Minutes – IAFSS Committee Meeting – 28-29 April 2021 FINAL

Venue: Zoom (https://lu-se.zoom.us/j/62577478118)
Date: Thursday, 28-29 April 2021
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| 20:30-22:00| 23:30-1:00 | 4:30 – 6:00| 5:30 – 7:00 | 11:30 – 13:00 | 12:30-14:00 | 13:30 – 15:00 | 15:30-17:00

1. Welcome

BJM called the meeting to order at 5:33 CET.

2. Apologies

Apologies were received WKC, and EG. CM advised he would arrive late due to prior commitments.

3. Approval of past meeting Minutes

BJM asked if they were questions or changes on the drafts distributed for meetings on 15 and 27 April 2021. No changes were requested and the minutes were approved.

Annex 1 &
Annex 2

4. Report of the Chair

BJM outlined highlights of the report. The report as presented at the GM is attached. The Feedback and Complaints Policy has been approved and posted on the website. This shows progress and now the DEI SC can review needs and add Code of Conduct and other policies as needed.

Restructuring will require attention moving forward. The Trustees and EC have agreed that all EC members will become Trustees during this process.

Action Item: MM and BWar to research and prepare paperwork needed to complete this process.

Internal review of the benefits and conflicts of becoming part of CIO requires examination. Key points for consideration are:

1. What is application and acceptance process?
2. Is a new Constitution required? When does it need to be drafted?
3. How will this change and dissolution be explained to members?

Their involvement in the final vote is required in the current Rules of the Association.

Members need to understand that the CIO option only became
available in 2006.

It is important for all MC members to be actively involved and they should contact BJM to identify in what capacity they would be most interested in serving (e.g., one of the Symposium committees, a SC, etc.). They are also asked to consider possible new SCs and if a new Officer position as Chair of the Symposium should be added at this time.

5. Report of the Treasurer

MM outlined highlights of the report which show a healthy financial standing. The most significant item involved banking changes required when UBS informed IAFSS that they would no longer be working with small charities. Sue Owen, former Secretariat, assisted with researching UK banks that would accept the accounts. Decisions were made to begin an investment fund with Tilney and a cash fund with CAF Bank. Timing of the change resulted in missing the pandemic downturn in the market which was a benefit to the finances.

AT asked if there was a budget for the various items under review with legal counsel. MM advised that the Trustees and EC had received estimates and approved them, these decisions were not made solely by her as the Treasurer. MM stated that approximately £1,000 had been spent for development of the general feedback and complaints process, advice on the ongoing complaint was being charged at an hourly rate and that cost for transition to the CIO would be at least £5,000, depending on how much consultation was needed. Additional costs would depend on how much we develop within the Association and how much is developed by the lawyers. She agreed that a budget needs to be developed with input from the Governance SC.

It was also suggested that there be consideration of a Finance SC to assist the Treasurer in making decisions in the future and establishing a budget with suggestions on funding Outreach opportunities.

6. Report of Subcommittees

BJM advised that he would be appointing Co-Chairs for all SCs. Where appropriate, one Co-Chair from the MC and one from membership.

Action Item: Submit your choice of where to serve before you are assigned. Respond with interest for symposium committees within 2 weeks.

Governance SC: BW will Co-Chair and work will begin following the conclusion of the Symposium.

DEI, SC: JF will Co-Chair and has begun to recruit members from the previous WG and has prepared a scope statement for the SC (Annex 5). It is also suggested that they look into the need for diversity training.

Communications and Outreach SC: This combines the former New Technologies SC with a new component on outreach. RF will Co-Chair, leading the Outreach portion and expand on the newsletter disseminating information to members. Xinyan Huang will replace MG and serve as Co-Chair leading the Communications component, handling website and
technology. BJM thanked MG for his service with changes over the last several years. The student support for the 13th Symposium in the technology area was excellent and it is suggested that they are considered for assistance in the future. This will keep them involved and contributing to IAFSS.

Early Career Researchers and Practitioners SC: A volunteer is needed to Co-Chair this group from the MC and interest will be sought from the membership. It is important that these members are engaged and integrated into IAFSS as the future leaders of the organization.

Education SC: After some discussion with JW and CF, it was decided to split the Research and Education into separate SCs. CF will Chair the Education SC. CF will prepare a plan in the coming weeks.

Research SC: JW will be the Chair of this SC. Members have been recruited and areas of interest are being identified. Reaching out to the IAFSS community, policy makers, funders, and other stakeholders with a position paper as one important step. (Annex 6)

With time running short it was agreed that some agenda items would be skipped for this meeting.

7. **Arrangements for the 14th Symposium, Tsukuba, October 2023**

   RD gave a presentation on the current arrangements in Tsukuba. BJM reminded all that planning is behind the usual schedule as the 13th Symposium is just concluding. AT has volunteered to Co-Chair the Planning Committee. BJM reminded members again to indicate roles they may want to play, within the next 2 weeks, as decisions will be made soon. A meeting around mid-May will be scheduled to get plans started.

8. **Initial Discussion – Committees for the 14th Symposium**

   Deferred until May meeting.


   BW was thanked for her tremendous efforts and that the sessions have run with very few problems. A detailed report is deferred until May meeting.


    BMer presented a report from Elsevier on the status of FSJ. The number of submissions have increased significantly from around the world, while rejection rates remain relatively steady. The time from submission to publication has been improving. The need for responsive reviewers is always a concern as only 2/3 or less of the invitations are answered. It is important to note that the Symposium issue does not have a difference in quality. CiteScore and Impact Factor for FSJ have showed steady increases and remain strong.

11. **Report on Newsletter**

    Deferred until May meeting.

12. **Brief Update on 12th Asia-Oceania Symposium on Fire Science and Technology (Brisbane, December 2021)**
Deferred until May meeting.

13. **Brief Update on AOAFST**
Deferred until May meeting.

14. **4th European Symposium on Fire Safety Science**
Deferred until May meeting.
Post meeting note: For clarification, we do not plan the ESFSS, but may provide some support in a similar manner as the AOSFST. This item is to ask if anyone is aware of a university who may want to host the next ESFSS.

15. **Report of the Secretary / Secretariat**
Deferred until May meeting.

16. **IAFSS Website**
Deferred until May meeting.

17. **AOB**
No items had been presented.

18. **Next Meeting**
Plan for a meeting in the middle of May.
**Action Item:** BWar to send Doodle poll with possible dates
BJM adjourned the meeting at 7:11 CET.
ANNEX LISTING

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Annex 3: Report of the Chair (Web link in Minutes)
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Annex 7: Arrangements for 14th Symposium in Tsukuba (Web link in Minutes)
Annex 8: Fire Safety Journal Report (Web link in Minutes)
1. **Call to order**

PvH called the meeting to order at 13:03.

2. **Apologies for absence**

No apologies were received. MG and PB joined late, as he had advised the Honorary Secretary.

3. **Welcome to new members of the Committee**

PvH welcomed new members and thanked continuing members. Welcomed also Barb Waronek (BWar) as new Secretariat.

4. **Allegations against IAFSS leadership**

PvH noted that this item is to make sure everyone received information – not to have discussion. More of a discussion may occur under Item 12, depending on timing. Challenge that we are in transition, but much going on. Many actions occurred during last two weeks, so not much time to respond.

5. **Election of Chair**

PvH described procedure for election and process to follow for Chair, Vice Chair, and other officers. Based on our Rules and input from the Past Chair, and as discussed with candidates. Candidates put into waiting room at this time.

PvH noted one-page vision statement provided. Idea is not to re-address that, but Committee members to have opportunity for questions (10 minutes per candidate).

Voting will be by polling tool in Zoom. No proxy votes were received. Person running poll, MM, cannot vote in poll, so has to be added separately. Polling tool was tested to assure all could vote.
Initial vote had no candidate with majority. Runoff vote was tie. Tie-breaker vote was for BJM. PvH congratulated BJM on election as Chair.

6. **Election of other Officers of the Association**

First vote is Americas Vice Chair. Vote is for EW.

Second vote is Asia-Oceania VC. LH runs unopposed. Vote is for LH.

Third vote is for Europe-Africa VC. BMe noted his understanding that the EC focus will more on management, and other Committee members focus will be on the symposium and related issues, which he feels more aligned with, and withdrew his name for this VC position. JW then runs unopposed. Vote is for JW.

Fourth vote is for Honorary Secretary. No nominees. EC decision.

Fifth vote is for Treasurer. MM runs unopposed. Vote is for MM.

Sixth vote is for ‘at large’ position Americas. JF and BL indicate interest. Vote is for JF.

Seventh vote needed for Asia ‘at large’ position. RD runs unopposed. Vote is for RD.

Eighth vote is Past Chair position. No vote needed. PvH confirmed.

7. **Chair vision for 2020-2023**

BJM congratulated those elected to officer and Executive Committee positions and noted that he looks forward to working with them, as well as the rest of the Committee, over the coming 2.5 year.

BJM then summarized his vision as outlined in one-page statement with some additional discussion on future structure. He noted with change in Association structure to a CIO, the EC and Trustees may become managing group, and balance of Committee to make up a Council, in CIO terms. All to be discussed.

8. **Responsibilities of Officers of the Association**

BJM outlined the 2015 agreed responsibilities for VC positions and noted his expectation that position descriptions will be created for all officer positions. Also, expectation that EC members will chair Committee WGs. It was recognized that as structure of Association changes, so too may responsibilities. To start, BJM suggested WGs to include:

- Diversity, Equity and Inclusion (DEI)
- Communications and Outreach
  - Web, interaction with affiliated organizations, outreach to
new members, ...

- **Research and Education**
  - Working to help facilitate research funding, advocate for new FSS programs, develop support for PhD Summer Schools, ...

- **Early Career Researchers and Professionals**

- **Governance**
  - Take the lead on restructuring, with Trustees, and developing new Constitution (replaces Rules in the charitable incorporated organization (CIO) structure)

- **Finance**
  - Led by Treasurer, look at investments, how to appropriately use our funds to advance mission, ...

EG noted that Trustees should be also on Finance Committee. BJM agreed. Noted that as we restructure, EC and Trustees may likely be same persons, but for now, essential that both groups involved in Finance and Governance. EG suggested that the EC consider including all Trustees in discussions regarding restructuring.

BJM asked for volunteers to chair WGs and noted positions need to be filled and will be managed by email if not today.

- **DEI** – JF
- **Research and Education** – JW (with CF supporting)
- **Governance** – EW
- **Finance** – MM
- **Communications and Outreach** – vacant
- **Early Career** – vacant

CF suggested Research and Education are two big topics, so maybe separate in some way. Discussion was perhaps have two components in the group, instead of two groups. CF agreed to participate in the group.

BJM noted that for time, this can be pursued by email.

9. **Election of Nominating Committee Chair**

PvH was elected unanimously.

10. **Responsibilities of NC Chair**

PvH noted that in past, NC chair was responsible for Rules changes, but maybe not appropriate. BJM confirmed that NC will not be responsible for Rules changes, that will be new Governance WG. NC needs to focus on nominations, balance and new nominations form.

11. **Responsibilities of Committee Members, WGs, and WG Chairs**
BJM noted that he expected all Committee members will be active participants on WGs. WG chairs were discussed under Item 8.

12. **IAFSS policies, code of conduct, and related issues**

BJM noted that there are many important issues that we need to address in terms of a policies, including code of conduct, complaint, and DEI.

BJM noted that we have a complaint against IAFSS leadership and no complaint policy. We have been sent a recommended policy by legal counsel (firm of Russell Cooke). We should adopt that policy today if possible. He noted this should be joint agreement with Trustees.

EG noted that we should ask legal counsel to confirm that the policy follows ACAS suggested principles. Also it should clarify the subjects of actions.

**Action:** BJM to follow up with legal counsel. Trustees to be informed.

It was noted that, upon adoption, the Trustees are expected to work toward a specific process for the current complaint. A specific process was also suggested by legal counsel.

EG noted that this should also follow ACAS principles, and suggested that perhaps some steps had already been taken and do not need repeated.

BJM noted that the advice is to (a) adopt a general policy, then (b) adopt a specific policy for the current case. As part of the specific approach, there may be a request for an independent investigation, but that the process should first be in place so as to allow for this if requested.

**Action:** It is understood that Trustees will lead the development of a specific policy for the current case.

BJM asked it there was any opposition to moving forward if legal counsel confirms adherence with ACAS policies. No opposition was voiced.

BJM also noted that we need a Code of Conduct policy and a DEI policy. Trustees have asked the Committee to develop the Code of Conduct, and that they will be looking at DEI policy.

**Action:** Code of Conduct policy to be taken up by Governance Committee as a priority.

It was noted that due attention be given to how policies fit together, and it was suggested to consider the IAWF policies on Diversity & Inclusivity - [https://www.iawfonline.org/diversity-inclusion/](https://www.iawfonline.org/diversity-inclusion/)

13. **13th Symposium Update**

EW noted that the system was recently expanded to accommodate 550 persons, but has to be expanded again, which is good news. Some minor
issues still being sorted, but things are in good shape.

14. **Review of Bids for the 15th Symposium**

Deferred to next meeting.

15. **Report from the Past-Secretary and Secretariat**

BJM noted again BWar joining as Secretariat and deferred additional reporting to next meeting.

16. **AOB**

No new items were raised.

17. **Next meeting (at discretion of new Chair)**

BJM noted that the meetings are typically held in conjunction with the Symposium, and that after decision is made on future symposium (15th, in this case), announcement would be made on last day. BJM noted criticality of other issues discussed, and noted he would work to find a date and time during the symposium. Given timing of this current meeting, the timing of the next meeting would look to be better for Asia-Oceania colleagues, and that all future meetings would be on a rotating time basis so no one group is disadvantaged all the time.

*Action: BWar to create and distribute Doodle poll for Committee meeting during the Symposium. BJM to discuss with EW best date / time given other activities.*

18. **Adjourn**

BJM thanked members for their participation and adjourned the meeting at 15:20 CET.
Draft Minutes – IAFSS Committee Meeting – 27 April 2021

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1. Welcome
BJM called the meeting to order at 12:03 CET.

2. Apologies
Apologies were received EG, MG, BMer and PvH.
As everyone was joining, BJM advised that CF has accepted the position of Honorary Secretary.
Guests for the bid presentations were placed in breakout rooms so they could join the meeting as needed.

3. Brief discussion on 15th Symposium bids
BJM asked if they were questions or comments before beginning the review process.

4. Q&A with Poland Team
Guests: Piotr Tofilo, Mariusz Feltynowski, Kees Booth, Wojech Węgryński, Nicole Testa-Boston and David Grossman
The Main School of Fire Service will partner with SFPE to plan for the 15th Symposium. There are several possible venues in Warsaw that would be able to host the event. Poland is starting to take a leadership role in fire safety in Europe. They welcome the opportunity to host and bring together industry and academic researchers.

5. Q&A with Poitiers Team
Guests: Thomas Rogaume, Alexis Coppalle, Paul Antoine Santoni, Eric Guillaume, Pierre Carlotti and Benjamin Batiot
There is support from the entire French membership on hosting the 15th Symposium in La Rochelle. They have experience with hosting meetings and attracting industry support and participation. There are also a number
of students who will be able to be involved in the organization and provide assistance during the meeting.

6. **15th Symposium Bid Decision**

   It was agreed that there are 2 excellent bids and the decision will be difficult. Committee Members were asked to consider:
   
   - Historical connections to IAFSS
   - Research contributions
   - Participation in IAFSS
   - Expanding awareness of IAFSS to new areas

   After discussion, BJM called for a vote. Poll was conducted via Zoom and the proxy votes were added. Poitiers bid was selected.

   The teams were provided with the results. The Poitiers team was requested to prepare a brief presentation so the results can be announced to the membership at the conclusion of the current symposium.

7. **AOB**

   Nothing had been presented for discussion.

8. **Next meeting**

   The next meeting is 28-29 April 2021, depending on geographic location.

   BJM thanked members for their participation and adjourned the meeting at 13:18 CET.
ANNEX 5

IAFSS Diversity, Equity, and Inclusivity Subcommittee (DEI SC) – Scope Statement

The role of the DEI SC is to support the IAFSS goal of being a diverse and inclusive professional society with equitable treatment of all its members and all other entities with which the IAFSS interacts during any of its activities regardless of ethnicity, race, gender expression, sexual orientation, age, social class, abilities, religious values, political viewpoints, national origin.

The DEI SC does this by:

- Contributing to the development of and maintaining a code of conduct for members of the IAFSS.
- Contributing to the development of and maintaining procedures for investigating and resolving potential violations of the code of conduct.
- Contributing to the development of and maintaining policies to foster diversity and inclusiveness for IAFSS activities.
- Providing guidance on the avoidance of bias during the review of Symposium paper, poster, image, and other submissions.
- Working in conjunction with Symposium planning committees and other IAFSS subcommittees and working to ensure principles of diversity and inclusivity are being upheld. For the Symposium this includes working to ensure diversity and inclusivity in keynote speakers, awards, and paper presentations; working to reduce barriers to participation in the Symposium; and assisting the host with establishing DEI events during the Symposium.
- Identifying on-line DEI training courses and seminars.

In the near term, primary focus of the DEI SC will be given to development an IAFSS policy on diversity and non-discrimination, an IAFSS Code of Conduct, and IAFSS policies for investigating and resolving potential violations of the Code of Conduct.
ANNEX 6

Research Sub-committee

Jennifer Wen (University of Warwick, UK), Chair
- Fire modelling, hydrogen safety, lithium-ion battery fires, gas explosions.

John Hewson (Sandia National Laboratory, USA)
- Fire and materials, fire chemistry, testing and diagnosis, lithium-ion battery fires

David Lange (University of Queensland, Australia)
- Structural Fire Safety Engineering, including risk and performance based design methodologies and structural mechanics under high temperature

Naian Liu (University of Science and Technology, China)
- Theoretical and experimental studies on the combustion of extreme fire behavior in large-scale/wildland fires.

Yuji Nakamura (Toyohashi University of Technology, Japan)
- Scale modeling of combustion, Study in "micro-scale" combustion, Fire-safety strategy.

Enrico Ronchi (Lund University, Sweden)
- Human behaviour and evacuation

Yi Wang (USA)
- Fire modelling, material flammability, fire testing, fire protection, Regulations, Codes and Standards

DRAFT SCOPE

1. Help to shape research directions for the underpinning science of fire safety through identifying knowledge gaps based on the international state of the art, the SC members’ knowledge and experience, gathering the “push” from the stakeholders.
2. Analyze the areas which the IAFSS community should be encouraged to address in the light of the emerging energy technologies and the changing energy landscape.
3. Disseminate the above findings to funding bodies and other stakeholders.
4. Disseminate the findings/recommendations to the IAFSS community.
5. Help to promote best practice in conducting research in fire safety science.
6. Support the work of the IAFSS Symposium Sub-committee
7. A position paper on “Vision for research to underpin a fire safe world”