

EXECUTIVE COMMITTEE

Chairman

Prof Bogdan Dlugogorski, Australia
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Vice Chairmen

Dr Anthony Hamins, USA
Prof Patrick van Hees, Sweden
Prof Ai Sekizawa, Japan

Secretary

Dr Margaret Simonson McNamee, Sweden
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Treasurer

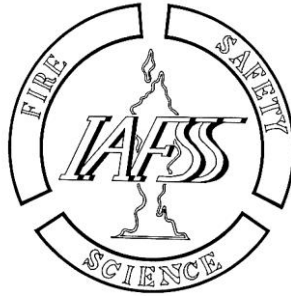
Dr Christopher Wieczorek, USA

Immediate Past Chairman

Dr Craig Beyler, USA

Executive Members

Prof Arnaud Trouvé, USA
Prof Charley Fleischmann, New Zealand



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MINUTES (FINAL) IAFSS Committee Meeting Held in conjunction with the 11th IAFSS, University of Canterbury, Christchurch, New Zealand

Venue: Undercroft meeting room

Date: Sunday 9th February, 2014, 3.30 – 9 pm (½ hour break for Cocktail reception participation)

Teleconference access: Available, information will be sent to members in an email

Attendance:

Craig Beyler	Yaping He
Dieter Brein	Björn Karlsson
W.K. Chow	Bart Merci
Bogdan Dlugogorski (Chair)	Guillermo Rein
Rita Fahy	Ai Sekizawa
Charley Fleischmann	Margaret S. McNamee (Secretary)
Carole Franks (Secretariat)	Jinhua Sun
Ed Galea	Jose Torero
George Hadjisophocleous	Arnaud Trouvé
Anthony Hamins	Patrick van Hees
Yuji Hasemi	Chris Wieczorek

1. Apologies for absence and introduction of invited members

Tuula Hakkaraina and Takeyoshi Tanaka sent their apologies.

2. Matters arising from the minutes of the last meeting

No matters arising from the minutes of the previous meeting.

3. Report on the Awards Committee (Dieter Brein)

The Chairman of the Awards Committee (Dieter Brein) gave his report, see Appendix 1.

Appendix 1:
Awards
Committee
report.pdf

IAFSS Committee :

Dr V Babrauskas, USA • D Brein, Germany • Prof W K Chow, Hong Kong, China • Prof N Dembsey, USA • Dr R Fahy, USA • Prof E Galea, UK • C Franks, UK • Prof G Hadjisophocleous, Canada • Dr T Hakkarainen, Finland • Prof Y Hasemi, Japan • Dr Y He, Australia • Dr B Karlsson, Iceland • Prof B Merci, Belgium • Dr G Rein, UK • Prof J Sun, China • Prof T Tanaka, Japan • Prof J Torero, Australia •

4. Treasurers Report (Christopher Wieczorek)

Chris Wieczorek gave a presentation of the financial situation for the IAFSS since the previous report in Maryland 2011 (see Appendix 2).

The value of the association is increasing. This is not an inherent problem despite the charitable status of the association but it would be a good idea to look at additional ways of spending money according to the association mission. This is something for the new Committee to discuss (Thursday).

5. Secretaries Report (Margaret S. McNamee)

Since previous meeting in Maryland there have been following meetings:

- Management Committee: 1/9-12 (Warsaw, in conjunction with the 34th Int Symp on Combustion), 19/10-12(Heifei, in conjunction with the 9th AOFST), 24/6-13 (Windsor, in conjunction with INTERFLAM)
- Executive Committee 27/11-2012, 21/2-13 (teleco), 12/6-13 (teleco)
- Since beginning of my term (2011) we have allowed a 6 week period for comment to the minutes before seeing them as final.

It was agreed that a Committee Members only section should be started on the website which can be used to keep working documents for easy access for all Committee Members.

Motion to make minutes public after they have been approved for release by Björn Karlsson seconded by Guillermo Rein The process for approval is that when minutes are distributed as draft for a 6 week period the Committee is also asked to identify if the Minutes need modification to be made public (i.e. identify sensitive information). If no such explicit request is received to keep the Minutes (or some part thereof) private they will by default be approved as public. This was agreed unanimously.

6. Secretariat Report (Carole Franks)

The Secretariat report was delivered by Carole Franks, see Appendix 3.

It was agreed that there is a need for a membership drive but this was deferred to the new committee.

Motion to offer free copies of IAFSS proceedings for library purposes by Carole Franks seconded by Chris Wieczorek. It was agreed that free postage would be offered to a ceiling of £5000. After passing the ceiling free copies could still be offered but postage would be charged. The motion was unanimously approved.

7. Report on Nominating Committee (Craig Beyler)

Craig Beyler presented the Nominating Committee recommendations, see Appendix 4. Further there was a presentation of the Guidelines for Nominating Processes, see Appendix 5. This was discussed and three minor revisions agreed. Craig Beyler agreed to try to submit a new version of the Guidelines to the IAFSS Committee Meeting Thursday.

Motion that the candidates on the ballot are advised by the secretary/chairman of the results as soon as these are available, i.e. once the Scutineers Report has been submitted. This was agreed unanimously.

Appendix 2:
Treasurers
report.pdf

Appendix 3:
Secretariat
Report.pdf

Appendix 4:
Recommendations
from Nominating
Committee.pdf

Appendix 5:
Guidelines for
Nominating
Processes_Draft
for IAFSS
Comm.pdf

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8. Filling open slots

No open slots

9. Status of post-docs when registering for IAFSS membership and Symposia – can they register as students

It was agreed that this is an issue that warrants more discussion before resolution.

A Sub-Committee comprised of Arnaud Trouvé, George Hadjisophocleous, Ed Galea and Guillermo Rein will prepare a proposal for how to deal with the issue of Assisted Participation in future IAFSS Symposia.

10. Voting status of student (non-paying) members

This was agreed.

11. Student Scholarships for conference attendance

The Sub-Committee to deal with the issue of Assisted Participation in future IAFSS Symposia will make a recommendation concerning this issue as well.

12. Adoption of new bylaws (Craig Beyler)

a. Deadlines in bylaws – need for changes?

Changes were drafted based on the recommendations of the Nominating Committee prior to the meeting. Minor additional changes were decided at the meeting and new draft of the Bylaws is enclosed with these minutes, see Appendix 6.

The changes that have been made are to :

§13(ii) “At least twelve months before the scheduled completion of the Committee’s term of office, the Committee shall appoint a Nominating Committee, consisting of a Chairman and six other members (two from each of the three regions: Americas, Europe/Middle East/Africa and Asia-Oceania). The Chairman and at least two other members of the Nominating Committee shall be members of the Committee.”

§13(vii) “The Committee shall select its members so that there is a balance between the three regions: Americas, Europe/Middle East/Africa and Asia-Oceania as far as possible. Nominally this corresponds to 8 members from each region although a variation by two members (up or down) is permissible”

§13(viii) “In the case of a tied ballot a by-election will be held of the tied candidates. If the tie has not been resolved after the by-election the Committee member will be chosen at the discretion of the Committee Chair.”

These changes will be presented for acceptance at the IAFSS General Business meeting in conjunction with the 11th IAFSS.

[Update: this was further discussed during the IAFSS General Membership meeting on Thursday. See the minutes of that meeting for final decision.]

13. Report from 11th Symposium (Arnaud Trouvé and Yaping He)

A report of the 11th Symposium was given by Yaping He on behalf of himself and Arnaud Trouvé, see Appendix 7.

Appendix 6:
Bylaws of IAFSS
- DRAFT
2013.doc

Appendix 7:
Report from 11th
Symposium.pdf

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14. Arrangement of 12th Symposium 2017 (Patrick van Hees)

A report of arrangements for the 12th Symposium in Lund was given by Patrick van Hees. The main auditorium for the conference will be in the main building of the university as this is situated down town in Lund. Parallel lecture theatres will be in buildings nearby. The City of Lund has agreed to assist in the organisation of the conference through their conference staff.

Plans for evening activities include: a visit to the Max IV facility, a visit to large training facilities for the Fire School which would include a presentation and fire demonstration.

Patrick asked for input concerning the date preference ASAP. Dates later June or early July are preferred. The week of 19-23/6-2017 is NOT possible due to Swedish Midsummer celebrations!!

A presentation of the venue and invitation to attend will be given at the end of the conference.

15. Arrangement of the European IAFSS 2015 (Patrick van Hees on behalf of George Boustras)

Patrick van Hees presented an update on George Boustras plans to arrange the 2nd European IAFSS Symposium in Cyprus, 2015. George plans to run the conference June 2015.

The University of Cyprus is very progressive and is supporting George fully (as also presented at INTERFLAM). The University is very close to hotels and down town and the venue is very attractive.

Those on the Committee who are interested in helping George on an Organising Committee should send an email to George (G.Boustras@euc.ac.cy) with a copy to Patrick (patrick.van_hees@brand.lth.se).

16. Fire Safety Journal (Prof Jose Torero)

The IAFSS has signed an agreement with Elsevier concerning the Fire Safety Journal. The agreement means that IAFSS is to nominate members of the editorial board, 6 from each region. The role of The Board is to promote the journal and to act as a sounding board for the editors, i.e. mediation role and preferred reviewers.

The journal is published in two modes: open access and traditional copywrite protected journal articles. The tendency is to believe that some funding councils around the world will require open access in the future and be willing to pay for it.

There has been a 30% increase in submissions 2013. The rejection rate approx. 65%. The average time from submission to publication has been reduced from approximately 52 weeks to 36 weeks. Citations are increasing every year.

Unfortunately there is still a problem getting people to review papers.

All members have free access to electronic version of Fire Safety Journal.

17. IAFSS Website (Michael Gollner)

Michael Gollner and Terry Fay have been putting together the IAFSS Website. Beyond the content on the website there are other things included, e.g. back issues

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of IAFSS.

Amanda Robins (formerly Branz) has put together the search engine which is essentially a Google search which searches fire databases. If you are looking for reports that are difficult to find this search engine can help! There is a lack of use of metadata.

It was agreed that a student grant should be investigated to update the search potential to improve use of metadata.

Michael made a general call for content for the website: more news and information, conferences, organisation news, etc. Presently most of the content comes from the Newsletter.

Michael also reported that EasyChair has been used for the paper review process for the Symposium. The main advantage of EasyChair is that it is free. They will investigate alternatives (including options that would have a fee) leading up to the 12th IAFSS.

18. Newsletter (Guillermo Rein)

The newsletter is going well. A new Newsletter is released each 6 months. It has been printed in colour for the first time (to Guillermo's knowledge) and is included in the delegate bags. The printing was sponsored by ARUP.

19. Proposal for Young Outstanding Scientist Award (Guillermo Rein)

Guillermo presented a proposal to create a new award for young outstanding scientists.

A Sub-Committee comprised of Guillermo Rein (Chair), Jose Torero, Charley Fleischmann, George Hadjisophocleous, Ed Galea, Yaping He, Patrick van Hees, and Chris Weiczorek will prepare a proposal for a future award.

20. Sponsorship of awards at the International Association of Wildland Fire (IAWF), May 2014 (Guillermo Rein for Albert Simeoni)

Awards were given at the previous IAWF and much appreciated. It was agreed to continue to sponsor future awards as this is seen to be a good way to engage with this community. All the award winners will be invited to publish in special issue of FSJ.

21. Presentation of Bids for the 13th Symposium

a. Six year cycle – should this be changed?

This will be discussed in full on Thursday. Only one bid has been received from the University of Waterloo. The question of a six year cycle for bids was also deferred to Thursday.

22. Date of next meeting

The next meeting will be after the General Business meeting on Thursday (15-16.40).

23. Any other business

- **Dedication of symposium – should we dedicate the symposium to one of the fire scientists who recently passed.**

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It was agreed that Phillip Thomas is a special case as one of the founding fathers of IAFSS. The 11th Symposium will be dedicated to Phillip. Bodzio will make this announcement in the opening ceremony.

- **Discussion of process for determining officers, i.e. Nominating Committee etc.** Should we continue with this process or should we do something more structured?

It was agreed that this process has worked well. The Committee saw no reason to change this practice but leaves it to the next Committee to make a new decision if they see fit.

- **Leaving Officers**

Yuji Hasemi, Craig Beyler and Dieter Brein were all thanked for their service as they will now leave the Committee.

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