

Minutes of inFIRE Advisory Committee Meeting, Apr. 30, 2001

Meeting convened at 9:50 a.m., on the premises of RJA Group, Inc. Present: Janet Green, chair; Mike Culhane, Martha Gunnarson, Lian Ruan (last meeting as Advisory Committee member), Gwen Schagrin, Susan Walker (new member).

I. Minutes of Fall Meeting.

Reviewed and approved as written.

II. Review of Committee Task List.

Completed.

III. Conference Update.

A. 2001 Conference.

1. Andrea was unable to attend either the Advisory Committee meeting or the Conference due to injuries sustained in an unfortunate fall. On the advice of her physician, she was resting at home. A get-well card was circulated and signed by all.
2. Last-minute phone calls were made to confirm transportation and tour arrangements. A/V equipment was set up in the meeting room.
3. Plaques were given to Lian, Andrea and Mary Studer (RJA), as a token of thanks for hosting and setting up the conference. (Mary took over many of the duties after Andrea moved from RJA to Schirmer Engineering.)
4. Session chairs and note-takers were chosen.

B. 2002 Conference.

1. Chris Dahms joined us for lunch, to give an update on preliminary plans for 2002. Chris has been in contact with British Energy and Margaret Fuller from the Fire Service College, as well as Judy Seebourne (sp?) from the London Fire and Emergency Planning Authority Library.

2. Potential hosting sites were discussed, including Edinburgh (British Energy), Moreton-in-Marsh (Fire Service College), and London. Pros and cons of each site were discussed.

a. Edinburgh

pros: British Energy would host, no cost to inFIRE, good meeting facilities

cons: higher travel costs, no inFIRE members nearby, less desirable nuclear plant to visit, possible difficulty in obtaining speakers

b. Moreton-in-Marsh

pros: inFIRE member, good facilities, inexpensive lodging (dormitory), good location for day trips to London (ca. 60 miles), village in walking distance (with alternative lodging), located in the Cotswolds (scenic -- nearby: Stratford-upon-Avon (ca. 15 miles), Oxford (ca. 30 miles), Avebury (ca. 40 miles), Stonehenge (ca. 60 miles))

cons: a bit complicated to get to, longer distance to British Energy's Sizewell B nuclear plant (171 miles from Stratford),

c. London

pros: easy to reach, central site for several library visits, within easy day trip distance of Sizewell (106 miles), Moreton-in-Marsh (ca. 60 miles); good connections for optional trips

cons: expensive lodging (although current discount rates seem to be US\$115-\$208:

<http://www.bookhotel.com/index.htm>), no inFIRE members to host (= paying for meeting space)

3. Suggested trips/tours: Fire Service College, London Fire Brigade, Forensic Science Service, Fire Protection Association, Home Office Library, Sizewell B (pressurized water reactor).

4. Possible joint conference with FIG (Fire Information Group): would be 2<sup>nd</sup> IFIC (International Fire Information Conference. (?) 1<sup>st</sup> was held 1992 at Moreton-in-Marsh)

5. Mike Culhane volunteered to help Chris with planning. Fall Committee Meeting will be in September instead of late October/early November.

6. Backup site: Minneapolis (Minnesota Fire/EMS/Safety Center). NFPA's annual meeting will be in Minneapolis, May 19-23, if we want to be a 'satellite' meeting.

### C. 2003 Conference

1. Oklahoma City in September?
2. Minneapolis?
3. Miami Beach, May 18-22 (satellite of NFPA annual meeting)?

### IV. Financial Report

As of October 2000, there was a balance of US\$3989.58. A surplus of \$402.17 from the Ottawa conference was added. \$384.69 covered meeting expenses for the fall 2000 Advisory Committee meeting. \$480.27 was spent on supplies, the inFIRE lapel pins, and Nora's retirement gift. The remaining \$3526.79 was deposited in the new inFIRE checking account. \$17.75 was used to purchase checks, leaving a balance of \$3,509.04. Still to be paid for: 8 speaker gifts for conference (ca. \$150), gift for Ann Kelly (\$55).

The report was accepted.

### V. Reports from Volunteers

#### A. Membership Coordinator -- Elizabeth Hides

1. Three new members since last conference: Ontario Fire College (Judy Humphries), Packer Engineering (Sara Tompson), and Gage-Babcock & Associates (Alexandra Jones).
2. One returning member: Safety Engineering Laboratories (Laura Logan) [former inFIRE rep.: Mike Kroll]

#### B. Accessions Lists Monitor -- Chris Dahms

Delinquent members were contacted (all were called, not all were reached). The lists will continue to be monitored, and reminders sent out. **Reminder to all:** A list of your new materials sent out at least once a year is a requirement for membership. Please submit your lists to Mr. Dahms. If you are sending paper copies, make certain that all recipients want them. (Save on postage!)

#### C. Communications Coordinator/Union List Coordinator -- Susan Walker

This will be split into two positions: the Communications Coordinator is responsible for the Library Profiles. A new set of profiles was mailed to the membership in April.

#### D. Brochure -- Gwen Schagrin

Draft brochures should be ready July 1<sup>st</sup>. Printed and ready Oct. 1<sup>st</sup>. A notice will be sent asking how many copies members would like.

#### E. Electronic Mailing List -- Gillian Bullock

Everything is fine. Possibility of moving to more sophisticated system was raised, but as current system is working well, we will stick with it.

#### F. Web Site -- Martha Gunnarson

Changes, deletions and additions were made when needed. A password-protected secure area was added, but is currently empty. Proposed additions to the site: Brochure, inFIRE history, e-mail list (secure), inFIRE handbook (secure).

#### G. Archives -- Janet Green

Added: highlights of last conference, e-mail messages relating to conference planning, Committee meeting notes and minutes.

### VI. Review of inFIRE Reference Documents.

#### A. Membership criteria

Mike Culhane drafted a new version, which was approved with slight changes.

"Membership is open to organizations involved in fire research and testing, post-secondary fire education and training, fire and emergency services, fire protection consulting, and fire insurance. Membership is granted to an organization's library or information center, not to individuals. Members must be able to loan full-text documents to other inFIRE members (normally free of charge), circulate at least one Accessions List per year, and participate in the development of the Union List of Serials. It is expected that inFIRE libraries or information centers are accessible to other inFIRE members at all times during regular business hours."

### VII. Other Activities.

#### A. Discussion items from members

1. Staff directories -- a request was made to develop such a list. The Committee noted that this information should be included in the Library Profiles.
2. Promotional opportunities -- World Firefighter Games to be held in Australia in 2002. inFIRE brochures will be provided.
3. Opportunity to hold future meetings in conjunction with NFPA (see III.B.6, III.C.3, above)

B. 2002 International Safety Science 7<sup>th</sup> International Symposium, WPI

1. Subcommittee will be formed to investigate role of inFIRE

C. Business Meeting Agenda

1. Committee Activity Update
2. Reports from Volunteers
3. Other Activities
  - a. 2002 and 2003 conferences
  - b. promotional activities
4. New Business

D. Additional Committee members

1. Chris Dahms will join the Committee at the fall, 2001 meeting.
2. Committee still in the discussion stage re: international member -- logistics will need to be worked out. International member would not be expected to attend all Committee meetings.

VIII. New Business.

0. No new business.

Respectfully submitted,  
Martha Gunnarson