

FIRE SERVICE PRESERVATION GROUP



MEMBERS HANDBOOK

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THE FIRE SERVICE PRESERVATION GROUP

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The information contained in this issue of the "Members Handbook" replaces all previous Issues and includes the Group Constitution as agreed at General Meetings.

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INFORMATION ON THE GROUP

The Group was founded in 1968 as the “Auxiliary and National Fire Service Preservation Group”, the present name of the “Fire Service Preservation Group” being adopted in 1972. Originally based in London, the Group now has members throughout the U.K. and overseas.

An Executive Committee is elected annually to manage the affairs of the Group on behalf of the members. This Executive Committee meets regularly to carry out the necessary administration, and the meetings are open to the membership. Those wishing to attend or contact the Executive Committee should contact the Group Secretary, or, if not available, the Chairman for details.

The Group is committed to a policy of equal treatment of all members and requires members to abide and adhere to these policies and the requirements of the Equality Act.



CONSTITUTION OF THE FIRE SERVICE PRESERVATION GROUP

- 1.1 This Association, hereinafter referred to as the “GROUP”, shall be known as the “Fire Service Preservation Group”

OBJECTS

The objects of the GROUP shall be:

- 2.1 To bring together those interested in the preservation, operation, and display of fire-fighting equipment of all ages and types and to provide an opportunity for the exchange of information.
- 2.2 To encourage and promote interest in the history of the Fire Service and its equipment.
- 2.3 To encourage support of the various fire service, historic vehicle, educational and other events during the year; especially those in support of charitable purposes.
- 2.4 To provide such services as the members may reasonably require, to further their knowledge and interest, and which will further the objects of the GROUP.

GENERAL MATTERS

- 3.1. The GROUP shall be a non-profit making association, all appointments and officers being honorary.
- 3.2. The GROUP may organise, attend and participate in such events as are in keeping with the objects of the GROUP whether singly, in party, parties or as a whole.
- 3.3 Members of the GROUP singly, in party, or parties, shall not at any time cause themselves to be represented as anything other than a Preservation Group, nor shall they knowingly permit others to infer that they are anything other than a Preservation Group.
- 3.4 Should any member of the GROUP be requested to assist, or offer to assist in an emergency, then they shall first ensure that the appropriate emergency services have been called.
- 3.5 Members of the GROUP shall, at all times, conduct themselves in keeping with the best fire service traditions, so that they shall establish and maintain good relations with the general public and other bodies and with the several emergency services.
- 3.6 Members who choose to adopt fire service uniform shall follow the notes on uniform which shall be published by the GROUP.
- 3.7 The views expressed verbally or in writing by any member shall not be held to represent the official view or policy of the GROUP.
- 3.8 The GROUP shall at all times have a Third Party Policy of Insurance in force.
- 3.9 The GROUP shall not affiliate to any political party.
- 3.10 No commercial activity shall be undertaken by a member, in the name of the GROUP.
- 3.11 No form of fire protection shall be offered at any time in the name of the GROUP.

FINANCE

- 4.1 The financial year shall run from 1st January each year.
- 4.2 The Executive Committee shall maintain one or more bank accounts in the name of the GROUP, in which the funds of the GROUP shall be kept. All payments drawn on such bank accounts shall be authorised by the Treasurer together with one of (at least) two other named members of the Executive Committee.
- 4.3 All subscriptions, donations and other monies received for or on behalf of the GROUP shall be paid to the appropriate bank account of the GROUP.
- 4.4 The GROUP shall not pay or make any monetary dividend, gift, division, or bonus to or among its members.
- 4.5 The GROUP may reimburse reasonable expenses incurred with prior written approval of the Executive Committee, after submission of an itemised account.

MEMBERSHIP

- 5.1 The annual subscription paid as a condition of membership shall be paid on admission and thereafter one year in advance, becoming due on 1st April. The Executive Committee shall fix the subscription rates for the coming year in January, such amounts to be effective from 1st April.
- 5.2 Subscriptions received from 1st February until midnight on 31st March in respect of successful applications for membership shall remain current until midnight on the 31st March of the following year.
- 5.3a Any persons interested in the objectives of the GROUP and willing to abide by this Constitution shall be eligible to submit application for membership of the GROUP, on the appropriate form. The Executive Committee shall determine the appropriate class of membership for each successful application to be of the following:
 - A) Single Membership: One member over the age of 16 years
 - B) Joint Membership: Two persons only
 - C) Family Membership: Not exceeding eight persons, ideally living at one address
 - D) Junior Membership: One member under the age of 16 years
- 5.3b In the case of joint and family memberships, all correspondence will be sent to the primary member only.
- 5.4 All members from the age of 16 years shall have voting powers for the purpose of moving resolutions at General Meetings.
- 5.5a Honorary Life Membership may be awarded to persons who have served the GROUP exceptionally well.
- 5.5b All nominations for Honorary Membership should be submitted in writing with reasons, to the Executive Committee not less than 6 weeks before the AGM, for their approval and confirmation at the AGM.
- 5.6 The GROUP reserves the right to decline applications for membership without giving reasons and reserves the right to discontinue the membership of any member who may fail to observe the provisions of this Constitution and Group Code of Practice, in line with the Complaints Procedure.
- 5.7 Every Member shall, on joining the GROUP, receive a Membership Card, a receipt, a copy of the 'Members Handbook' containing the Constitution of the GROUP and any amendments made thereto which will only be replaced periodically when the information contained therein has been substantially changed or additional information must be included. Re-joining members only receive a membership card by enclosing a S.A.E.
- 5.8 Those granted Membership of the GROUP shall be held to imply acceptance of the Constitution and GROUP Codes of Practice.
- 5.9 Membership of the GROUP shall be deemed to have lapsed if a subscription is not paid within one calendar month of the date when it became due.
- 5.10 Members' addresses, contact details and a register of their appliances will be held by the EC and be available to members that have need of these details for specific purposes. The FSPG is compliant with GDPR requirements. Contact details of lapsed members are kept for seven years. The privacy of Members shall be upheld. Any Member who does not wish their address and/or telephone number to be made available shall inform the Secretary accordingly.

EXECUTIVE COMMITTEE

- 6.1 Management of the GROUP shall be vested in an Executive Committee, elected from the membership, comprising of between 6 & 12 Committee Members, including the Officers, which shall meet at least four times a year. Meetings may be in person or on-line.
- 6.2 No Executive Committee Member shall hold more than one voting post by amalgamation of existing Committee vacancies or the creation of new positions.
- 6.3 The Officers and their duties shall be as follows:
- a) The CHAIRMAN shall conduct Executive Committee meetings and all other meetings with full powers to propose and move resolutions but, shall not vote except where their casting vote is required in the event of a tie. No member may be nominated for the post of Chairman unless they have served as a member of the Executive Committee at some stage during the previous three years.
 - b) The VICE-CHAIRMAN shall deputise for the Chairman in their absence and shall on such occasions assume their powers.
In the absence of both of these Officers, it shall be for the meeting to elect one of their number to act with full powers for the duration of the meeting.
 - c) The SECRETARY shall be responsible for keeping the minutes of all General and Executive Meetings, and shall, under the direction of the Executive Committee, deal with all correspondence in the name of the GROUP. They shall be responsible for all the GROUP administrative records. They shall keep a Minute Book, to be the property of the GROUP, and shall send a copy of all Minutes of the Executive Committee meetings to all Committee Members a minimum of one week prior to the following Meeting. The Group Secretary may appoint, with the approval of the Executive Committee, other unpaid persons to assist them. All records, correspondence, the above books, and all other items of equipment belonging to the GROUP will be handed over in good condition to their successor in title.
 - d) The TREASURER shall be responsible for keeping proper accounts and for submitting these accounts to annual independent examination, or as directed by the GROUP. At each Executive Committee meeting they shall produce a statement of the financial position of the GROUP. They shall keep an Account Book, to be the property of the GROUP. They shall present complete Accounts for the past year at the Annual General Meeting. These books and accounts shall be available for inspection on request. All records, correspondence, the above books and all other items of equipment belonging to the GROUP will be handed over in good condition to their successor in title. The Group Treasurer may appoint, with the approval of the Executive Committee, other unpaid persons to assist them.
 - e) The GROUP may have a MEMBERSHIP SECRETARY, who will be drawn from the EC members, and will be responsible for dealing with membership applications and maintaining a list of members of the GROUP
 - f) The GROUP may have a PRESIDENT and VICE-PRESIDENT who shall be ex-officio members of the Executive Committee, but without power to propose or move resolutions, and without voting powers. The President and Vice-President may be drawn from outside the Group membership.
- 6.4 Executive Committee Members shall serve from year to year and upon retirement from each term of service may offer themselves for nomination for re- election at the Annual General Meeting. Junior Members shall not be eligible to hold Executive Committee posts. No member will be eligible for nomination to the Executive Committee unless they have been a member of the Group for the whole of the preceding eighteen months (excluding the President and Vice-President).
- 6.5 The PRESIDENT shall serve for a term of three years and an election shall be held at the AGM every third year. The appointment may be terminated by the incumbent giving at least one month's notice in writing to the Secretary or to the GROUP at the AGM or at an EGM called for that purpose. In the event of a vacancy arising for the position of PRESIDENT an election shall be held at the next AGM or at an EGM called for the purpose as decided by the Executive Committee.
- 6.6 Other Executive Committee Members may resign at any time by giving at least one month's notice in writing to the Chairman or the Group Secretary. Any Executive Committee Member failing to attend three consecutive meetings, without reasonable cause being notified to the Secretary or any Executive Committee Member, shall be deemed to have resigned from the Executive Committee.

- 6.7 In the event of a vacancy arising for any appointment, for any reason whatsoever, the member having the next highest number of votes at the last election for that appointment shall be invited to fill the vacancy. If that member accepts, the Executive Committee shall authorise that member to fill the vacancy. If this procedure is not applicable or the member does not wish to be appointed, then an EGM may be held forthwith to fill the vacancy. The Executive Committee shall have power to make such temporary arrangements as may be appropriate.
- 6.8 The quorum for Executive Committee meetings shall be four members.
- 6.9 The decisions of the Executive Committee shall, in all matters concerning the GROUP, be final, except for properly presented and voted on matters at a General Meeting of members which may override or change any matters concerning the GROUP.
- 6.10 GROUP funds may be used to assist Executive Committee members with travel costs to Executive Committee meetings or other GROUP business. No claims can be made without prior approval of the Executive Committee.
- 6.11 The Executive Committee do not accept any personal liability, neither jointly or severally, for personal injury or damage caused to a third party by any members failure to observe the provisions of the Constitution of the FSPG, and the Code of Practice of the FSPG. No personal liability for damages incurred under any circumstances, including negligence, rests with the Executive Committee members. Whether damages were incurred as a result of judgment or by contract is irrelevant.

OTHER APPOINTMENTS

- 7.1 The Executive Committee may from time to time appoint and discharge such members of the GROUP as may be appropriate to assist them in carrying out their duties, and allot designations of office to such members, but no such appointment shall thereby constitute such person a Member of the Executive Committee.
- 7.2 Such members of the GROUP shall provide the Executive Committee with all information concerning the business of the GROUP as may be reasonably required in such form and by such date as the Executive Committee shall specify.
- 7.3 Members of the GROUP shall, on ceasing to hold any office or appointment within the GROUP, relinquish custody of all moneys, property, records, accounts and correspondence belonging to or concerning the business of the GROUP, and shall forthwith deliver up the same to the Executive Committee.
- 7.4 No member may enter into any agreement, or conduct any correspondence or negotiations, in the name of the GROUP without the prior approval of the Executive Committee.

GENERAL MEETINGS

- 8.1 The GROUP shall hold an Annual General Meeting, hereinafter referred to as the AGM, once each year in the month of March, April, or May. The AGM may be held on-line if circumstances dictate. The quorum for General Meetings shall be four members.

The AGM shall:

- a) Receive from the Executive Committee a full statement of accounts, duly scrutinised, showing receipts and expenditure for the financial year ending the previous 31st December.
 - b) Receive from the Executive Committee a report of the activities of the GROUP for the previous year.
 - c) Elect Officers and other members for the Executive Committee.
 - d) Resolve any further matter, which has been submitted as hereinafter, provided.
- 8.2 All members shall receive a copy of the duly certified Accounts and Balance Sheet at least two weeks prior to their presentation at the next AGM of the GROUP.
- 8.3 The Secretary shall invite all members to submit nominations for the Executive Committee to reach them not later than six weeks before the next AGM. Nominees must have given approval for the submission of their name and shall attend the AGM for their election to be valid unless they have previously notified the Secretary in writing.
- 8.3a The secret ballot for the Executive Committee will take place between other items on the agenda. This will be done in order of seniority. As each result is known the meeting will be informed. Newly elected officers will take office with effect from the end of the meeting.

- 8.4 Any matter which a member wishes to raise at a General Meeting shall be submitted by them in writing duly signed to reach the Secretary not later than 6 weeks before the date of the meeting, so that it may be included in the agenda thereof.
- 8.5 An Extraordinary General Meeting, hereinafter referred to as an EGM, may be called at any time at the written request of at least 10%, or 30 members of the paid up membership, whichever is the greater, or by the Executive Committee. Any member wishing to call an EGM must request the Executive Committee in writing to circularise the membership and must provide a full statement of their reasons for requesting the EGM. The Executive Committee shall circularise the membership and may add any further statement or information from any other party which they consider relevant to the issue to allow full consideration to be given to the call for the EGM.
- 8.6 Members shall be given at least four weeks' notice of the date and place of each General Meeting and at least two weeks' notice of the agenda and no votes may be taken on items not on the agenda.
- 8.7 Voting powers shall only be held by fully paid up members, aged 16 or over.
- 8.8 Voting for the election of the Executive Committee shall be by secret ballot: any other voting may be by a show of hands. All postal votes shall be sent to the Secretary, the envelope clearly marked as to the contents. The Secretary will retain the envelopes unopened. At least two tellers, nominated from the membership, will open the sealed envelopes for inclusion with any ballot held at the meeting. Altered or defaced postal voting forms will be rejected as null and void. Voting may be carried out by e-mail to an address dedicated to this end.
- 8.9 The Secretary shall provide all members with a copy of the Minutes of the previous Annual General Meeting no later than two weeks prior to the next Annual General Meeting.
- 8.10 Details of additions, deletions or changes to the Constitution or Code of Practice will be published in the first available newsletter following the AGM.

BRANCHES

- 9.1 Where several members living in a defined geographical area express such a wish, the Executive Committee may authorise the formation of a Branch.
- 9.2 A Branch shall be self-financing. The Executive Committee may in addition make available to the Branch such finances or other assistance it considers necessary. The Branch Committee may maintain one or more bank accounts in the name of the GROUP, in which the funds of the Branch may be kept. All payments drawn on such bank accounts shall be authorised by the Branch Treasurer and by one of two other named members of the Branch Committee. All Branches shall produce a full set of accounts showing all credits and debits to the Group Treasurer at the end of the financial year, which should be included in the GROUP's published accounts.
- 9.3 The function of a Branch shall be to organise social meetings, local rallies and such other events as are compatible with the objects of the GROUP.
- 9.4 Membership of the Branch shall be available to any GROUP member who regularly attends that Branch.
- 9.5a By 31st January of every year each Branch shall hold an AGM. The purpose of the AGM shall be to elect from the membership a Branch Chairman, Secretary, Treasurer and such officers or local committee as the members see fit, and to receive a report on the accounts and activities of the Branch.
- 9.5b The Branch AGM or EGM should use the same format as for the GROUP AGM or EGM, but the 10% (rule 8.5.) will only apply to the regular attendees of that Branch. A Branch Committee may also call an EGM. For full guidance see section 8.
- 9.6 The duties of the Branch Committee shall include:
- a) The organisation of local events and activities
 - b) Liaison with the Executive Committee in all matters of GROUP Policy. A copy of letters written by the branch which refer to matters of a serious or contentious nature must be sent to the Executive Committee for authorisation prior to posting/e-mailing. Should the dispatch of the letter be a matter of urgency, verbal, or preferably e-mail authorisation should be obtained from a quorum (4) of Executive Committee members prior to the posting. Should any branch officer be in doubt as to what falls within the category of serious or contentious nature, he should seek clarification from the Group Secretary.
 - c) Keeping and submission of such accounts and records as the Executive Committee may from time to time require.

- d) Submission to the Group Secretary of a list of the names of all Local Officers and Committee as elected under. 9.5.
 - e) An appointed committee member of each branch may attend EC meetings. Where for any reason, the appointed member is unable to attend an EC meeting, the branch committee may nominate in writing, another branch committee member or nominate a member of the Executive Committee to report on behalf of the Branch.
- 9.7 The Executive Committee shall be able to declare the Branch dissolved at any time, if for any reason they consider it desirable in the interest of the GROUP. Any funds held by the Branch shall forthwith be surrendered to the GROUP Treasurer, together with all other assets.

CONCLUSION

- 10.1 The GROUP may not be dissolved or wound-up, except by a majority decision of two-thirds of all paid up members voting. Not less than 12 weeks' notice shall be given to members to vote on such a resolution.
- 10.2 In the event of dissolution of the GROUP, its assets shall be disposed of to some other institution having objects similar to that of the GROUP. Such an institution to be determined by the members of the GROUP at or before the time of dissolution. If and so far as effect cannot be given to such provision, then to some charitable object.
- 10.3 The GROUP shall act in the spirit as well as the letter of this Constitution, which may not be varied, shortened, or enlarged unless authorised by a two-thirds majority vote of all members of the GROUP present at the AGM or at an EGM called for that purpose. Not less than 4 weeks written notice shall be given to members of proposed alterations.
- 10.4 Any matter or business which shall not have been provided for in this Constitution shall be discharged by the Executive Committee as may be appropriate having regard to the democratic management of the GROUP and wishes of the members thereof.

INSURANCE

The Group has its own £5,000,000 Public Liability Insurance Policy to protect itself and members from claims arising out of the use of fire-fighting equipment. The policy is in force whenever members appliances and fire-fighting equipment of any type is in use or on display. The policy comes into force where The Road Traffic Act does not apply. Please bear in mind that The Road Traffic Act does apply in any location where the general public are admitted, unless the organisers have an exemption from said act. The public are not normally admitted to the display arena, so the Group's policy will be in force. The policy is effective for all normal non-commercial preservation activities. It does NOT extend to non-members crewing with members. Our insurers now ask for Risk Assessments and Method Statements (RAMS) to be provided for all display and equipment familiarisation activities. The EC will be pleased to assist you with this requirement. It is a legal requirement that members display a copy of the Certificate on their vehicles or static displays, a copy of which is issued to members annually, or contact our Insurance Officer for a replacement. **THIS POLICY NEITHER REMOVES THE NEED FOR, NOR REPLACES, ROAD TRAFFIC ACT INSURANCE**

THE GROUP'S INSURANCE POLICY

THE COVER:

Up to £5,000,000 for any one event for public liability and up to £10,000,000 for employer's liability. The Group must contribute £500.00 for any claim.

In the event of an incident which could result in a claim against the Group, the Executive Committee should be notified immediately. Do not admit liability or enter into any correspondence with the claimant. Members **MUST** not contact our insurance brokers directly. All contact **MUST** be through the Executive committee and the Group Insurance Officer.

YOUR ATTENTION IS DRAWN TO THE TERMS OF THE HEAT APPLICATION WARRANTY AND THE EXCESSES WHICH APPLY IN RESPECT OF LOSS OR DAMAGE TO MATERIAL PROPERTY.

Also, the following conditions have been laid down by the Insurance Company and **MUST** be complied with, failure to do so will invalidate the policy.

The use of the Group insurance policy for Group organised events must be approved by the EC. All persons participating in arena displays at Group organised events must be paid up Group members or have evidence of their own policy covering this activity.

Where live fire is used, the organisers of the event (Branch or individual members) must deposit £500.00 with the Group Treasurer prior to the event. This is to cover the excess in the unfortunate event of a claim being made.

Our insurers now ask for Risk Assessments and Method Statements (RAMS) to be provided for all display and equipment familiarisation activities. Risk Assessment and Method statements must be carried out for all arena displays at events where the group's insurance policy is in force. If the Group insurance policy is used for other events such as memorabilia sales etc the RAMS documents must also be completed. RAMS documents for all events must be submitted to the EC a minimum of four weeks prior to the event, to allow sufficient time for the EC to assess/review the documents and approve them. The EC will be pleased to assist you with this requirement.

HEAT APPLICATION WARRANTY:

The following precautions are to be complied with on each occasion there is application of heat involving a naked flame or open heat source.

- A) At least three water extinguishers (each with a minimum fire rating of 13A), a 6kg dry powder extinguisher where LPG is involved or other fire extinguishers of an equivalent rating of a type

suitable for the combustible material and structure, will be kept immediately adjacent to the area of work, in full working order, maintained by a competent person, and available for immediate use.

- B) Equipment will be lit for as short a time as possible before use and extinguished immediately after use.
- C) Equipment which is lit or switched on will not be left unattended.
- D) A thorough examination for any signs of combustion will be made within or below the area in which work has been undertaken half an hour after termination of each period of work.

NOTE:

These simplified extracts from the Policy are provided for the benefit of members. However, the full terms and conditions of the policy will apply at all times and the Group cannot be held liable in respect of errors or any misinterpretation of this summary. A covering letter with up to date conditions will be issued with the new insurance certificate if the above changes substantially.

TYPE OF ACTIVITIES COVERED

Participation in and organisation of events as described above involving the use and display of fire-fighting equipment, including the use of live fires, controlled fires using bottled gas piped to jets, smoke generators and smoke bombs, explosive effects such as maroons and flares. The extinguishing of such fires using preserved appliances of all types, and the use of cutting equipment and ladders.

Legal liability for claims arising from the presence of the usual type of stalls and side shows etc. and other preserved vehicles is also covered at events organised by members of the Group.

WHEN AND WHERE THE POLICY APPLIES

The Policy provides cover for members whilst organising and or participating in rallies, carnivals, fire station open days and similar events, fire-fighting displays, exercises and equipment familiarisation session. **THE POLICY DOES NOT PROVIDE ROAD RISK COVER, OR COVER FOR ANY COMMERCIAL ACTIVITY CARRIED OUT FOR FINANCIAL OR PERSONAL GAIN INCLUDING (BUT NOT LIMITED TO) FILM OR TV USE, WEDDING AND PARTY HIRE OR LIMOUSINE HIRE**

The Policy covers members participating in events organised by other bodies and it is quite in order for members to confirm on rally forms that they are covered by a public liability policy which includes rally use for a limit of indemnity not exceeding £2,000,000 for any one event.

Payment for out of pocket expenses or fuel allowances are acceptable under the terms and conditions of the Policy with the proviso that these are not given in lieu of payment for services rendered.

WHAT IS COVERED

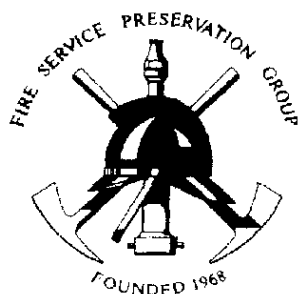
The Policy provides members with indemnity against legal liability for damage in respect of claims from member(s) of the general public or from other FSPG member(s) for accidental: -

- 1a) Bodily injury to or death, disease, illness, wrongful arrest, invasion of the right of privacy, detention wrongful imprisonment or wrongful eviction of any person.
- 1b) Loss of or damage to material property.
- 2 Legal liability for claimant's costs and expenses in connection with 1 above.
- 3a) Costs of legal representation at any court arising out of alleged breach of statutory duty resulting in any occurrence specified in 1 above.
- 3b) All other costs and expenses in relation to any matter which may form the subject of a claim for indemnity under 1 above.

NO COSTS OR EXPENSES MAY BE INCURRED WITHOUT THE INSURANCE COMPANY'S WRITTEN CONSENT.

THE "BUSINESS" OF THE FSPG IS DESCRIBED AS: The Preservation and operation of Emergency Services Vehicles. The display of Emergency Services Memorabilia, equipment and artefacts. Organising and participating in fire-fighting exercises, displays, rallies, carnivals, and similar events, standby fire cover and flood pumping at events.

THE INSURED ARE: All members of the Fire Service Preservation Group, each of whom is separately insured.



CODE OF PRACTICE

1 Conduct

- 1.1 Members should always conduct themselves in a safe and responsible manner, with particular regard to the safety of themselves, fellow members and members of the public. All effort should be made to uphold the good name of the FSPG. Particular regard should be given to maintaining a good relationship with all Fire & Rescue Services.
- 1.2 It is deemed necessary that members operating equipment should be competent in its use.

2 Uniform

- 2.1 Participants in arena displays will wear full PPE fire kit. Where possible this should be of a pattern in keeping with the period of the display. An exemption will be made for the use of manual pumps.
- 2.2 Rank markings and badges or buttons bearing the motif or insignia of a current Fire Service or Brigade must not be worn unless en-route to or from or taking part in a display or if the wearer is entitled to do so by way of association or employment. Where applicable, formal permission must be obtained from the appropriate authority.
- 2.3 Crew members riding on the sides of open style appliances will wear helmets and be offered the use of a suitable belt or strap to attach themselves to the vehicle, the use of which is to be encouraged.

3 Displays

- 3.1 Displays will be carried out with strict regard for the safety of both the observing public and participants. A minimum of two Marshals, one of whom will be a competent safety officer, who have been introduced to participating crews prior to the arena events, will supervise throughout the proceedings. They will be instantly recognisable by the wearing of armbands, tabards, or similar items.
- 3.2 All crew members must be conversant with the Drill Book Commands:
 - “WELL!” To indicate that the position desired has been reached e.g. when extending or lowering a ladder
 - “REST!” Used by the office in command when carrying out a standard practice to point out a mistake or comment generally; the participants remain still.
 - “STILL!” Used by any crew member in an emergency i.e. to prevent an accident and then with maximum force; the participants remain perfectly still exactly where they are.
- 3.3 Provision should be made for supervised junior displays if there is enough interest from junior members. Junior members under 12 can take part in other displays ONLY if the event organiser or the person in charge of the display and the appliance owner which the junior is to crew are all in agreement. The member under 12 must have a nominated competent supervisor for the duration of the display. All participants should be advised that junior members are taking part in the display.
- 3.4 Any comic displays must be designed so as to leave the public in no doubt the comedy is intentional. Such display must not by its content reflect adversely on the Fire Service.
- 3.5 No water fights or similar activities will be permitted using any of the following:
 - a) Main Jets
 - b) Hose reels above 50 psi pump pressure
 - c) Any form of extinguisher.

- 3.6 When any member of the FSPG attends a Rally, Gala or Fete with a vehicle and a public address system is available, no display should be given until an announcement has been made to the effect that: “The following display is being given by enthusiasts for their and your entertainment using appliances no longer connected with current fire services”.
- 3.7 Display Assistants involved with pyrotechnics, preparation or other “behind the scenes” activities will wear appropriate protective clothing and safety helmets with eye protection. They will be instantly recognisable and have at their disposal basic fire protection (extinguishers). Event organisers will ensure that at least one display assistant is delegated the responsibility of setting up and controlling “exclusion zones” behind scenery and within live fire areas to which any unauthorised personnel will be forbidden access.
- 3.8 Event organisers and individual members should be aware that the Executive Committee will provide information and advice on all aspects of safety in relation to the Group’s activities upon request.

4 Appliances and Equipment at Shows

- 4.1 No vehicle shall be left running unattended.
- 4.2 Each appliance shall be in presentable condition whilst in the public view.
- 4.3 All drivers of any vehicle being driven on a show ground must conform to Road Traffic Act requirements.
- 4.4 All appliances whilst parked on static display must have their wheels chocked to prevent them rolling away should the parking brake be accidentally released.
- 4.5 Appliances being driven at show sites will not exceed ten miles per hour, or the maximum speed as laid down by local by-laws. When moving through heavy pedestrian traffic at least one crew member or other responsible individual should clear the way in front of the vehicle.
- 4.6 Appliances will not be reversed without someone to assist the driver by watching the rear of the vehicle.
- 4.7 Members should consider whether ladders should be secured by straps on head and heel in addition to any securing gear fitted when shipped.
- 4.8 Escape carriage wheels must be secured to prevent rotation when on static display on the vehicle.
- 4.9 Operational BA sets must not be used by unqualified wearers and must be certified and maintained by a competent person, Ideally BA cylinders should be empty and marked “MT.”
- 4.10 Each charged cylinder must possess a current test mark, to be available for inspection.
- 4.11 Turntable Ladders and other Aerial Appliances:
- a) Turntable Ladders and other Aerial appliances must ONLY be operated by experienced persons. Guidelines set out in the ‘Manual of Firemanship’ or ‘Fire Service Drill Book’ must be strictly adhered to.
 - b) Special regard must be given to the ground conditions and axle locks, jacking blocks or plates and chocks must always be used.
 - c) Under NO circumstances will untrained persons be allowed to climb elevated or extended TL’s. A tested safety belt must always be used, plus appropriate full PPE fire kit.
 - d) Live rescues by line must never be carried out.
 - e) TL’s and Aerial appliances should NOT be elevated and extended over members of the public, and they must never be left unattended in the elevated or extended position.
- 4.12 Audible or visual warning devices will NOT be used on the public highway without the formal permission of a Police Officer in uniform or a Fire Brigade Officer of senior rank. Those responsible for appliances are to ensure that such permission has been granted either verbally or in writing, and in cases of verbal authorisation a written record should be kept of the name, rank and number of the authoriser along with details of two witnesses.

5 Members

- 5.1 Any member witnessing an incident which they consider contrary to the Group’s Constitution, Code of Practice, or general good name shall inform the offender at the time of the incident and note the response. Should the matter be unresolved, a formal complaint should be made in writing to the Executive Committee, who will consider any appropriate action to be taken.



PYROTECHNICS AND LIVE FIRES

The use of live fire and pyrotechnics is DANGEROUS. The following guidelines have been drawn up to try and make it as safe as possible for all the participants and the general public.

Due to environmental restrictions, only Liquid Petroleum Gas can be used to depict a fire for fire-fighting demonstration purposes. The days of burning pallets and other treated wood have long since gone. We must point out that it is illegal to manufacture black smoke except for fire training purposes. Our displays are NOT fire training. Fire-fighting foams MUST NOT be used for displays. Large fines may be imposed for using fire-fighting foams by The Environment Agency. We advise that burning is limited to a wooden faced scaffold structure fitted with LPG powered gas bars in cut apertures, with a smoke machine, possibly a wooden shed on a trailer (designed for the purpose) with a smoke machine and LPG gas bars in cut apertures or possibly a totally stripped car, reduced to the metal structure with LPG gas bars fitted. It must be ensured that any smoke machines used produce non-toxic smoke.

Preparation of All live fires:

- 1 Ensure the local fire authority is aware of your activities prior to the event.
- 2 Prior, during and for a reasonable period after a display a stand-by fire appliance, with crew in PPE must be available. This must be equipped with a 6kg ABC dry powder fire extinguisher (in test) and a comprehensive first aid kit including burns dressings, only to be used by a qualified First Aider.
- 3 The FSPG do not advise the use of live fire displays without a stand-by appliance. However, if one is not available, then a minimum of a 6kg ABC dry powder and 3 x minimum 13A rated water fire extinguishers (in test) and a comprehensive first aid kit including burns dressings, only to be used by a qualified First Aider, must be available along with persons in suitable PPE.
- 4 Check of the wind speed, direction and any surrounding fire risks must be conducted before the decision to ignite the fire is made. Inform all persons within the vicinity that the fire is to be ignited.
- 5 Never leave LPG cylinders in direct sunlight.
- 6 To light the fire, an igniter of approximately one metre in length should be used and applied to the fire from an upwind position.
- 7 All non-essential personnel must leave the display area.
- 8 One person must be in sole charge of the display, they should be readily identifiable to all those taking part in the display. They must have an emergency procedure in place for any unexpected events and this should be made known to all those participating in the display.
- 9 Before the fire is lit, it must be ensured all display participants are ready.
- 10 Ignition of the fire must only be made by a person in full fire kit, and this must only be done on the instruction of the person in charge of the display.
- 11 The use of PPE including protective gloves and eye protection is compulsory for all involved, including the set up/operating team.

Following a live fire display:

- 1 Any pockets of fire must be extinguished and then cooled down.
- 2 Contaminated materials including water must not be allowed to enter any watercourse.
- 3 The Group advises all our members to clean and check all fire-fighting equipment and fire kit.
- 4 When the display has finished check that all equipment and crew members are accounted for.

Pyrotechnics

- 1 When using pyrotechnics always inform the local emergency services where and when they are to be used.
- 2 Pyrotechnics must only be used by experienced competent personnel.
- 3 The manufacture of pyrotechnics, fireworks and explosive devices of any kind are illegal unless you hold the appropriate licence.
- 4 Pyrotechnic devices and fireworks must always be kept in a sealable non-metallic container.
- 5 The location of all charges must be marked, (polystyrene cups are useful for this purpose) and the position of all charges and wires must be made known to all the display participants.
- 6 Never enclose any explosive charge in a metal or rigid container; shrapnel can cause serious injury or death.
- 7 The position of all charges must be within the clear view of the firer.
- 8 A firing box must be used to ignite pyrotechnics, and the Group recommend the use of a Blaster's Galvanometer to check all the circuits before firing.
- 9 All charges must be accounted for, and any misfires must be made safe by the firer, preferably before the display continues.
- 10 The use of radio communications, including mobile phones, must not be used in the immediate vicinity of pyrotechnic devices or LPG cylinders.

CAR AND CARAVAN FIRES

Caravans **MUST NOT** be used in live fire displays due to the environmental impact.

Electric Vehicles **MUST NOT** be used for any demonstration. Damage to Lithium-Ion cells can cause thermal runaway and the fumes given off include Hydrogen Cyanide and Hydrofluoric Acid. Hydrofluoric Acid eats Calcium so must not get on your skin. Should you come across an EV fire you should not attempt to fight the fire but call the emergency services.

Cars can only be used if the following is complied with.

- 1 The car must be stripped of all flammable parts including air bags, hydro-pneumatic suspension units, hydro gas suspension units, gas struts, gas filled shock absorbers, air bag suspension units, fibre glass panels, Kevlar panels. All the car interior fittings must be removed, this includes the dashboards, seats, carpets, head linings and door panels and any plastic components including wiring looms, the battery must also be removed. The steel shell is all that should be used.
- 2 Engines and gearboxes must be removed as Magnesium alloy which burns fiercely may be present.
- 3 Fuel tanks must be removed.
- 4 Tyres must be removed or kept well away from flames and radiated heat.
- 5 All windows must be removed.

PERIOD UNIFORM

A description of the appearance appropriate to each historic period appears below including modern rig for completeness. There have always been local variations, so all dates are approximate. The patterns listed are typical of each period and are commonly used in Group displays.

1. Victorian (to 1900)

Brass helmet, Melton lancer tunic with brass buttons, leather belt and pouches with brass buckles, ash axe. Belt line on right between buckle and hose spanner (if worn). Melton trousers, ideally with red stripe, turned over the tops of leather boots no leggings. A tunic breast badge is sewn between buttons 2 and 3 on the left. It is an embroidered red (sometimes white) ring about 2.5" diameter and about 3/16" thick. In the centre are brass numerals indicating the man's number and in some cases the brigade name was embroidered inside the ring as well. Red felt collar tabs extending 3" either side of the throat hooks were common, as were brass collar badges of crossed axe or other pattern. Torch was Wootton Lantern or similar. Undress uniform was peakless cap, perhaps with brass badge, tunic or patrol jacket, trousers, shoes or boots and white collarless shirts. White cap cover worn in summer months. Some brigades issued red linen shirts.

2. Pre-NFS (1900-1941)

As above, plus black leggings and perhaps Hendry style leather helmet after 1934. During this period the belt line migrated to the left of the belt buckle. Some brigades began to adopt the double-breasted reefer jacket as undress together with collar and tie. Steel helmet during the war, green in London (with 1.5" red band around crown). Believed red or black elsewhere?

3 AFS (1938-1941)

Dark Admiralty Grey (BS 632) steel helmet marked AFS on front. This was either just the letters A.F.S. or a design like the lapel badge about 3" high, both in white. In London a white shield was used with the letters A.F.S. and the edging in red for operational crew and blue for messengers, DR's, van drivers and the like. A black rectangle surmounted the shield with the station code number in white. Above this was a red or blue triangle denoting the watch. Rubber boots, Melton tunic and trousers, web belt and pouches, insulated axe (although the London AFS ones were ash-handled) black leggings, hose spanner where appropriate, black ARP issue lamp. pocket line generally in tunic pocket rather than belt line on belt. Tunic has AFS buttons and red embroidered breast badge. This has letters AFS in a circle above the brigade name. Some areas issued oilskin coats for firefighting with belt etc. worn outside. In rural areas a set of dungaree training overalls were issued with the tunic pattern breast badge either printed or embroidered on thinner material. Undress was peaked cap with AFS badge and tunic unless the person was lucky enough to have been issued with a tunic quality patrol jacket. Service respirator always carried and worn on the chest when in action.

4 NFS (1941-1948)

Khaki No.2 (green) steel helmet with NFS badge and Fire Force number transfers. A good modern paint match is Tundra Green. Tunic and trousers in Melton or Serge. Tunic has NFS buttons in chrome, or in black horn from 1943 as an economy. Breast badge is a red embroidered circle enclosing letters NFS and Fire Force number, webbing belt, pouches, insulated axe, rubber boots, black leggings, belt line on left of buckle, service respirator, green service issue lamp. Since many NFS men were, of course, previously members of the nationalised brigades with their own kit, leather boots, ash axes, and leather belts/pouches would not be out of place. Pre-war issue helmets reappeared in many brigades after 1945, but still with NFS transfer. Undress jacket was initially s/b patrol jacket but without belt and bottom pockets. From about 1943 d/b reefer jackets were employed. Peaked cap (Melton or Gabardine) with NFS badge. Some areas issued the CD blouse post-war.

5 AFS (1949-1968)

Post-war uniform as below, including brigade buttons and transfer, but also large AFS shield-shaped cloth badges on tunic shoulders and diamond-shaped ones on overalls. Webbing belt and pouch, rubber boots. Black steel helmet, either 1939 pattern "battle bowler" as per WW2 (e.g., Middlesex) or 1941 pattern generally adopted by the army after WW2 (e.g., Berks & Reading). Some brigades, like Durham and London, did use standard cork helmet but with AFS in red above the brigade transfer. Others, like Coventry, did the same but with white AFS letters. Undress was the Civil Defence blouse (with smaller AFS shield-shaped cloth badges on jacket shoulders)

and matching trousers: FB cap with brigade badge. Some brigades e.g., Warwickshire issued a variant of the standard cap badge for AFS use. Some brigades used up stocks of NFS buttons on AFS jackets and tunics.

6 Post-war (1948-1974)

Middlesex or County pattern black cork or Brighton fibreglass helmet (or leather Hendry type in Scotland), Melton tunic and same or lighter weight trousers. Leather or web belt and pouch, ash axe and belt line, leather boots and black leggings, police or cycle type of lamp. Undress was cap, d/b reefer, blue shirt, and black tie. brigade badge and chrome buttons.

7. (1975-1990)

Yellow cork county helmet, yellow leggings, rubber boots, trousers as above. Either 1) Melton tunic (with front pockets for LFB) with belt and axe; 2) Gabardine County tunic with drawstring, velcro and button fitting and stand and fall collar, belt INSIDE, axe in leather pouch clipped to D-ring on belt through slot in tunic: or 3) Nomex tunic, with or without belt or axe. See below for torch. Undress as above but the jacket is now single breasted. From about 1989 London changed to a patrol jacket with pockets, similar in appearance to that used in Germany. To reduce wear on undress uniform for station duties some brigades issued light blue or grey workwear trousers and dark blue shirt, with navy epaulettes and black tie for FP or visits.

8. Recent (1990-2010)

Yellow helmet of various manufacturer, Pacific, Gallet, Helmets Limited, Rosenbauer etc. Many different styles of tunic and overtrousers (rather than leggings). Tunics and overtrousers in a variety of colours such as plum, blue, black and gold. No hand axes or belts. Torches such as Peli (some built into or clip onto helmets).

When using more modern kit, care should be taken to ensure that members are clearly identified as preservationists and enthusiasts and are not purported to be ‘in service’.

Notes

As stated, all the above dates are approximate. For example, ash and insulated axes were found together from 1939 on. The current uniform patterns in particular were adopted at different times by different brigades. Yellow leggings first appeared in Middlesex in 1961 for MI incidents, reaching Yorkshire by 1967. Rubber boots were issued for some years after the war, and the traditional tunic was still common, London having begun to change from Melton to a new A26 style, long coat and overtrousers in 1989.

From about 1975 to the late 1980s the 3-battery yellow Bardic torch was fairly standard issue, with the 2-battery blue Bardic being used on CA sets. (Kent FB for some reason issued them the other way round) The latest fashion is a yellow right-angled torch, which may be clipped to tunic or BA set.



SERVICES AVAILABLE TO MEMBERS

A brief outline as to the various services available to members follows. Enquiries relating to a particular service should be directed to the person responsible, details of whom can be ascertained from the Chairman or Secretary using contact details at the conclusion of this document.

MEMBERS DIRECTORY

Members' addresses, contact details and a register of their appliances will be held by the EC and be available to members that have need of these details for specific purposes. GDPR requirements will be adhered to.

CLOTHING

Most items of uniform, within the limits of the Code of Practice, are available at the major rallies, on-line, and at memorabilia sales.

DRILLS

Members wishing to participate in displays at Group shows should be competent in the use of their equipment for obvious reasons of safety. The Executive Committee advises the Branches on the running of public displays and crews must follow their instructions. Demands on participants are kept to a minimum, consistent with safety and competence. The appointed Drills Officer will be suitably qualified to undertake the position. They are, for all intents and purposes, the Officer-in-Charge during drills, displays or other practical activities carried out under the auspices of the Group, and their directions or instructions should be observed and obeyed at all times.

GROUP SAFETY ADVICE

The Executive Committee is available to assist or advise event organisers or individual members on specific or general matters of safety and RAMS.

EQUIPMENT SUPPLIES

Most items of equipment can be found for sale at Rallies or memorabilia sales and members are encouraged to buy, sell or exchange items of equipment between each other via the Group's Newsletter or Facebook page.

SPARES

Advice is available on the acquisition or manufacture of spare parts via the members Facebook page or by contacting the Executive Committee.

LEGISLATION

The law affecting fire appliances in preservation has varied much over the years and 'grey' areas of legislation have been interpreted in different ways. The EC will not give advice on these matters as it is likely only a court of law can determine the outcome in any particular case. All members should ensure they hold the correct driving licence, their appliances are compliant with current legislation and are only used on the public highway in a maintained, roadworthy condition.

EQUIPMENT FAMILIARISATION (A branch activity)

Some equipment familiarisation sessions are organised by the branches for the benefit of members unfamiliar with equipment which they may be called upon to use, or as a refresher for those who are more experienced. The syllabus is simple in content, the aim being to provide equipment familiarisation at a level sufficient to perform a public display competently and safely or render first aid assistance in an emergency, thus the use of ladders, hose, pumps and small gear is all that is covered. Copies of the Manual of Firemanship and the Fire Service Drill Book are available from the Group Library for those who wish to find out more. Advice on the use of equipment is generally available from more experienced Group members. Informal exercises are occasionally held at suitable venues, and these are under the direct control of an appointed Drills Officer. These exercises provide members with an ideal opportunity to test pumps and equipment and take part in active drills when the general public are not present. It is a condition of participation that members taking part in any drill or exercise organised on behalf of or by the Group, will at all times follow the instructions of the Drills Officer or their designated assistant.

GROUP NEWSLETTER

The Group's newsletter is published regularly to keep members informed on various matters within the Group and details of forthcoming events, and members are encouraged to contribute to the publication by way of articles, letters to the Editor, opinions, or advice and queries on technical subjects. Non-Commercial advertisements are accepted from members for the 'For Sale' and 'Wanted' sections free of charge, a nominal fee being made in respect of any form of commercial insertions. Items for inclusion in the publication should be forwarded in writing only to the Editor preferably by e-mail.

GROUP LIBRARY SERVICE

There is a growing library of books and manuals to which reference can be made. Material is not normally loaned out, but copies can often be provided at a small charge. Further literature is always sought; a guide to the present holding appears below. The Library Officer will be pleased to make a list of literature that members have so that he knows where information is to be found, even if you do not wish to part with it.

The Library Service has an extensive collection of items. Lists of all items held are documented and available to members. Material is for reference only, but the Library Officer can undertake some basic research. Some of the frequently asked questions, such as stowage lists and NFS station codes in London Region have been laid out on Library Information Sheets.

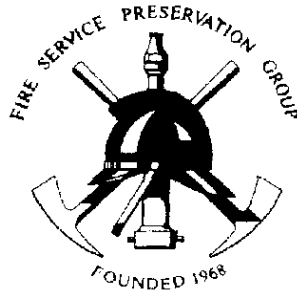
The main items in the library are:

- General histories.
- Directories.
- Insurance and fire marks.
- Fire Brigade information e.g., handbooks, specific brigade histories, famous incidents, memoirs, uniform.
- Wartime firefighting, the blitz, SFP, Fire Guard, AFS, NFS
- General books on appliances, workshop manuals, parts lists: tech. specs., instruction books, drawings.
- Training manuals, Manual of Firemanship, drill books, equipment manuals, street alarms, BA/resuscitation equipment, specific industrial and technical risks
- Sales brochures, catalogues and leaflets on appliances, equipment, street alarms BA, uniform.
- Law, Regulations, Royal Commission reports.
- Miscellaneous e.g., 1st day covers, card models.

- Magazines including long runs of London Fireman/London Firefighter, Fire World, Fire Cover, and Fire from 1919. There are also some copies of Fire Protection Review 1940s/80s, The Fireman (Merryweather) 1901-1914, The Firecall 1902/3.
- The library incorporates an Archive of Group publications, comprising a complete run of Newsletters / OtR / BotR, The Shout/Escape and Handbooks.
- There is a largely complete run of Executive Committee Minutes and AGM reports.
- The Archive includes models commissioned by the Group, some press cuttings and key items such as those marking our attendance at fire brigade celebrations in Germany and Austria in 1984.
- Finally, there is a set of 80 glass negatives of products of the Henry Simonis Company, mostly pre- or during WWI, together with 3 albums of prints taken from the negatives. These have been copied onto 35mm film and SAE will secure a list of copies available.

The Library Officer is always pleased to receive additional material or be advised of sources. Any member willing to provide information from their own collection (particularly workshop manuals, handbooks and the like) are asked to supply the Library Officer with a suitable inventory for his records.

The library officer can be contacted via the Group Secretary.



GLOSSARY OF TERMS AND ABBREVIATIONS

AGM	Annual General Meeting
EC	Executive Committee
EGM	Extraordinary General Meeting
FSPG	Fire Service Preservation Group
GDPR	General Data Protection Regulation
The GROUP	Fire Service Preservation Group
RAMS	Risk Assessment and Method Statement
SAE	Stamped Addressed Envelope

CONTACT DETAILS

Website	www.fspg.online
Facebook (members)	Fire Service Preservation Group Members Page www.facebook.com/groups/297125851097286
Facebook (public)	Fire Service Preservation Group – FSPG www.facebook.com/TheFSPG
Chairman	chairman@fspg.online
Secretary	secretary@fspg.online
Treasurer	treasurer@fspg.online
Membership Secretary	membership@fspg.online
Exec Committee	info@fspg.online