

**COST Action C 17: Built Heritage: Fire loss to Historic Buildings
Trondheim, Norway: 16 - 18th April, 2004**

Minutes of Meeting of Management Committee: 17 April 2004

The Chairman called the meeting to order at 0930 hrs.

1. Welcome to participants

The Chairman introduced the Action's new Scientific Secretary, Jan Spousta, who then described his background and experience, noting that he was responsible for 23 Actions including all the Transport and Urban Civil Engineering COST activity.

New Delegates attending the meeting included:

Kalle Reivila, Finland

Simon Singer, France

Carlos Vilagra-Fernandez, Spain

Helene Hanes: National Property Board, Sweden

Christian DelTaglia: Air Flow Consulting AG, Switzerland

Alberto Dusman; Vice Chairman Italian Board of Engineers, Italy

Chris Hood, UK

Apologies were received from Stephano Marsella, Italy

2. Adoption of agenda

The agenda for the meeting was formally adopted

3. Minutes of last meeting

There being no corrections, the Minutes of the MC and WG meetings held in Vienna on 5- 6 December 2003 were agreed and approved.

Matters Arising

The Chairman indicated that he had experienced problems in sending out the Trondheim Meeting papers by e-mail. These had been sent out initially on 11 February 2004 (3 batches of papers) and 6 March 2004 (new administrative procedures), but not all members were receiving the documents. Some Servers had been rejecting the files and he had since been receiving many e-mails in return that were contaminated with Viruses. He requested members to check their systems for virus infections on return from the meeting.

These difficulties had created uncertainty in knowing exactly who was going to attend the meeting and this had created some problems for our hosts in the compilation of the delegates list, and in making other local arrangements.

Following discussion, it was agreed that future documentation would be sent out in PDF format. S Kidd (UK) said that he would load all documents onto the COST web site in this format and it would be unlikely that this approach could be contaminated by viruses.

Related Publications

The Chairman indicated that the following relevant documents to the work of the Action had been drawn to his attention since the last meeting:

- “*Notification from the Swedish Rescue Services Agency 2001:2 Systematic Fire Prevention Work Recommendations and Comments*” E Egardt, Sweden (Mr Egardt also offered to prepare a 40 min presentation for the meeting in Varna)
- *APT Bulletin Vol. XXXIV, No 4 2003* This Bulletin contained a series of relevant articles on fire codes, safety, risk and suppression.
- *BENEFEU The Potential Benefits of Fire Safety Engineering in the European Union*
This was the result of EC Contract EDT/01/503480 Final Report to DG Enterprise, 19 July 2002 (ISBN 90-805787-3-8 D/2002/6964/1). It contained:
 - Introduction
 - Regulations in Member States - Task A
 - State of Art on Fire Safety Engineering - Task B
 - Possible European Initiative on Fire Safety Engineering
 - Cost benefit analysis
 - Case Studies
 - Conclusions
- *Fire Safe Building Rehabilitation* NFPA: John M. Watts Jr. and Marilyn E. Kaplan (ISBN 0-87765-609-6) 2003
- *The Edinburgh Old Town Fire: History and Redevelopment. Report from Master's Field course in Geography, September 2003. Acta Geographica – Trondheim. Series D, No. 11 (ISSN 1502-2420).* Edited by Hakon Jordet, NTNU, Norges teknisk-naturvitenskapelige universitet, Fakultet for samfunnsvitenskap og teknologiledelse, Geografisk institutt. Trondheim 2004. <http://www.svt.ntnu.no/geo/>
- *ArMen. La Bretagne, Un Monde a Decouvrir Mars 1998 No 92.* Articles “Le patrimoine incendie” by Daniel Leloup and “La renaissance du Parlement. Une restauration sans precedent” by Franck Jourdain. pp 26-40
- *KGS PBC PCP Forum 3/2003 Theme: Collaboration PCFP/Fire Brigade. Protection of Cultural Property.* Federal Office for Civil Protection. Bern, Switzerland. 2003

In addition, V Nuzzolese (Italy) tabled 3 papers for members during the meeting:

- *Performance Based Design for a "Sustainable" Fire Protection of an Historical Theatre:* International Conference on Fire Protection of Cultural Heritage; Aristotle University of Thessalonika, Greece, 2000.
- *Performance-based Fire Protection of Historical Structures:* Forum for International Co-operation on Fire Research, Fire Safety in Buildings, ICITE, Milano, Italy, 2001.

- *Smoke Control for Fire Control: Comparing, by means of simulation models, effects of forced versus natural ventilation during a fire in public premises with relevant presence of burning materials*: European conference on Safety and Reliability; ESREL, Trevino, Italy, 2001.

M Mattinen (Finland) issued to members copies of:

- *“Can we learn from heritage lost in fire? Experiences and practises on the fire protection of historic buildings in Finland, Norway and Sweden”*
ISBN 951-616-115-4.

It was reported that this publication is also available in PDF format, and general information concerning the project could be found at <http://www.nba.fi/en/fireprotection>.

4. Report from the Scientific Officer

J Spousta explained the restructuring which had taken place in Brussels, now that the COST programmes were being administered by the European Science Foundation (ESF). It was hoped that in particular, the more streamlined way of approving meetings and experts' travelling expenses would be beneficial to all. The new COST budget would run until the end of 2004 included funding for scientific research, dissemination of work and support for the various Actions. He also indicated that there was now adequate funding for all relevant and appropriate COST activities.

News from the of COST Office

The Chairman indicated that he had received the following e-correspondence:

- 30 January 2004: Letter from Gosta Diehl President COST Committee of Senior Officials (CSO) informing that the new COST Office managed by the ESF became operational on 5 January 2004.
- 4 February 2004: Albert Dupagne, TC UCE Chairman, forwarded information on ESF Urban Sciences Forward Look Workshops (He had replied to this on 17 February indicating that these were of little direct relevance to Action C17)
- 4 March 2004: Albert Dupagne, TC UCE Chairman, suggested greater links between COST UCE and COST Transport

Status of Action

On current timetabling, the Action C17 is due to end during December 2006.

Number of Signatories

As at 17 March 2004 COST Action C17 had 12 Signatory Member Countries. (The average COST Action has 14 Members)

The Chairman reminded members that previous discussions had taken place regarding the possibility of application for membership from Israel and Macedonia. This had been approved in principle during the MC Meeting in Vienna on 5-6 December 2003. A formal

approach to join was received from Israel on 24 December 2003 and, as this had been validated, it was declared that Israel was now a full member of the COST Action C17.

Contact details in Israel were:

Dr Irena Wasserman: National Building Research Institute, The Technion, Haifa 32000, Israel Tele +972 4 829 30 26 E-mail <wasserman@tx.technion.ac.il>

5. Year Budget Status and Planning

The Chairman said that he was pleased that the severe constraints regarding last year's budget had been resolved. He reflected on the e-mail he forwarded on 16 March 2004 from the Scientific Secretary. This set out new ESF COST procedures and rules and was available on the COST web site at: http://cost.cordis.lu/src/cost_office_documents.cfm

An important change was that **the MC was now responsible for the Action's budget and its financial management** throughout the life of the Action. The allocated current budget for COST Action C17 for this year was 49K Euros. All future financial decisions needed to be clearly recorded in the MC minutes along the lines of *"The MC approved (what) with COST financial support of (amount) Euro"*.

Flexibility existed in the allocation of funds to cover travelling expenses at both MC and WG levels. There was no longer a need to combine both forms of meetings at the same venue. It was now possible for separate WG meetings to take place. Reimbursement was possible for 2 members per country per WG, with a good balance of members from participating countries in each WG. However **ALL the names of participating delegates needed to be clearly stated in the formal request for each meeting** so it was essential to be clear about which participants were to be involved in which WG meeting.

6. STSM Status, Application

With reference to his e-mail 25 February 2004, J Spousta also indicated that it was now possible for relevant Short Term Scientific Missions (STSM's) to be funded. Whilst the STSM operating rules needed to be followed, and these were also available on the COST web site.

He indicated the need for the Action to establish a formal Assessment Panel to process, approve and monitor any STSM applications that would result. This could consist of the MC Chairman and each of the WG Chairmen.

7. Publications, Annual Report

The Chairman asked the Scientific Secretary whether it was necessary to prepare an annual report for the past year and was informed that, due to the recent uncertainties, this was not essential. A report would, however, be expected next year as the Action should have developed some more defined outputs by then.

The Scientific Secretary also reported that as there can be delays in publishing material through the COST mechanism, an emerging preferred option is for Actions to seek external

publishers for their reports. In proceeding in this way, there would be a commitment from ESF COST to pre-order (say) 150 copies for Commission purposes.

Equally, there were no objections to the production of Interim Reports, or papers, if this was technically justified in meeting the Action objectives.

8. Evaluations

Not relevant at this meeting.

9. Request for New Members

As a result of e-mail communications of 1, 5 + 8 April 2004, an application had been received to join the Action from:

Dr Dorota Puchowicz,
Laboratory of Flammability Testing,
Institute of Textile Materials Engineering,
Gadanska,
Poland

Following consideration of a submitted Statement by Dr Puchowicz, the MC approved Poland's participation in the Action subject to a formal application being received from the Polish Ministry of Science. The Chairman indicated that he understood that this official letter was currently being prepared.

M Linares (Spain) informed the Chairman of a developing interest by colleagues in Hungary and Germany to join the Action. These would be considered further when formal submissions were made from each country.

10. Non-COST Participations

Not relevant at this meeting.

11. Updates of Co-ordinates MC/WG's etc.

The Chairman remarked that the List of Members (corrected to 18 February 2004) required updating.

This was done during the meeting. (A revised list, including detailed co-ordinates of new members, and was e-mailed to members on 29 April 2004).

12. Web Update

The COST Action C17 Web Address is: <http://www.cost-c17-heritage.org/>

S Kidd (UK) reported that whilst the C17 Web site was up and running it was dependent upon the goodwill of the web-master. Some delays in getting it up-to-date had therefore been inevitable.

He reported that after some problems with passwords the web site is now ready to assume a greater role in the Action's organisation and support. New passwords had been issued and the site will be reconfigured during the next few months. It was planned that there would be a "Splash page" of Headlines of 3 or more recent News items. Given the recent e-communication difficulties it was suggested that all pages should be submitted for inclusion in PDF format.

There would be space to reveal WG members technical work and, ultimately, a separate password protected, MC section. This would create an important distinction given the financial responsibilities that now fell on the MC, and the confidential details that now needed to be considered.

S Kidd (UK) concluded with a request that more updated case studies and fire report material should be forwarded to him to be posted.

13. Progress Report of Working Groups

Working Group 1

I Maxwell (UK) reported that the meeting, attended by 13, updated progress on the range of topics being addressed.

It also focussed on which countries were devising, or had devised, an electronic recording system of fire statistics and Finland, Sweden, Norway, Bulgaria and UK were recognised as having relevant experience in this area.

Various members had agreed to prepare a synthesise of their countries systems, and to make short presentation of it at a special Working Group meeting due to be held in Vienna, Austria, on 16-17 July 2004. The aim of this meeting would be to:

- establish commonality in the various adopted approaches
- identify the range of differences
- devise the specific data needs from the users perspective (by comparing the 2)
- consider what needed to be done to integrate the systems
- determine what follow-up action needed to be pursued in each country.
- prepare a draft questionnaire (as at 1.2.3)

He also noted that Kalle Reivila (Finland) had offered to undertake a STSM in support of these activities, and details of this would be worked out during that meeting.

Working Group 2

S Kidd (UK) reported some positive and some negative issues in the Group's activities. He had experienced difficulties in the current approach of looking at the building fabric and past fire situations, and noted that WG2 was trying to follow a complex agenda. Consequently the meeting had decided to concentrate on what was most manageable, and focus on technical and management solutions to the effects of fire.

He suggested the need to establish accurate information on the financial cost to Fire Brigades of attending fires. Some UK information on this was available and he requested similar

information from other countries. The intention was to then set this data against the detail cost of installing suppression technology into buildings. There would also be a new focus on ventilation and detection systems.

It had been agreed to meet from 7-9 December 2004 in Schonbrunn Palace, Vienna, to consider papers relating to fire suppression and detection systems, fire modelling and smoke removal.

He enquired if it was possible to appoint an experienced technical author to utilise the provided information and write up the presented papers as a WG2 Interim Report and it was agreed that the research for this might be carried out as an STSM.

It was also proposed that WG2 would meet in Sienna, Italy, on 16-17 February 2005 to further consider the Schonbrunn document and its emerging findings.

Topics of work requiring further consideration included:

- Means of escape
- Salvage technique
- Minimising the impact of systems (This would be partially covered in the emerging Technical Advice Note that was being prepared for Historic Scotland).

Working Group 3

K Westerlund (Sweden) indicated that updated papers, revised to 2 April 2004, had been tabled at the WG3 meeting. Progress had occurred with:

- A Report from Marie Mattinen (Finland) on cultural values. This had collected and synthesised various documents to define what cultural heritage was, and included a definitive list of relevant web sites.
- Case studies on Uppark House, England; Katarina Church, Stockholm; Jonkoping Wooden Town, and Bonde Palace, Stockholm had been collected.
- Summary information from Sweden, England and Finland had been received and a discussion with an Insurance Company in Vienna had been noted.
- Details on the list of Historic Buildings had been passed on to WG1 for integration with other data
- Discussed new examples to add to Report on what Cultural Heritage means to the Economy.
- Discussions with Insurance company representatives and how to improve on this cover (Examples exist to show that Insurance Companies are prepared to reinsure to reconstruct, but most European countries are not aware of the problems).

She reported that an important aspect of C17's work was the ability to contact Insurance Companies and Owners to discuss the problem – if the calculated cost of building reconstruction was high could owners adequately insure their property?

This gave rise to the need to assess risk and discuss various examples. To integrate the approach on this, a meeting had been arranged for 9-10 June 2004 (Possibly in Sweden) at a location yet to be determined.

The preliminary agenda was:

- Day 1 Discussion and Speakers from England, Sweden, and Finland
(Insurance Company / Risk evaluation etc)
- Day 2 Discussions and Decision making
Scientific visit to Drottningholm Royal Palace Theatre: fire precautions

Working Group 4

W Kippes reported that a visual presentation on high pressure water mist systems had been made by C Hood to the Group.

In adopting an appropriate strategy for the Group's future work, he reported that it had considered the bullet point list which emerged from the Vienna meeting in December 2003, and decided to focus on the topic of Management Plans. A German example would be presented, in English, on the COST C17 Web site, and a Swedish Plan would be available after it was translated into English. An overview of the contents of a French Management Manual would also be made available.

Combined with the examples of Management Plans from Italy, the Royal Household and Schonbrunn, a WG meeting will be arranged to be held in Vienna to review the benefits of each approach. (No date for this meeting was proposed)

It was the intention that the WG will use some advice from English Heritage and the forthcoming Historic Scotland TAN to set out Guidelines for a more structured approach to the management of fire safety. There will also be references made to the Swedish and Austrian approaches in the process.

W Kippes asked members to inform him of any available information on how other countries tackled this problem.

14. Long-term Planning

On 12 February 2004 E Egardt of the Swedish Rescue Service had e-mailed the Chairman to suggest that the Action should consider linking NFPA 909 and 914 with Historic Scotland's TAN's so that the Action might work to producing a European Technical Guide. In a follow-up discussion the Scientific Secretary indicated that other Actions in Transport had worked in this way and that such an approach was possible. This option offered a significant opportunity for the Action C17 to address a real need, and the matter required serious consideration at future meetings.

In an e-mail to the Chairman of 29 February 2004, S Kidd proposed holding the Autumn 2005 or Spring 2006 MC and WG meetings in Slovenia – possibly as a joint meeting with the NFPA Cultural Resources Committee. The Slovenian Fire Protection Association had offered to host the meetings and would provide some hospitality in exchange for access to expert speakers for a Heritage Fire Conference.

Although agreed in principle by the MC, details and decisions on the proposed joint meeting could not be progressed due to lack of information and contacts at this time.

MC and WG Meetings in Sienna, Italy

It was proposed, and agreed by the MC, that the date for the first joint MC and WG meetings of 2005 should be from 16-18 February. It was further agreed that this should coincide with WG2's previously announced intended meeting in Sienna, Italy.

Summary of MC Agreed Future Meeting, Dates, Locations and Hosts

Following consideration of the WG Chairmen's reports the MC agreed to the following programme of meetings:

Group	Date	Location	Host
2004			
WG3	9-10 June 2004	To be decided	K Westerlund
WG1	16-17 July 2004	Vienna, Austria	W Kippes
MC + WG's	9-11 September 2004	Varna, Bulgaria	P Hristov (See below)
WG2	7-9 December 2004	Vienna, Austria	W Kippes
2005			
MC + WG's	16-18 February 2005	Sienna, Italy	L Nassi
(WG2	16-17 February 2005	Sienna, Italy	L Nassi)
WG4	To be decided	-----	-----
MC + WG's	Autumn 2005/Spring 2006	Slovenia	Slovenian FPA (Joint meeting with NFPA)

15. Time and Place of Next Meeting

International Workshop and Joint Management Committee and Working Group Meetings, 9 – 11 September 2004, VARNA, Bulgaria

The Chairman reported that, in accordance with what the MC had decided during the Vienna meeting, he had received an e-mailed up-dated programme and support budget details (together with a letter of support from the Principal of Varna University) from P Hristov, and G Mileva, on 25 February 2004. He had forwarded this to the Scientific Secretary on 7 March 2004 for information.

P Hristov reported that additional conference representation will be present from USA, Russia, Turkey, and other European Member States, to enhance the International dimension of the Workshop.

The following offers of papers for the Workshop had also been received by the Chairman:

- In an E-mail request of 8 March 2004 S Marsella suggested that a presentation be given on the "*Performance-based Approach of the Fire Safety Project at the Public Library of Arezzo, Italy*" (This would address the topic of Prescriptive based Codes Vs Fire Engineering Assessment)
- In an E-mail of 17 March 2004 E Egardt offered to prepare a presentation on the Swedish Report "*Notification from the Swedish Rescue Services Agency 2001:2 Systematic Fire Prevention Work Recommendations and Comments*"

These two offers should be considered by the Workshop organisers to determine if they can be included in the final programme. The organisers should also contact the two speakers to confirm if their offers were accepted.

S Kidd noted that Mr D Davis, having retired, was no longer in post as HM Chief Inspector of Fire Services for Scotland. The new HM Chief Inspector, Mr Geoff Ord, might be considered for an invitation.

Following discussion the up-dated programme and budget details was endorsed and agreed by the MC. The requested Subvention of 8000 Euro of COST financial support for the Workshop was also confirmed. In addition, the MC re-approved consideration of a separate budget request of COST financial support for the production of the Workshop Proceedings, the cost of which can only be determined following the Workshop. (See Attached details)

16. AOB

The Chairman expressed his great appreciation to the Norwegian hosts and organisers for their hospitality, accommodation, and local support, without which the meeting could not have taken place. He also thanked the many others who had worked behind the scenes to make the meeting venues possible, and so successful.

He particularly expressed his thanks for the organisation of, and the support given to, the Scientific Experiments in Water Mist Suppression carried out at Melhus Farm, Trondheim, that had been arranged especially for the meeting. This included representatives from the Norwegian Directorate for Cultural Heritage, the building owner, the local Fire Brigade, and Water Mist Engineering, amongst others.

He also thanked all those involved in arranging the additional Scientific Investigation visit of the Fire Protection Measures that have been installed in the World Heritage Site of Roros mining town.

In conclusion, he thanked all Action members for attending and for their active participation.

There being no further business, the meeting closed at 1610hrs.

Ingval Maxwell OBE
Chairman
COST Action C17

11 May 2004

**COST ACTION C 17: “Built Heritage: Fire Loss to Historic Buildings”
INTERNATIONAL WORKSHOP
“Built Heritage: Fire Loss to Historic Buildings”**

***Draft Agenda: International workshop and Joint Management Committee and Working Group Meetings
9 – 11 September, VARNA***

ORGANIZATION COMMITTEE:

Chairwoman: Prof. Dr. Anna Nedyalkova – Rector of Varna Free University
“Chernorizets Hrabar”

Deputy Chairmen: Mr. Ingval Maxwell – Director TCRE Historic Scotland and
Chairman of MC COST Action C17.

Gen. Kiril Voinov – Director of National Service “Fire and
Emergency Safety” under the Ministry of Inner Affairs

Chief Executive: Assist. Prof. Petar Hristov – Dean of Law Faculty in VFU, MC
and WG1 member

Administrative Secretary: Assist. Galina Mileva – Assistant in Law Faculty in
VFU and a WG3 member

Session Chairmen:

Plenary Session Chairman: Mr. Ingval Maxwell /UK/

Section Session Chairmen:

1. First Section **“Data, Loss Statistics and Evaluating Risks”** - Mr. Ingval Maxwell /UK/ and Prof. Brushlinskiy /Russia/, Russian Fire Protection Academy
2. Second Section **“Available and Developing Technology”** – Mr. Stewart Kidd /UK/ and Mr. Sabri Jalun /Turkey/ - Chairman of Turkish Fire Brigades Association and Director of Istanbul Fire Brigade
3. Third Section **“Cultural and Financial Value”** – Mrs. Kerstin Westerlund /Sweden/ and Dr. Alfred Zeilmayr /Austria/, President of CTIF
4. Forth Section **“ Property Management Strategies”** – Mr. Wolfgang Kippes /Austria/, Managing Director Schloss Schonbrunn and Chairman WG4/COST C17 and Colonel Francois Maurer /France/, Chef d’Etat-major de zone Est President des CTIF

Main Speakers:

1. Mrs. Pia Bucella – European Commission, Directorate General Environment
2. Mr. Ernst Schulte - European Commission, Civil Protection Unit
3. Mr. Frank P. Cruthers – Chief of Fire Department – City of New York
4. Mr. Johann G. Goldammer – The Global Fire Monitoring Center (GFMC)
5. Mr. Geoff Ord – Scottish Executive, Justice Department

**COST ACTION C 17: “Built Heritage: Fire Loss to Historic Buildings”
INTERNATIONAL WORKSHOP
“Built Heritage: Fire Loss to Historic Buildings”**

***Draft Agenda: International Workshop and Joint Management Committee and
Working Group Meetings
9 – 11 September, VARNA***

<u>9. 09. 2004:</u>	Welcome and accommodating of the participants
<u>10. 09. 2004:</u>	
8.30 – 9.30:	Management Committee Meeting of COST Action C17 (Part A)
8.30 – 9.45:	Registration of the rest participants in the Workshop
9.45 – 10.00:	Coffee
10.00 – 10.30:	Opening the Workshop
10.30 – 12.00:	Plenary Session
12.00 – 13.00:	Lunch
13.00 – 15.00:	Section Sessions
15.00 – 15.15:	Coffee
15.15 – 17.00:	Section Sessions
17.15 – 18.30:	Working Groups 1 and 2 / Parallel Sessions/ (Part B) Working Groups 3 and 4 / Parallel Sessions/ (Part B)
20.00:	Cocktail
<u>11. 09. 2004</u>	
9.00 – 10.15:	Closing Plenary Session
10.15 – 10.30:	Coffee
10.30 – 12.00:	Management Committee Meeting of COST Action C17 (Part C)
12.00 – 13.00:	Lunch
13.30 – 17.00:	Scientific Study Visit to the World Heritage Town Nesebar
19.00:	Dinner in Nesebar
<u>12. 09. 2004</u>	Departure from Varna

DRAFT BUDGET

For preparation and organization of the **INTERNATIONAL WORKSHOP “Built Heritage: Fire Loss to Historic Buildings”**

(According the Instruction for Financing of COST Activities from the COST Budget of the Commission dated 8.08.2001)

I. Overview of expenditure

TYPE OF COSTS	COSTS (€)
1. Hiring a plenary hall, conference rooms and equipment	5000
2. Printing and coping of reports, programs, registration documents, telephone, fax, e-mail and confirmation letters etc.	5000
3. Organization staff	1700
4. Transport for scientific study visit	1300
Total:	13000

II. Overview of income

TYPE OF COSTS	COSTS (€)
1. Registration fees*	2000
2. Varna Free University “Chernorizets Hrabar”	2000
3. Sponsors (other contribution)	1000
Total:	5000

* Only for the participants non-COST members

III. Balance: 8 000 €

IV. Publishing a book with the reports from the Workshop

At the COST Action C 17 Management Committee Meeting in Vienna members decided 300 copies /black and white/ of the book to be issued. The total expenditures will be calculated and the information will be delivered to the COST OFFICE after presenting the reports.