

# MINUTES OF ALL WALES CAD USER GROUP

## MEETING HELD AT MORRISTON

12 NOVEMBER 2008

### PRESENT

Sharon Scourfield  
Dave Wilkinson  
Richie Westwood  
Richard Matheson  
Jenny Stainer  
Ken Wall  
Paul Liiv

North Wales Fire & Rescue Service  
North Wales Fire & Rescue Service  
North Wales Fire & Rescue Service  
South Wales Fire & Rescue Service  
Mid & West Wales Fire & Rescue Service  
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		ACTION
08.02.01	<p><b><u>Introduction and Welcome</u></b></p> <p>Ken Wall welcomed everyone to the second meeting of the all-Wales CAD Users Group and pending the appointment of a new Chair, with the consent of everyone present, agreed to chair the meeting.</p>	
08.02.02	<p><b><u>Minutes of previous meeting held at Builth</u></b></p> <p>The minutes of the inaugural all-Wales CAD User Group meeting and matters arising were discussed. Following the resignation of the previous Chair, nominations were sought for the posts of Chair and Vice-Chair.</p>	
08.02.03	<p><b><u>Election of officers</u></b></p> <p>Jenny Stainer volunteered to stand and was duly elected Chair. Sharon Scourfield agreed to be the Vice- Chair to support Jenny at future meetings. Paul Liiv agreed to remain as the Secretary and provide the secretariat support to the Group.</p> <p>KW thanked the elected officers and offered to act as Chair for the remainder of the meeting.</p>	

		ACTION
08.04.04	<p><b><u>Frequency of future meetings</u></b></p> <p>It was felt important that regular meetings should be held during the evolution of the CAD User Group and a six-month frequency was agreed.</p> <p>The frequency of meetings would be subject to review as necessary.</p>	
08.04.05	<p><b><u>Terms of Reference for the Group</u></b></p> <p>Dave Wilkinson enquired as to the status of the meeting, i.e. would all matters discussed have to be approved at CFOA level.</p> <p>Richard Matheson stated that the aims of the Cad-User Group were to facilitate consistency in the approach and format for plans across Wales, sharing best practice and local expertise. It was agreed that the Group would work towards this approach.</p> <p>Ken Wall added that where the Cad-User Group identifies matters that could implicate upon individual F&amp;RS budgetary or resource allocation, such matters would have to be approved at CFOA level.</p> <p>It would be for individual F&amp;RS to consult internally to determine the feasibility of adopting processes agreed by the Group to be best practice.</p> <p>Richard Matheson emphasised the importance of setting terms of reference for the User Group and for the Group to lead on best practice in respect of CAD use in the three FRS and be a resource used to identify best practice with regard to CAD use. He stressed that the Group had a crucial role in influencing CAD use across Wales and advising the All-Wales Fire Safety Forum and CFOA CRR Committee.</p> <p>Proposed Terms of Reference –</p> <ul style="list-style-type: none"> <li>• To share good/best practice across the three Fire &amp; Rescue Services in Wales</li> <li>• To implement the CAD requirements of the All-Wales Fire Safety Forum and/or CFOA Wales</li> </ul>	

		<b>ACTION</b>
	<ul style="list-style-type: none"> <li>• To advise the All-Wales Fire Safety Forum and/or CFOA Wales on issues related to CAD</li> <li>• To make recommendations to CAD hardware and software suppliers to secure continuous improvement.</li> <li>• To consider the best use of CAD facilities within Fire &amp; Rescue Services and provide recommendations for consistency of approach</li> <li>• To share in-house developments to provide benefits on an All-Wales basis</li> </ul> <p>Richard Matheson also urged the Group to give cognisance to its role in influencing CAD hardware and software suppliers in developing and improving CAD systems.</p>	
<b>08.04.06</b>	<p><b><u>Adoption of common symbols</u></b></p> <p>A discussion took place on the most appropriate method of agreeing the adoption of a common set of symbols for Legislative Fire Safety plans and for Operational Intelligence/Mobile Data plans. Ken Wall suggested that Jenny Stainer provide Sharon Scourfield with a set of the symbols that both MWWFRS and SWFRS were currently using. Jenny Stainer did this during the meeting.</p> <p>It was agreed that Sharon Scourfield and Richie Westwood would speak to SSi regarding the acquisition as the same symbol set currently used by MWWFRS and SWFRS. Richard Matheson agreed to evaluate the benefits of the adoption of a common symbol set package and would report back to the next meeting.</p>	
<b>08.04.07</b>	<p><b><u>All-Wales CAD User Group representation</u></b></p> <p>Sharon Scourfield stated that, given the terms of reference for the Cad User Group, and the benefits of sharing user experience, it would be important that all Cad users attend future meetings to enable full, informed, discussion and contribution. It was agreed to encourage attendance by all at future meetings.</p>	

<p><b>08.04.08</b></p> <p><b><u>Future format for the meetings</u></b></p> <p>Sharon Scourfield suggested that following the User Group meeting, it would be beneficial for an afternoon CAD Users 'workshop' where all the CAD Users could share best practice and user experience. Jenny Stainer agreed with this approach, and it was suggested that SSI only be invited to the meetings when there was a very real need to address particular technological issues.</p> <p>Richard Matheson suggested that the minutes be circulated to all F&amp;RS CAD Users, enabling the full involvement of each user and encouraging consideration of the best use and consistency of approach of CAD across Wales.</p> <p><b>08.04.09</b></p> <p>Date of Next Meeting 6<sup>th</sup> May at Newtown starting at 1030 hrs.</p>		<p><b>ACTION</b></p> <p>ALL</p>
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<b>SUMMARY OF ACTION POINTS</b>		
<b>ITEM</b>	<b>ACTION REQUIRED</b>	<b>BY WHOM</b>