. Use of Funds

1. Recommendation made and approved to offset food costs for inFIRE Committee meetings (not to exceed \$50 per person per day)
 - a. breaks, 1 lunch, 1 dinner
 - b. 1997 meeting food cost was \$281.51
2. Ann is investigating cost of printing letterhead and brochure in color
3. All expenses incurred by annual conference should be covered by conference registration fees

IV. Conferences

A. 1999 Conference - Montour Falls, NY

1. Diana Robinson (Conference Coordinator) can only collect money for lodging/meals at the Academy
2. Registration fee to cover proceedings, transportation, dinner for invited speakers, speaker gifts
3. Lodging at the Academy is dormitory style
4. Nearest "Holiday Inn type hotels" are 20-30 miles away
5. 1999 Conference Committee: Lian Ruan, Cecile Grant, Susan Walker, Gwen Schagrin, Mike Culhane, Chris Dahms
6. Conference Committee should always include next year's Conference Coordinator
7. Review of current "1999 call for presentations" submitted by Diana Robinson was conducted.
8. Once the inFIRE Committee has approved presentation abstracts, the Conference Committee will notify speakers

B. 2000 Conference

1. Ottawa, Ontario, Canada
2. Conference Coordinator is Mike Culhane

C. Conference Checklist

1. Updated, incorporating new names and responsibilities
2. Motion to accept was approved unanimously

V. Membership Updates

A. New Members

1. Three new members were approved in 1998
 - a. Country Fire Authority (CFA), Australia
 - b. Fire & Emergency Services Authority of Western Australia
 - c. Learning Resource Center, National Emergency Training Center

B. Accessions Lists - Status

1. Several libraries have still not submitted lists during 1998
2. Ann will send a reminder to all members that the lists are due
3. If no list is sent, the library will no longer be a member of inFIRE

C. inFIRE Brochure

1. The brochure was updated
2. Motion to accept was approved unanimously

D. Profiles

1. Should be coming out soon
2. Suggestion made that they be sent out as e-mail attachments and members having difficulty with this method can request paper copies

E. Union List

1. Computer file problems caused delays
 - a. Conversion from Mac to DOS format
 - b. Difficulty separating out individual library holdings
2. Entire list will be sent to members for update information

VI. Other

A. FEMA's Blue Ribbon Report

1. Lian circulated a letter she had written to the director of the Federal Emergency Management Agency, expressing her concerns about the importance of the NETC library to fire academy libraries
2. Proposal made that inFIRE might send a similar letter
3. Concerns expressed about political nature of FEMA, and potential negative effects on NETC library
4. Decided that inFIRE as a whole should not get involved
5. Individual member libraries should feel free to write to FEMA (recommend checking with Adele Chiesa to see what would be helpful)

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1. Brochure
 2. Mission Statement
 3. Committee Guidelines
 4. Accessions List Guidelines
 5. Conference Checklist
 6. Volunteer Position Descriptions
 7. Member Guidelines
 8. Committee Chair Guidelines
 9. Proceedings Guidelines
 10. Bylaws
 11. Membership Application Form
 12. Library Profile Form
 13. ILL Policy Statement
 14. Membership Criteria
 15. Copy of letter from Kathleen Almand explaining new relationship between SFPE and inFIRE

Respectfully submitted by Martha Gunnarson , 11/10/1998.