



INSTITUTION OF FIRE ENGINEERS, SINGAPORE

ANNUAL REPORT OF THE MANAGEMENT COUNCIL (2020 - 2022) FOR THE PERIOD SEPTEMBER 2020 TO MARCH 2021

1. Introduction

The Management Council of the Institution of Fire Engineers, Singapore (IFES) takes great pleasure in presenting its Annual Report for the period 28 Aug 2020 to 28 Feb 2021 and Audited Statement of Accounts for the year ending 31 Dec 2020.

2. Management Council

2.1 The Management Council was elected in Aug 2020 after the Annual General Meeting was postponed from Mar 2020 due to the imposition of the circuit breaker. The two-year term will end in Mar 2022. The elected officials are as follows: -

President	Mr Christopher Tan Eng Kiong (FIFireE)
Vice President	Mr K. Ramanathan (CFIFireE)
Honorary Secretary	Mr Loh Eng Choon (FIFireE)
Honorary Treasurer	Ms Liew Li Hooi (AIFireE)

Members	Mr Koh Soon Chuang (FIFireE)
	Er Victor Ho (AIFireE)
	Ms C. Ruth Wong (MIFireE)
	Er Yee Poh Kin (FIFireE)
	Mr Tong Hong Haey (AIFireE)

2.2 The Management Council subsequently co-opted 3 new officials to fill up the posts in the Council as permitted under the Constitution. They are:

Co-opted Members	Mr David Goh King Siang (Affiliate individual)
	Mr Michael Mok Aik Chin (Affiliate organisation)
	Ar Chan Kok Way (MIFireE)

2.3 During the period Aug 2020 to 28 Feb 2021, the Council met 6 times to discuss the business of the institution. Due to social distancing requirements, the meetings are held at its registered office and via zoom. The attendances of the Council Members are good and appended as follow:

<u>Name of Council Member</u>	<u>No. of Meetings Attended</u>
Mr Christopher Tan Eng Kiong	6/6
Mr K. Ramanathan	6/6
Mr Loh Eng Choon	6/6
Ms Liew Li Hooi	5/6
Mr Koh Soon Chuang	6/6
Er Victor Ho	6/6
Er Yee Poh Kin	6/6
Mr Tong Hong Haey	6/6



INSTITUTION OF FIRE ENGINEERS, SINGAPORE

Ms C. Ruth Wong	6/6
Mr David Goh King Siang	5/5
Mr Michael Mok Aik Chin	5/5
Ar Chan Kok Way	4/4

2.4 The Management Council reviewed and adopted the four strategies established by the previous council as they remain relevant to enable the current Council to further build on the progress achieved and to chart the growth of the institution. The strategies are:

- a. Enhancing professional profile and standing of IFES 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.

2.5 The following Committees and Special Interest Groups that were formed by the previous council have served the council well. A minor change in the nomenclature for the Membership Committee was made to include Young Professionals. This will provide focus to attract and develop young cadre in the institution for leadership succession and growing the membership base. The committees are:

Committees:

1. Stakeholders Engagement and Partnership Committee
2. Professional Development Committee
3. Membership and Young Professionals Committee
4. Publicity Committee
5. Social and Networking Committee

Special Interest Groups

1. Special Interest Group - Fire Safety Engineering
2. Special Interest Group - Fire Investigation
3. Special Interest Group - Emergency Response (in the process of forming)

3. Secretary's Report

3.1 The annual IFE UK AGM was held for the first time in its history as a closed (via virtual) AGM on Tuesday 3rd November 2020 at the Institution of Fire Engineers, IFE House, 64-66 Cygnet Court, Timothy's Bridge Road, Stratford-upon-Avon, CV37 9NW, UK. IFES was represented by our Vice President, Mr K. Ramanathan. At the same AGM, Mr Ramanathan was conferred the 'Companion' award by the governing Board of Directors for his long and distinguished contributions to the IFES. Our heartiest congratulations to him.



INSTITUTION OF FIRE ENGINEERS, SINGAPORE

- 3.2 IFES has purchased QBE Workman Injury Compensation insurance for our admin secretary as part of the Ministry of Manpower requirement for one year starting from Jan 2021.

4. Treasurer's Report

- 4.1 To provide some financial relief to existing IFES members due to Covid-19, a reduction of 30% of current membership subscription fee has been offered for those who renew their membership for year 2021.
- 4.2 IFE Singapore's financial status continues to be relatively healthy. Our accumulated fund at the end of the year 2020 is S\$443,897.73, approximately 8% less than the year end closing of year 2019 due to Covid-19. The statement of accounts has been audited by our internal auditors Er Yeo Swee Khiank and Mr Noor Azlan Bin Musa on 3 Feb 2021. A copy of Audited Accounts for the year 2020 is attached for reference.
- 4.3 Majority of the income of year 2020 was contributed by the fees collected from the Fire Extinguisher Servicing and Maintenance Courses. Fees received from courses and seminars continue to be the main revenue stream to sustain the institution.
- 4.4 Online transaction has been activated for the UOB account to smoothen the administrative process and to increase efficiency, in lieu of the existing cheque payment method.

5. Committee Chairperson's Report

5.1 Stakeholders Engagement and Partnership

- 5.1.1 The Stakeholders Engagement and Partnership Committee is headed by Er Victor Ho.
- 5.1.2 The Committee had continued to work closely with IFE Malaysia to reciprocate members discounted rate at each other's conferences, training program or courses, and related events.
- 5.1.3 Significant partners and other relationships:

IFES continue to maintain close working relationships with the undermentioned IFE branches as part of the larger APAC grouping which is a significant representation of the global IFE fraternity out of the UK.

- a. IFE (Malaysia)
- b. IFE (Hong Kong)
- c. IFE (Canada)
- d. IFE (USA)



INSTITUTION OF FIRE ENGINEERS, SINGAPORE

- e. IFE (Australia)
- f. IFE (New Zealand)

5.1.4 IFES has standing working relationships with the following Singapore professional and tertiary institutions/organisations.

- a. National Fire and Civil Emergency Preparedness Council (NFEC)
- b. COSEM Safety & Security Pte Ltd (COSEM)
- c. Fire Safety Managers Association of Singapore (FSMAS)
- d. Association of Company Emergency Response Teams Singapore (A-CERTS)
- e. Institute of Technical Education (ITE)
- f. Singapore Institution of Safety Officers (SISO)

5.1.5 It currently has representation in the Board of the NFEC and Co-chair the Commercial Premises Committee. The admission to the Board is a recognition of the important role that IFES play in contributing to a fire-safe environment. IFES has strategic tri-partite alliance with FSMAS and A-CERTS that collectively enhance and reinforce the fire safety effort through 'design', 'management' and 'mitigation' respectively. At this 47th AGM, IFES will be signing an MOU with Underwriter's Laboratory Inc. This new relationship will enable both organisations to complement each other in furthering fire safety education and practice in Singapore.

5.1.6 IFES endeavours to be the voice of the fire industry and has been represented and contributing in the following regulatory and codes development committees.

- a. Singapore Civil Defence Force:
 - SCDF Fire Safety Standing Committee
 - SCDF Fire Code Review Committee
 - Review of Code of Practice for Rail Transit System
 - Develop Fire Code requirements on Fire Protection for Farm buildings
 - Develop Fire Code requirements for capsule hotels
 - Review of Fire Code requirements for Energy Storage System
 - Develop Fire Code requirements on Road tunnels
 - Review of Singapore Fire Engineering Guidelines
 - Code Review for Pedestrian Network
 - Workgroup for recycling plant handling flammable storage



INSTITUTION OF FIRE ENGINEERS, SINGAPORE

- b. Institution of Engineers Singapore's Standard Development Organisation (SDO) Code Review Committee:
 - Code of practice for the use and maintenance of portable fire extinguishers - SS578
 - Code of practice for Fire and Smoke Damper - SS333
 - Code review of SS400/ 401 - LP gas and non-refillable gas canisters for portable gas cookers
- c. Singapore Chemical Industry Council's Standard Development Organisation (SDO) Chemical Standards Committee:
 - Develop Code of practice for fire safety for laboratories using chemicals SS641:2019
 - Develop Code of practice Safety and health management system for the chemical industry SS651:2020
 - Protem Technical Committee on Practice of Industrial gases in the Workplace

5.2 Professional Development

5.2.1 The Professional Development Committee headed by Mr Tong Hong Haey (from 01 Sep 2020 to 31 Mar 2021) had organised the following courses to raise industry standard in the fire extinguisher servicing trade:

5.2.2 Fire Extinguisher Servicing & Maintenance Courses

This well subscribed course is conducted over 7 evenings and is currently in its 51st run. There were 3 runs of the course conducted during the period from 1 Sep 2020 to 31 Mar 2021, and the details are as follow:

- a. 49th run – 24 Aug 2020 to 1 Sep 2020
- b. 50th run – 26 Oct 2020 to 3 Nov 2020
- c. 51st run – 25 Jan 2021 to 3 Feb 2021

5.3 Membership and Young Professionals

5.3.1 The Membership Committee is headed by Er Yee Poh Kin.



INSTITUTION OF FIRE ENGINEERS, SINGAPORE

5.3.2 As at 31 Dec 2020 the membership status of IFES is as follows:

a. Fellows	14
b. Members	51
c. Associate	50
d. Graduates	19
e. Technician	0
f. Affiliates (Individuals)	16
g. Affiliates (Organisations)	18
Total:	168

5.3.3 The changes in the membership grades are appended:

a. Fellows	0
b. Members	+1
c. Associate	+7
d. Graduate	0
e. Technician	0
f. Affiliate (Individual)	+2
g. Affiliate (Organisations)	+1
Total:	+11

New Member Grade Member:

1. Dr Jonathan Tai Chin Hoe

New Associate Grade Member:

1. Mr Jeremy Low Hock Yam
2. Ms Asrinnatul Najibah Abdul Jalil
3. Mr Sheikh Wezal Bin Abd Malek
4. Mr Tan Qun Feng
5. Mr Chen Mingliang
6. Mr Alexander Boo
7. Mr Mark Kuik Sin Wee

New Affiliate Individual Grade Member:

1. Mr Edwin Hipolito
2. Mr Lim Gim Seng

New Affiliate (Organisation) Grade Member:

1. Home Team Science & Technology Agency (HTX) /
Singapore Civil Defence Force



INSTITUTION OF FIRE ENGINEERS, SINGAPORE

5.4 Social and Networking

5.4.1 The Social and Networking Committee is chaired by Mr Koh Soon Chuang and assisted by Mr Michael Mok. It has been an unprecedented and very challenging year to organise any activities for our members. There were strict safe distancing measures (SDM) imposed by the authority and the precautions taken by the council not to expose our members to the COVID-19 risk. Some activities hence were conducted online.

5.4.2 Member's Engagement and Updates Session (Virtually via Zoom)

- On 18 Dec 2020, a Member's Engagement and Updates Session was held virtually via Zoom platform. Our members were briefed on the salient changes to the recent Fire Code updates by our IFES representatives in the SCDF's Fire Code Review Committee.
- This is the first virtual event conducted by IFES and was a great success with the participation and support of our members (45 members attended the session).

5.4.3 There are plans to organise field trips for members upon relaxation of SDM and when situation permits.

5.5 Publicity

5.5.1 The Publicity Committee headed by Ms C. Ruth Wong was responsible for the production of IFES quarterly newsletters. The newsletter has enabled members to be informed of the local events that had been organised by IFES, such as courses, functions, workshops, seminars and conferences. It also updates members on SCDF circulars, new fire technology and changes to the Fire Code and standards.

5.5.2 This year the Committee has distributed one (1) issues of the newsletter. The latest issue (No. 23) was sent to members on Jan 2021.

5.5.3 IFES has also established LinkedIn page as part of efforts to reach more fire professionals in Singapore (<https://www.linkedin.com/company/ifesingapore/>).

5.5.4 Special thanks to council members and the secretariat who had contributed the articles, photographs and other information to make these reports successful.



INSTITUTION OF FIRE ENGINEERS, SINGAPORE

5.6 Special Interest Group - Fire Safety Engineering

- 5.6.1 The Special Interest Group - Fire Safety Engineering (SIG-FSE) headed by Er Yeo Swee Khiank is assisted by Ms C. Ruth Wong and Er Yeow Mei Leng, organised the followings activities:
- 5.6.2 The webinar on Advanced Fire Dynamics and Application to Performance-Based Design on 9-10 and 16-17 Jan 2021 conducted by Mr Peter Senez of the Society of Fire Protection Engineers. The webinar was well attended and drew active discussions from the participants. The Fire Safety Engineering Special Interest Group is committed to plan and organise similar activities to enhance the knowledge and development of the local FSE community. Efforts will be made in providing affordable and high quality training and education.

5.7 Special Interest Group - Fire Investigation

- 5.7.1 The Special Interest Group - Fire Investigation (SIG-FI) headed by Mr Andy Choo and assisted by Mr David Townsend had organised the following activity:
- 5.7.2 Technical Visit to Swee Huat Heng Engineering Pte Ltd (SHHE) on 21 Jan 2021. SHHE is a successful and innovative local SME that had built their expertise and engineering capabilities in the field of commercial and household gas consumption system since the 60s. Participants were briefed on the innovative use of technology and methodology for the testing of leakage in gas stove system at their production line. The visit was an eye-opener for our FI SIG members who look forward to more of such technical learning sessions.
- 5.7.3 The SIG hopes to organise other visits and engagement sessions if they could secure support from the hosting companies.

6. Moving Forward

- 6.1 The Management Council will continue to be guided in its mission and strategies in the coming year to serve the institution and its members. The professional development of its members will continue to be a key focus to help them stay relevant and updated in a constantly evolving regulatory and urban landscape. With the Covid-19 vaccinations currently underway and hopefully further relaxations to restrictions in social interaction, the council look forward to more opportunities to interact with members through the activities that are in the pipeline.



INSTITUTION OF FIRE ENGINEERS, SINGAPORE

- 6.2 The Council wishes to thank all members for the unstinting support. Stay safe and healthy!

Mr Christopher Tan, FIFireE
President
Management Council 2020 - 2022