

MINUTES OF ALL WALES CAD USER GROUP

MEETING HELD AT NEWTOWN

6 MAY 2009

PRESENT

Dave Hughes	North Wales Fire & Rescue Service
Sharon Scourfield	North Wales Fire & Rescue Service
Dave Wilkinson	North Wales Fire & Rescue Service
Pete Downs	South Wales Fire & Rescue Service
Steve Greck	South Wales Fire & Rescue Service
Richard Matheson	South Wales Fire & Rescue Service
Haydn Massebo	South Wales Fire & Rescue Service
Chris Parsons	South Wales Fire & Rescue Service
Dave Prosser	South Wales Fire & Rescue Service
Paul Liiv	Mid & West Wales Fire & Rescue Service
Janine Parratt	Mid & West Wales Fire & Rescue Service
Emma Saunders	Mid & West Wales Fire & Rescue Service
Jenny Stainer	Mid & West Wales Fire & Rescue Service
Ken Wall	Mid & West Wales Fire & Rescue Service
Sue Brummitt	Hampshire Fire & Rescue Service
Liz Hill	Hampshire Fire & Rescue Service

APOLOGIES

Jonathan Bosman	South Wales Fire & Rescue Service
Hayley Evans	Mid & West Wales Fire & Rescue Service
Darren Williams	Mid & West Wales Fire & Rescue Service

		ACTION
09.01.01	<u>Introduction and Welcome</u> Ken Wall welcomed everyone to the third meeting of the all-Wales CAD User Group and gave special thanks to Sue Brummitt and Liz Hill from Hampshire Fire & Rescue Service for taking the trouble to come and speak to the Group.	
09.01.02	<u>Presentation from Hants FRS</u> Sue Brummitt and Liz Hill from Hampshire Fire & Rescue Service gave an interesting personal, thoughtful and insightful presentation to the Group on the benefits of CAD Operators belonging to and participating in a CAD User Group and shared their experiences of how	

		ACTION
<p>09.01.03</p>	<p>participation in the Group benefited the wider exposure of CAD within the Service. The presentation generated an enthusiastic discussion on best practice in terms of CAD and it was recognised that CAD problems were common to most users and were not in fact unique.</p> <p><u>Apologies</u></p> <p>Apologies were received from Hayley Evans and Darren Williams of Mid and West Wales Fire & Rescue Service and Jonathan Bosman from South Wales Fire & Rescue Service.</p>	
<p>09.01.04</p>	<p><u>Minutes of previous meeting 12th November 2008</u></p> <p>The minutes of the previous meeting were agreed.</p>	
<p>09.01.05</p>	<p><u>Terms of Reference</u></p> <p>Ken Wall discussed each aspect of the previously drafted terms of reference and asked for feedback from the Group. Dave Prosser identified perceived difficulty in the Group influencing IT departments in terms of hardware and software procurement. Ken Wall asked the Group to consider the benefits of IT representatives sitting on the Group. Dave Prosser suggested that it would be better if the Group make representations through the appropriate channel to the all-Wales Fire Safety Forum regarding such matters as consistency in the Fire Safety software used within the three Services. Ken Wall agreed to recommend to CFOA that standardised software should be considered within all three Services. The remainder of the terms of reference were agreed and adopted by the Group.</p>	<p>Ken Wall</p>
<p>09.01.06</p>	<p><u>Fire Safety Information shown on Operational Plans</u></p> <p>Dave Prosser asked what Fire Safety information was displayed on other Brigades Operational tactical plans. It was confirmed that SWFRS and MWWFRS are displaying fire wall compartmentation on CAD plans. It was suggested that NWFRS consider this approach. Dave Hughes will raise within NWFRS and report back at</p>	<p>Dave Hughes</p>

<p>09.01.07</p>	<p>the next meeting.</p> <p><u>AOB</u></p> <p>There were no items to discuss under AOB.</p> <p><u>Date of next meeting</u></p>	<p>ACTION</p>
<p>08.04.09</p>	<p>Date of Next Meeting 11th November at Newtown starting at 1030 hrs.</p>	

<p>SUMMARY OF ACTION POINTS</p>		
<p>ITEM</p>	<p>ACTION REQUIRED</p>	<p>BY WHOM</p>
<p>09.01.05</p>	<p>Recommend to CFOA that standardised software utilised.</p>	<p>Ken Wall</p>
<p>09.01.06</p>	<p>NWFRS consider showing firewall compartmentation on plans</p>	<p>Dave Hughes</p>