



THE INSTITUTION OF FIRE ENGINEERS (UK)
SINGAPORE BRANCH

**MINUTES OF THE 46TH ANNUAL GENERAL MEETING OF
THE INSTITUTION OF FIRE ENGINEERS (UK), SINGAPORE BRANCH**

Date: 28 August 2019
Time: 6.30 PM
Venue: Cluny, Dalvey & Evans, level 2,
NUSS Kent Ridge Guild House,
9 Kent Ridge Drive, Singapore 119241

Present:
Management Council Members:

S/N	Membership No.	Name
1.	F15512	Mr Christopher Tan Eng Kiong
2.	F8934	Mr K. Ramanathan
3.	A62630	Mr Cheong Yew Dong
4.	F15510	Er Yeow Mei Leng
5.	F18391	Mr Koh Soon Chuang
6.	F22090	Mr Loh Eng Choon
7.	M56834	Ms C. Ruth Wong
8.	F36407	Er Yee Poh Kin
9.	A10339	Er Gn Chiang Yam
10.	AF38069	Mr David Goh King Siang
11.	A62011	Mr Tong Hong Haey

Fellow / Member / Associate Grade Members:

S/N	Membership No.	Name
12.	F10538	Mr Azmi Bin Adam
13.	F13294	Er Siew Yee Cheong
14.	F2617	Mr David Townsend
15.	M8911	Mr Hong Kim Pong
16.	M30713	Mr Dan Chong Kok Hoe
17.	M24070	Mr Chan Kok Way
18.	M52063	Mr Zach Liew Fook Kee
19.	M30299	Mr Peter Fang Mingxie
20.	M35708	Mr Tan Hang Kwang
21.	M23683	Mr Thia Kiem Liem
22.	M36029	Ms Kristy Chen
23.	M70848	Mr Tai Chin Hoe Jonathan
24.	M9004	Mr Chai Wee Thong
25.	M48675	Mr Vijay Rajaram
26.	A65059	Mr Sundaramoorthy Gopinath
27.	A45046	Mr Munusamy Kangevalen
28.	A54297	Mr Daven Tan Wei Yang
29.	A62631	Mr Tan Ping Hao
30.	A61816	Mr Chng Gim Leng



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31.	A62881	Mr Choh Choon Jin
32.	A63879	Er Yeo Swee Khiank
33.	A50703	Mr Andy Choo Liew Kuan
34.	A64898	Mr Eugene Phng
35.	A58854	Mr Jasper Ho
36.	A81611	Mr Ow Yong Tuck Wah
37.	A57006	Mr Noor Azlan Musa
38.	A67044	Mr Victor Ho
39.	A63871	Ms Liew Li Hooi

Affiliate Individual Grade Members:

S/N	Membership No.	Name
40.	AF19298	Mrs Chong Swee Lin
41.	AF31257	Mr Abdul Aziz Abdul Hamid
42.	AF67339	Mr Paul Paffett
43.	AF68531	Mr James Abarca
44.	AF37994	Mr Carlinn Chu

Affiliate Organisation Grade Members:

S/N	Membership No.	Name
45.	AF300148	Mr Chee TS (Fire Guard Engineering)

Graduate Grade Members:

S/N	Membership No.	Name
46.	G29228	Mr Tan Swee Heng
47.	G30728	Mr Sam Lee

At 6.45 pm, the number of voting members present was 38, which met the required quorum to commence the AGM. The meeting was called to order by the current-term President, Mr Christopher Tan, at 7.00 pm.

1. Opening Address by President

1.1. President welcomed all members to the 46th AGM. He recapped the four strategies which the Council has established to guide the current council in its duties which were:

- a. Enhancing professional profile and standing of IFE through strategic partnerships and collaborative engagement.
- b. Promote stronger membership cadre and camaraderie.
- c. Strengthen institutional governance and accountability.
- d. Contribute to fire safety standards in Singapore.

1.2. He restructured the committees and formed 2 Special Interest Groups to implement the strategies as appended:



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Committees:

- a. Stakeholders Engagement and Partnership Committee
- b. Professional Development Committee
- c. Membership Committee
- d. Publicity Committee
- e. Social and Networking Committee

Special Interest Groups

- a. Fire Safety Engineering Special Interest Group
- b. Fire Investigation Special Interest Group

1.3. President highlighted the increased contribution of IFE through its representations in the various local codes and standards committees:

- a. SCDF Fire Safety Standing Committee
- b. SCDF Fire Code Review Committee
- c. Review of Code of Practice for Rail Transit System
- d. Develop Fire Code requirements on Fire Protection for Farm buildings
- e. Develop Fire Code requirements for capsule hotels
- f. Review of Fire Code requirements for Energy Storage System
- g. Develop Fire Code requirements on Road Tunnels
- h. Code of Practice for the Use and Maintenance of Portable Fire Extinguishers – SS 578
- i. Code of Practice for Fire and Smoke Damper – SS 333
- j. Develop Code of Practice for Fire Safety for Laboratories using Chemicals SS 641:2019
- k. Develop Code of Practice Safety and Health Management System for the Chemical Industry SS651:2020
- l. Pro-tem Technical Committee on Practice of Industrial Gases in the Workplace

1.4. He also shared on the numerous activities organised to further the interest and growth of the members and institutions guided by the four strategies:

- a. Fire Extinguisher Servicing & Maintenance Courses (3 runs)
- b. Servicing and Maintenance of Fire Protection Systems Course (1 run)
- c. Evacuation for Fire Safety Engineering Course
- d. Bi-yearly visit to IFE Malaysia Branch for Strategic and Collaborative Discussion
- e. Networking Golf and Bowling with Members' Night
- f. Technical Visit to Water Mist Extinguishing System and Smart Monitoring System
- g. Technical Visit to Home Team Tactical Centre
- h. Visit to TUV SUD PSB Tuas Fire Laboratory
- i. Technical Seminar on SS 578
- j. Structural Fire Engineering Seminar
- k. Human Behaviour Workshop

1.5. He reported on the membership status that:

- a. There is an increase of 25 to a total membership of 172 as of 31 Jan 2020. He added that there are more members from the SCDF joining the IFE(S) which would further enrich the diversity of its membership that hails from the private and public organisations.



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1.6. President ended his address by thanking all members and well-wishers for their continuous support to the cause of IFE(S).



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2. Confirmation of the Minutes of the 45th AGM held on 23 March 2019

2.1. The minutes of the 45th Annual General Meeting held on 23 March 2019 was unanimously approved and confirmed in the meeting.

Proposer: Mr Dan Chong Kok Hoe
Seconder: Mr Chan Kok Way

3. 46th AGM Annual Report

3.1. The meeting unanimously adopted the Council's annual report for the period of 1 April 2019 to 29 February 2020.

Proposer: Mr Andy Choo Liew Kuan
Seconder: Mr Chng Gim Leng

4. Audited Statement of Account

4.1. The Council's audited statement of account for the period from 1 Jan 2019 to 31 Dec 2019 was unanimously approved.

Proposer: Mr Peter Fang Mingxie
Seconder: Er Yeo Swee Khiank

5. The four motions proposed for the change in the Constitutions

- 5.1. The meeting unanimously approved to amend the name to "Institution of Fire Engineers, Singapore" with the voting of 41/41.
- 5.2. The meeting approved to amend constitution to include Honorary Patron with the voting of 40/41.
- 5.3. The meeting approved to amend the constitution to include Honorary Legal Advisor with the voting of 40/41.
- 5.4. The meeting unanimously approved to amend the constitution to include sending notice via electronic means with the voting of 41/41.

6. Appointment of three (3) Scrutineers to scrutinise the nomination papers

- 6.1. The meeting agreed to the following members to be the Scrutineers:
- a. Mr Carlinn Chu
 - b. Ms Kristy Chen
 - c. Mr Jonathan Tai Chin Hoe



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7. Election of members to the Management Council for the term 2020 - 2022

7.1. As nine (9) verified nomination forms were received for the nine posts open for election, no election was needed and hence the nine (9) candidates were automatically elected as members to the new Management Council for a 2-year term effective from the date of the AGM:

- a. Mr Christopher Tan Eng Kiong (FIFireE)
- b. Mr K. Ramanathan (CFIFireE)
- c. Mr Loh Eng Choon (FIFireE)
- d. Mr Koh Soon Chuang (FIFireE)
- e. Er Yee Poh Kin (FIFireE)
- f. Ms Chelsia Ruth Wong (MIFireE)
- g. Ms Liew Li Hooi (AIFireE)
- h. Mr Tong Hong Haey (AIFireE)
- i. Er Victor Ho (AIFireE)

8. Appointment of two (2) Internal Auditors for the term 2020-2022

8.1. The meeting unanimously agreed to the following members being appointed as the internal auditors for the term 2020-2022:

- a. Mr Noor Azlan Musa
- b. Er Yeo Swee Khiank

9. Transaction of other business

9.1. As there was no other business of which 7 clear days' notice had been given in writing to the Honorary Secretary, the meeting ended at 8.00 pm.

Certified correct by:

Mr Christopher Tan, FIFireE
President, 2018/2020

Minutes recorded by:

Mr Cheong Yew Dong, AIFireE
Honorary Secretary, 2018/2020