



**inFIRE Executive Committee minutes  
Ottawa, Canada  
May 29, 2009**

Present: Mats Bornström, Michael Culhane, Martha Gunnarson, Sarah Kaufmann, Laura Logan, Sue Marsh, Diana Robinson, Gwen Schagrin

inFIRE Chair Sue Marsh called the meeting to order at 9:05 AM, and started the meeting by conveying our sincere gratitude to Mike Culhane and his staff for a great conference. Well done!

Agenda items:

**1. 2010 inFIRE conference.**

Elizabeth Hides sent word this week that we may be invited to host in Australia again, this time in Melbourne. It was suggested we start in Melbourne on March 24<sup>th</sup> at AFAC. (Knowledge Web, the Bushfire CRC and Country Fire Authority may be of interest.) This would be followed by a free weekend in the city, continuing on to the Fire College in Mt. Macedon. This would coincide with the ALIES meeting (March 28-April 1). We could stay at the Fire College, which is Spartan but possibly free of charge. Sue replied with questions, but hadn't received an answer.

The Committee voted to consider Australia our first choice. In the event a firm commitment doesn't come by the end of June, we'll reach out to Lund. (Lund University had offered in the past, and possible that SRSA could co-host. The LRC in Emmitsburg and Ontario Fire Marshal/Ontario Fire College would be 3<sup>rd</sup> and 4<sup>th</sup> choices.

**2. 2011 inFIRE conference.**

We still like the idea of being in NY City in recognition of the 10<sup>th</sup> anniversary of the WTC attacks. Will need to contact Dan Maye at Mand; possible to co-host with John Jay? Sue will contact Dan; Diana will contact Dr. Charles Jennings at John Jay. If NYC not available, consider OFM/OFC or Illinois State Fire Institute (by then, their new building should be completed). Lund would be our first choice for 2012, if we haven't been there by then.

**3. Executive Committee membership.**

Gwen, Laura and Diana completed their terms and leave the Committee at the end of this meeting. Martha Murphy, Lian Jin Ruan and Susan Walker take their places. Mike Culhane offered to come back on the Committee to fill the next opening in 2010.

We discussed the need to keep “cultivating” new Committee members from a variety of organizations & regions. Mats will see if Tore, Lise or Isabelle might be interested. Sue will ask Elizabeth Hides who would be a good representative from Australia/NZ. (Perhaps Gillian from CSIRO?)

#### **4. Volunteer positions.**

Treasurer: Lian has volunteered to take this on. Lian was very organized about keeping track of funds when she served as Treasurer in the past, and the bank our checks are drawn on is located in Champaign. Laura made a motion to name Lian our new Treasurer; 2<sup>nd</sup> by Gwen. Passed.

As related information, Susan Walker sent Laura the financial records which came from Brad after his resignation. Our current bank balance is \$3663.71. In summary, the 2007 JIBC was an expensive conference. The registration fees did not cover lunches, transportation and some other costs. JIBC billed us for about \$3000 after the conference. The books are in disarray at present, with some paperwork simply missing. Laura noted that 2008 Detroit made money; Mike expects to at least break even.

Acquisitions recorder: it was decided to delay appointment of a recorder for now.

Laura will continue updating member profiles, and may even turn into an interactive Google Earth page. Martha can also post profiles to the website, and will check on those who haven't updated their profiles in a while. Martha will let Sue know of any who don't answer; Sue will try to contact them individually.

#### **5. Future of inFIRE meetings.**

Should we start looking at podcasts? Streaming Web broadcasts in real time are a problem because of time difference between sites & members. (Mike did not have time to set it up this year.) Not likely we could get podcasts or video on WPI's server because of the file sizes involved. We have notes of the 2008 & 2009 conferences; Martha will try to get them on the inFIRE site. Mike will try to get PPTs from 2009 presenters and send to Martha. The Australians may be able to set up podcasting for the 2010 conference; will tell them we'd like to try it. Not sure of cost of uploading captured video & storing on commercial sites. Picasa is available for a reasonable fee (\$25?) but we need to look into how many minutes of video that includes. SEL or NRC may possibly be able to host the files at no charge to us.

#### **6. National Fire Heritage Center application.**

This is an all-volunteer organization, with supposedly a “huge” collection. The list now on the Web only includes a handful of PDFs. At this time they do not have a location; currently looking a building near Emmitsburg. The NFHC application submitted by Ron Coleman agreed to all the requirements of membership. Motion by Gwen, 2<sup>nd</sup> by Laura, to postpone action on their application until they have a location. Passed. Gwen also suggested we express interest in their work and encourage them to keep in contact with inFIRE as we may be of help.

#### **7. Membership status of Chris Dahms.**

Chris no longer qualifies for inFIRE membership under the existing rules: he has no collection and no location. This led into the issue of membership categories. [See #8 below. ]

#### **8. Editing of the criteria for membership.**

Emeritus or honorary memberships were discussed and last year's EC meeting. Notes on these were read aloud. Gwen offered that Emeritus members should be those long-time members who have served on the Executive Committee, and retired from their fire libraries.

While there may be good reasons to offer some sort of membership to individuals/companies like Sheila Pantry, Jack Watts and Chris Dahms, we may not want them to post to the list or have some other member privileges. Mike will look into whether the NRC email list can be set up to give “receive-only” rights to individuals. We also won’t post profiles for them, but will given access to the “members-only” area of the website.

After lengthy consideration and debate, it was decided to change the current “inFIRE Membership Criteria” in the handbook. *[Material in bold red italics was added. Strikeouts indicate deletions.]*

**1. Membership is open to organizations involved in fire research and testing, post-secondary fire education and training, fire and emergency services, fire protection consulting, fire insurance and fire associations. 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 **organizational** members (normally free of charge), **and** circulate at least one Accessions List per year **or have a web accessible catalog of holdings and new acquisitions**, 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.**

Motion made by Laura to accept changes; Martha 2<sup>nd</sup>, approved.

Sections added:

**2. The Executive Committee may grant personal memberships to individuals involved in fire research and testing, post-secondary fire education and training, fire and emergency services, fire protection consulting, fire insurance and fire associations. Personal members may not serve on the Executive Committee. Personal members may monitor the listserv, but may not post directly to the list. Organizational members may forward messages on behalf of personal members.**

Motion made by Laura to adopt; Sarah 2<sup>nd</sup>, approved.

**3. The Executive Committee may grant Emeritus memberships to those who have served on the Executive Committee and/or made significant contributions to inFIRE, and have retired from their inFIRE organizations. Emeritus members retain all their privileges but may not serve on the Executive Committee.”**

Also added to the end the membership section:

**The Executive Committee reserves the right to revoke memberships.**

Motion made by Sarah to adopt; Martha 2<sup>nd</sup>, approved.

Revisiting item #7, it was agreed the “personal membership” category would suit Chris Dahms’ situation.

## **9. LinkedIn.**

Pros/cons of LinkedIn and Facebook were discussed. Decided not to pursue at this time.

## **10. Executive Committee Wiki.**

Gwen will make sure all EC members are “invited” and have access. The inFIRE Handbook and conference notes will be posted to the Wiki. (2009 conference note-takers were Lian, Martha, Mike & Sara. ) Conference notes will be emailed to the EC, then compiled into the text of one email to be sent to all members. Martha will load notes onto the inFIRE website after they are proofed, along with any presentation files Mike can get from the speakers.

### **Other business:**

#### **Federated search:**

IAFSS went to FORUM with the idea; FORUM would like to promote a single portal to search fire-related full-text documents and research. Is this something inFIRE wants to be involved in? Terry Fay’s presentation and the subsequent panel discussion raised a lot of questions. Terry followed up with an email summarizing pros/cons of the options. Mike cautioned that depending on the route taken this may be a long, involved, and potentially expensive project. He volunteered to be our contact with IAFSS/FORUM. Mike will share his advice and act as the liaison between Terry and inFIRE. He will let Terry know inFIRE is very interested and supportive of the concept. Depending on what they need, we are willing to help and assist. Mike will keep us aware of progress.

#### **Highlights & “lessons learned” from inFIRE 2009:**

- Expenses (incl. reception, food, transportation, etc.) came to \$3045. Registration fees came to \$3375, not counting Terry Fay’s which has not yet been received. Any bills that might be outstanding will be minor.
- The EC voted to not charge Gwen a registration fee, as she only attended the last day and none of her expenses were picked up by her employer.
- We may need to set a policy about speakers who would like to sit in on the conference. On the one hand, we don’t compensate them at all for their expenses; on the other hand, it’s not fair for other attendees to pick up a speaker’s full tab just because they spoke for an hour. (This year, Mike “forgave” Jack Watts’ registration fee in recognition of Jack’s donation of books and Fire Technology issues for give-away to attendees.) A compromise may be to simply let speakers “sit in” on only the day they present. It was decided the next “Call for Papers” will include a note that speakers are expected to pay registration if attending the conference.

There being no other business suggested, thanks were extended to outgoing Committee members for their service. Sue Marsh adjourned the meeting at 12:45.

Respectfully submitted,

Diana Robinson