

Contact Details:

Phone: 011-660 5672
Fax2Email: 086 544 0008
Fax: 011 660 1887
Email: info@saesi.com
Website: www.saesi.com



Addresses:

295 Jorissen Street, Off Voortrekker
Monument
KRUGERSDORP, 1739

PO Box 613, KRUGERSDORP, 1740

SAESI DIRECTORS MEETING # 9

MINUTES OF THE SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE NPC DIRECTORS MEETING # 9 Held on 9 and 10 June 2016, at SAESI Head Office, 295 Jorissen Street, Monument, Krugersdorp.

1. OPENING OF THE MEETING

Mr. Dino Padayachee as Chairman of the Board opened the meeting at 09h03 and welcomed all in attendance. Mr. R Janse van Vuuren was requested to open proceedings with a short prayer.

2. CONSTITUTING OF MEETING and ATTENDANCE

2.1 Quorum 3/4

The Meeting was Quorate with all Directors present.

2.2 Present

Thursday 09 June 2016

D Padayachee	-	Chairman of the Board (President)
M Ramlall	-	Vice Chairman of the Board (Vice President)
R Janse van Vuuren	-	Director Treasurer (Chairperson: Administration Working Group)
S van den Berg	-	Chief Executive Officer

Friday 10 June 2016

Meeting concluded on Thursday 09 June 2016

2.3 Apologies

All Directors present. Not applicable

2.4 Absent without apology

All Directors present. Not applicable

3. DISCLOSURE OF INTEREST

3.1 Declarations Received:

D Padayachee - Chairman of the Board of Directors
M Ramlall - Vice Chairman of the Board/Executive Director
R Janse van Vuuren - Honorary Treasurer/Executive Director
S van den Berg - CEO/Non-Executive Director

None of the Directors had any pecuniary or non-pecuniary and or other personal interest to declare with regards to the Agenda items and or unlisted items for this meeting.

4. ANNOUNCEMENTS

None

5. ADOPTION OF MINUTES

5.1 Adoption of Minutes of Previous Board of Directors Meeting # 8 – 6 & 7 April 2016

The Board of Directors adopted the minutes of Board of Directors Meeting # 8 held on 6 and 7 April 2016 respectively as a true reflection of proceedings subject to the correction of the following corrections identified;

- i. Pg. 3, item 5.1 the company name *Fire and Rescue International*...is to be corrected to FRI Media Pty Ltd
- ii. The Advantages and Disadvantages listed for the tendering companies, are to be removed and only the decision reflected
- iii. The financial remuneration on the employee organogram is to be removed and the Board of Directors as Supervisory Authority must be indicated above the CEO.

5.2 Matters Arising from Board of Directors Meeting # 8 – 6 & 7 April 2016

BOD Resolution # 61 – Company Secretary

a) The Board of Directors agreed to add a Resolution (# 61) indicating the decision to NOT appoint a Company Secretary.

5.2.1 Appointment of Chairpersons and Members of Statutory Board Committees

BOD ADDITIONAL RIDER Resolution # 44 - Appointment of Chairpersons and Members of Statutory Board Committees

a) The Board of Directors tasked the CEO to draft a letter indicating the intend and motivation for approaching Dr. Sithole, Mr. Moses Khangale and Ekurhuleni Financial Officer through the office of Mr. Masibi inviting them to preside as Non-Executive Directors of the Board of Directors of SAESI.

b) The Board of Directors tasked the CEO to circulate said letter to the members of the Board for input and approval, prior to forwarding to said identified candidates.

5.2.2 International Fire Fighters Day

Mr. R Janse van Vuuren tabled a correction to the misinformation that the HOD of Ekurhuleni was responsible for the cancellation of the celebratory event for the International Fire Fighters Day. However, it was as a result of Provincial Government that withdrew their support and involvement.

Mr. R Janse van Vuuren proposed that planning for the next International Fire Fighters day should already commence.

5.2.3 Ken Terry - National Disaster Management Centre: Request for information and assistance

Mr. K Terry's response has been received and is attached for reference. (*Attachment A*)

5.2.4 Metropolitan Fire Chiefs Conference 2016 Feedback - President D Padayachee

The President, Mr. Dino Padayachee whom attended the Metro Fire Chiefs Conference for 2016 gave some feedback to the Board of Directors namely;

- It was the first-time South Africa was represented and Ipso Facto SAESI.
- SAESI was well accepted and a proposal for SAESI Affiliation to the Metro Fire Chiefs Association were extended
- The event was a very good marketing opportunity for the 2017 Conference and was well received with much interest expressed.
- That the affiliation to the Metro Fire Chiefs Association be seriously considered with an investigation launched into the annual cost to and benefit from such an affiliation.

6. APPROVAL OF AGENDA

BOD Resolution # 62 – Agenda for Board of Directors Meetings

The Board of Directors approved the following Agenda Construct for future use at Board of Directors Meetings;

1. *Opening and Welcome*
2. *Constituting of Meeting and Attendance*
3. *Disclosure of Interest*
4. *Announcements*
5. *Adoption of Minutes of previous meeting*
6. *Matters arising from Minutes of previous meeting*
7. *Approval of Agenda*
 - 7.1 *New items*
 - 7.2 *Standing Items*
 - i. *Risk Register*
 - ii. *Financial Information*
 - iii. *SAESI 2017 Conference*
8. *Urgent Unlisted Items*
9. *Date of next meeting*
10. *Closure of meeting*

{A comfort break took place between 10h07 to 10h29}

The Board of Directors adopted the following items as Agenda for discussion and or resolve for Board of Directors Meeting # 9 on 9 & 10 June 2016:

6.1 Standing Agenda Items

6.1.1 Financial Information

BOD Resolution # 63 – Financial Statements for the year 2014-2015 ending 30 September 2015

- a) The Board of Directors took note of the Financial Statements for the year ending 30 September 2015 as presented and clarifications by the Treasurer, Mr. R Janse van Vuuren
- b) The Board of Directors approved an increase from R3000-00 to R5000-00 for the Membership Survivor Beneficiary pay out effective from 1 October 2016
- c) The Board of Directors accepted that the Financial Statements for the year ending 30 September 2015 is only a reflection of the financial position of the Head Office Accounts and not that of the whole Company inclusive of Branches.

BOD Resolution # 64 - Financial Statements for the year 2014-2015 ending 30 September 2015

- a) The Board of Directors took note of the over expenditure of budgetary items and in particular the Travel and Accommodation of the Quality Assurance Working Group
- b) The Board of Directors approved and tasked the CEO to communicate the matter to the Chairperson of the Working Group with the instruction to establish counter measures in order to prevent future over expenditure of budgetary items.

BOD Resolution # 65 – Financial Statements for the year 2014-2015 ending 30 September 2015

The Board of Directors accepted the Financial Statements for the year 2014-2015 ending 30 September 2016 with provision that account items General Expenses, Staff Welfare and Consultation Fees be re-defined in detail in future Financial Statements.

6.1.2 Risk Register

BOD Resolution # 66 – Risk Register

- a) The Board of Directors identified the risk of legal liability for employees and prescribed officers alike,
- b) The Board of Directors approved the expansion of the Company Insurance portfolio to include a Public Liability for possible legal actions to the value of R 10 000 000-00 (Ten Million)
- c) The Board of Directors identified the Asset Risk with the acquisition of SAESI House and approved the inclusion and or separate insurance cover to be acquired as a matter of urgency.
- d) The CEO was tasked to execute the acquisition of Insurance Cover identified for Public Liability to the value of R 10 000 000-00 and the SAESI House asset.

BOD Resolution # 67 – Risk Register

- a) The Board of Directors tasked the Administration Working Group to develop a Company Policy and Procedure, which will form part of the Company Rules with regards to the POPI and CPA,
- b) The Board of Directors approved the training and education of adopted Company Rules to all employees and prescribed officers down to branches.

BOD Resolution # 68 – Risk Register

- a) The Board of Directors took note of the fact that some equipment with regards to the safety and security was removed by the previous owner prior to occupation by SAESI.
- b) The Board of Directors agreed that Legal Action in this instance would not be cost effective.
- c) The Board of Directors approved the sourcing of a service provider for replacement and maintaining of all equipment for the running of protection of SAESI equipment and information through the CEO.

{A comfort break took place between 15h20 and 15h30}

6.1.3 SAESI Conference, Exhibition and Learning Symposium 2017

BOD Resolution # 69 - SAESI Conference, Exhibition and Learning Symposium 2017

The Board of Directors approved a letter of announcement with regards to the media partnership reached between SAESI and FRI Media Pty Ltd to be drafted by the CEO and approved through the Office of the President, informing the industry of the partnership paving the way for engagements with regards to support, sponsorships, exhibitor's etcetera for the SAESI Conference, Exhibition and Learning Symposium 2017.

6.3 Annual General Council Meeting

6.3.1 Agenda for Council Meeting

BOD Resolution # 70 – Annual General Council Meeting Agenda and Report

- a) The Board of Directors agreed on the proposal from Mr. Ramlall on the format for the structure of the Report to Council and Agenda
- b) The Board of Directors approved that Mr. Ramlall will draft the Report for circulation and input for finalisation by members of the Board.

6.3.2 Nominations for President and Vice President

Miss. S van den Berg informed the Board Members of the nominations received as well as their qualifying and disqualifying factors. In align with the requirements and criteria for nominations, the candidates and the proposer must be informed of both acceptance and or rejections of a nomination.

{Mr. D Padayachee left the meeting between 16h21 and 16h22 for a call}

6.4 CIPC Registration Corrections and Update

Miss. S van den Berg informed the Board Members of the finalisation of the process regarding the registration of the Memorandum of Incorporation with CIPC, the correction to the Board contingent after the resignation of Mr. OS Masibi as well as Board Member address corrections and confirmation of the financial year of SAESI.

6.5 Progress and Feedback on Professionalization of SAESI

Miss. S van den Berg informed the Board Members of the lack of tangible progress with regards to the process of registration as a professional body of SAESI by the task group and appointed consultant.

With regards to the listed 'Outstanding Supporting Documentation' received from the consultant the Board took note of the outstanding items and agreed on the proposed answers from Mr. Ramlall in the following manner;

1. Any formal agreements with providers (Universities, Colleges, Private providers, etc.) and/or the Quality Councils (QCs) and/or workplaces

Agreements in Existence extends from all Accredited Training providers registered with LG SETA, the MOU with LG SETA

2. Board / Executive members (Name, ID number & term of office)

Information supplied and available to consultant

3. Continuing Professional Development (CPD) Policy.

The Board proposed to recognise and adopt the already existing policies of SAQA and submit the Institute commitment and abiding by said policies

4. Provide documentary evidence that CPD is undertaken, including the CPD year programme.

LG Seta testing used support evidence

5. Designation awarding policy

The Board proposed to recognise and adopt the already existing policies of SAQA and submit the Institute commitment and abiding by said policies

6. Disciplinary Policy Procedure (DP) and Appeals Policy Process (AP)

Quality Assurance Working Group mandate

7. Policy on foreign qualifications

The Board proposed to recognise and adopt the already existing policies of SAQA and submit the Institute commitment and abiding by said policies

8. Recognition of Prior Learning (RPL) Policy.

The Board proposed to recognise and adopt the already existing policies of SAQA

and submit the Institute commitment and abiding by said policies

9. Provide a few (at least 2) case studies of how RPL is applied.

Quality Assurance Working Group mandate

10. Report on members admitted in the last three years with reference to the demographics

Membership database report

11. Registration with Companies and Intellectual Property Commission (CIPC) or the Department of Social Development (DSD)

Information supplied and available to consultant

12. Transformation plan

SAESI's Path from origin to current achievement and vision

13. Agreement with other bodies, national and international

IFSAC, NFPA, LG SETA

BOD Resolution # 71 – Progress on the registration as a Professional Body

a) The Board of Directors tasked Miss. S van den Berg to engage with the Chairperson of the Quality Assurance Working Group and the Consultant with regards to the slow progress being made with the registration of SAESI as a Professional Body.

b) The Board of Directors tasked Miss. S van den Berg to compile a report on documentation progress submitted to SAQA, task group member assignments and progress with a management plan indicating tasks and target dates for completion and or requirements for outstanding submissions.

6.6 TUT Deliberation on Distance Learning Programme

Mr. M Ramlall provided feedback to the members of the Board on the meeting that took place between the SAESI task group and TUT. The following extract and recommendations as contained in the Report to the Executive Committee on the Tshwane University Distant Learning Program in Fire Technology highlighted refers,

“Notwithstanding any authorized service provider may provide programs registered with SAQA against published exit level outcomes, development costs for start-up and putting the study package together is significant and time consuming and will further place SAESI at risk of litigation.

7. Recommendations

7.1. *It is recommended that members take notice that the distance learning program will commence in 2018.*

7.2 *It is recommended that SAESI ensure all students at Higher Diploma Level exit prior to 2018.*

7.3. *It is recommended that SAESI engage with the LG Seta, SALGA and CoGTA on the implications affecting employment and promotions going forward.*

7.4. *It is recommended that SAESI start lobbying for the development of the NQF 5 qualification.*

7.5. *It is recommended that SAESI publish a phase out plan endorsed by the parties referred to in 7.3 above.”*

BOD Resolution # 72 - TUT Deliberation on Distance Learning Programme

a) The Board of Directors took note of the content and recommendations with regards to the consultation with TUT,

b) The Board of Directors approved for Notice and Information only disclosure at the Annual General Council Meeting without opportunity for deliberation recommendations 7.1 *that the distance learning program will commence in 2018* and 7.2 *It is recommended that SAESI ensure all students at Higher Diploma Level exit prior to 2018*, as deliberations with TUT is still on going.

c) The Board of Directors approved as a matter of urgency the CEO to engage and secure appointments with LG Seta, SALGA and CoGTA in order to secure support and participation in

expediting the processes affecting the qualifications and employment advancement related to the Fire Fighter Industry, and that the lead will be Mr. Melvin Ramlall.

d) The Board of Directors acknowledged that the development of the NQF 5 Qualification would most probably be put on hold pending the finalisation of the registration of the NQF 4 Qualification.

{The Board Meeting paused for a comfort break between 18h13 and 18h25}

6.7 Phasing out of SAESI Examinations

BOD Resolution # 73 - Phasing out of SAESI Examinations

a) The Board of Directors acknowledged the proposed phasing out plan of SAESI Examinations as submitted by the Education Sub-Committee under the authority of the Quality Assurance Working Group as per power point presentation.

b) The Board of Directors agreed that a phasing out plan as indicated by the TUT agreement by 2018 is already in place.

c) The Board of Directors agreed and re-iterated the importance of point c) *The Board of Directors approved as a matter of urgency the CEO to engage and secure appointments with LG Seta, SALGA and CoGTA in order to secure support and participation in expediting the processes affecting the qualifications and employment advancement related to the Fire Fighter Industry, as per Resolution # 49 taken and added said engagements to include QCTO.*

6.8 Resolution and Establishment of Company Rules on Membership

BOD Resolution # 74 - Resolution and Establishment of Company Rules on Membership

The Board of Directors tasked the Administration Working Group to resolve and establish Company Rules on Membership for approval and adoption.

6.9 SAESI 2016-2017 Budget

The Board of Directors dealt with several budgetary matters under the Financial Information item (6.1.1). The final SAESI 2016 - 2017 Budget will be tabled at the next Board of Directors Meeting.

6.10 Presidential Road Show

BOD Resolution # 75 - Presidential Road Show

a) The Board of Directors approved the attendance where possible by the Directors and Presidency at Branch Annual General Meetings, and where possible to include Local Government representatives,

b) The Board of Directors tasked Mr. R Janse van Vuuren to develop a standard presentation to be used for this purpose irrespective of the representative from the Directors or Presidency.

6.11 Emergency Services Chaplaincy 20th Year Commemoration

Mr. R Janse van Vuuren informed the Board of the proposed 20 Year Commemoration of the Emergency Services Chaplaincy at the end of July 2016 and their desire to have Presidential and or Directors representation from SAESI at the event.

BOD Resolution # 76 - Emergency Services Chaplaincy 20th Year Commemoration

a) The Board of Directors approved the attendance in principal and required that a formal invitation be submitted by the Emergency Services Chaplaincy.

6.12 Company Rules on Code of Ethics and Conduct

BOD Resolution # 77 - Company Rules on Code of Ethics and Conduct

- a) The Board of Directors adopted the developed Company Rules on Code of Ethics and Conduct,
- b) The Board of Directors approved the publication of the Company Rules on Code of Ethics and Conduct as well as the IT Policy at the Annual General Council Meeting to be held on 23 & 24 June 2016.

6.13 Company Rules on Integrated Reporting and Report Structure

BOD Resolution # 78 - Company Rules on Integrated Reporting and Report Structure

- a) The Board of Directors agreed to provide comments electronically by the 14th June 2016 for editorial and or acceptance on the Company Rules on Integrated Reporting and Report Structure.
- b) The Board of Directors agreed that should commentary in no opposition be received the Company Rules on Integrated Reporting and Report Structure will be adopted.
- c) The Board of Directors tasked Mr. R Janse van Vuuren to develop for inclusion a standardised template of what the Unified Report should look like

7. URGENT UNLISTED ITEMS

7.1 Cape Peninsula Branch Request for Sponsorship to the World Vehicle Extrication Challenge in Brazil - 19 to 23 October 2016

Me. S van den Berg tabled the urgent request for assistance from the Cape Peninsula Branch as a qualifying team to be able to afford attending and represent SAESI at the World Vehicle Extrication Challenge in Brazil between the 19th and the 23rd October 2016.

The general discussion was in support of the endeavour by the Board of Directors, however the Board resolved the following:

BOD Resolution # 79 - Cape Peninsula Branch Request for Sponsorship to the World Vehicle Extrication Challenge in Brazil - 19 to 23 October 2016

- a) The Board of Directors agreed that the correct procedure for submission of the report was not followed and referred the item back to the Chairperson of the Branch to be submitted with full disclosure on details regarding qualification for the event, team members, sponsorships and support from other stakeholders, etcetera to the Executive Committee.

8. NEXT BOARD OF DIRECTORS MEETING

Date: 6 & 7 September 2016

Venue: SAESI House

9. CLOSING OF MEETING

Mr. D Padayachee thanked the Board Members for their unequivocal commitment and hard work. The meeting was closed at 21h48 on 9 June 2016.