



Western Cape

Fire Protection Association



Representing	Organization	Name	Abrev	Attend	Apologies	Absent	Contact Details
Chairman	GCFPA	Peter Dorrington	PD	✓			peter@heidedal.com
Vice-Chairman	CPFPA / SANP	Philip Prins	PP	✓			philip.prins@sanparks.org
Member	GCFPA	Charl du Plessis	CP	✓			chardup1@gmail.com
Member	PFPA	Bridget Johnsen	BJ	✓			jjohnsen@iafrica.com
Treasurer	CPFPA	Pierre Gallagher	PGa	✓			cpfpamanager@sanparks.org
Member	DAFF / SCFPA	Paul Gerber	PGe		✓		gerberp@dwa.gov.za
Member	CWCFPA	Jacques vd Merwe	JvdM			✓	nature@cloof.co.za
Member co-opted	WOF	Shane Christian	SC	✓			shane.christian@wofire.co.za
Member co-opted	WOF	Jannie de Vos	JdV	✓			vosure@mweb.co.za
Advisor	WOF	Johan Heine	JH	✓			johan@ffa.co.za
Observer	SCFPA	Charl Wade	CW	✓			scfpa.riversdale@gmail.com
Observer	WOF	Bianca van Biljon	BB	✓			coord.wc@wofire.co.za

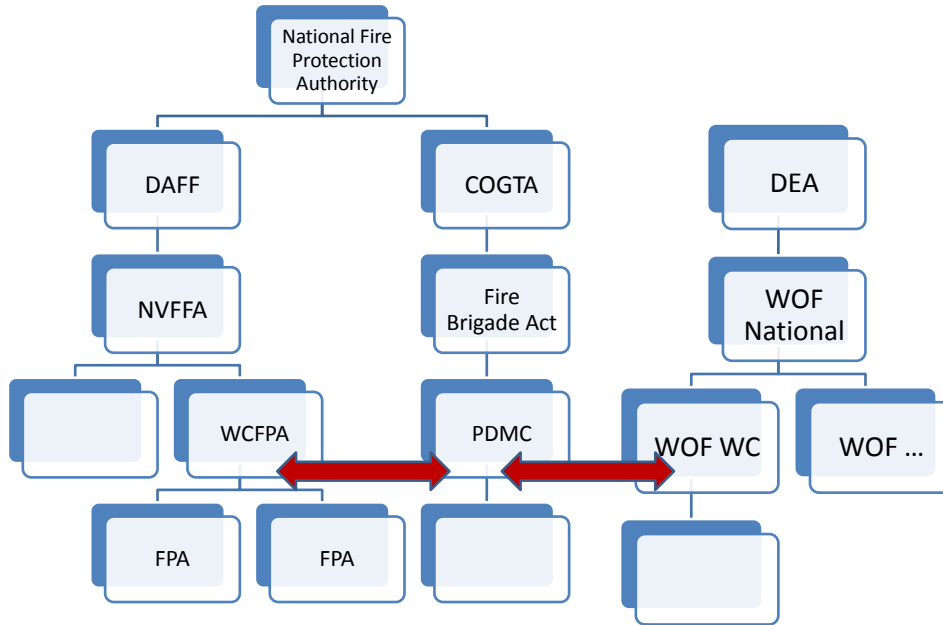
Chairman: _____
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Item	Action
1. Opening and Welcome	
PD welcomes executive committee and opens the meeting.	
Apologies	
Apologies noted as indicated above. PGe couldn't attend the meeting and therefore CW was delegated to represent the SCFPA.	
Minutes of previous meeting (21/11/2011)	
Confirmation	
Minutes accepted without change.	
Matters Arising	
Nothing to report.	
Additions to Agenda	
GEF and FPA Strategy included under general by JH.	
2. Report back on progress relating to registration of WCFPA	
CW reported back on behalf of PGe. DAFF had received all the necessary documentation for the registration of the WCFPA. Follow up was necessary.	PGe
3. General Manager (Job description, time allocation for WCFPA management and support)	
<p>JH informed the committee that the initial secondment of WOF for the position for managing the Umbrella was given to the GM's of each province. Subsequently, Graham Barlow, has resigned from the end of January and hence WoF has been looking into putting somebody in the position to assist the Umbrella. At this stage there is no permanent GM but SC is fulfilling this role until the permanent position has been filled. Feedback from other provinces is that the GM's are so focused and loaded with WoF issues and thus tend to neglect the Umbrellas. WoF is looking at a strategy to assist the Umbrellas with a more dedicated manager. JH has not had an opportunity to discuss this with SC but believes this to be the correct forum to enter into discussions. In discussions with JdV, he is the Air Ops Manager during the fire season but out of the fire season he still gets a salary but the work load is significantly less. WoF's proposal is to second JdV into the position as manager of the WCFPA for a year and this will then be revised at the end of the year. SC supports this decision and agrees that running the Umbrella as a GM over and above his other duties is a huge workload. JH suggested that the committee make the decision and if accepted the relevant tasks could be discussed.</p>	
4. Discussion and Approval of proposed Matrix Management Structure	
<p>The Chairman requested that the Matrix Management structure be discussed as it is part of this position and how they work together. On a national level, WoF proposed through the National Fire Protection Strategy, where DAFF asked CSIR to draft the document which is lying with the minister for approval. As soon as this is ratified, the National Fire Protection Authority can be formed. This will be the authority for standards and procedures.</p>	

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Strictly speaking the WCFPA and PDMC have the same authority according to the Act on a provincial level. With this being said a MOU should be drawn up between the WCFPA and PDMC. Unfortunately, when it comes to wildland fire or veld and forest fires both these organizations have a mandate sanctioned by their Acts. With WCFPA, PDMC and WoF WC having each got individual managers, we need to clarify the roles on this level. A MOU between the parties is required to implement the respective roles of the organizations.

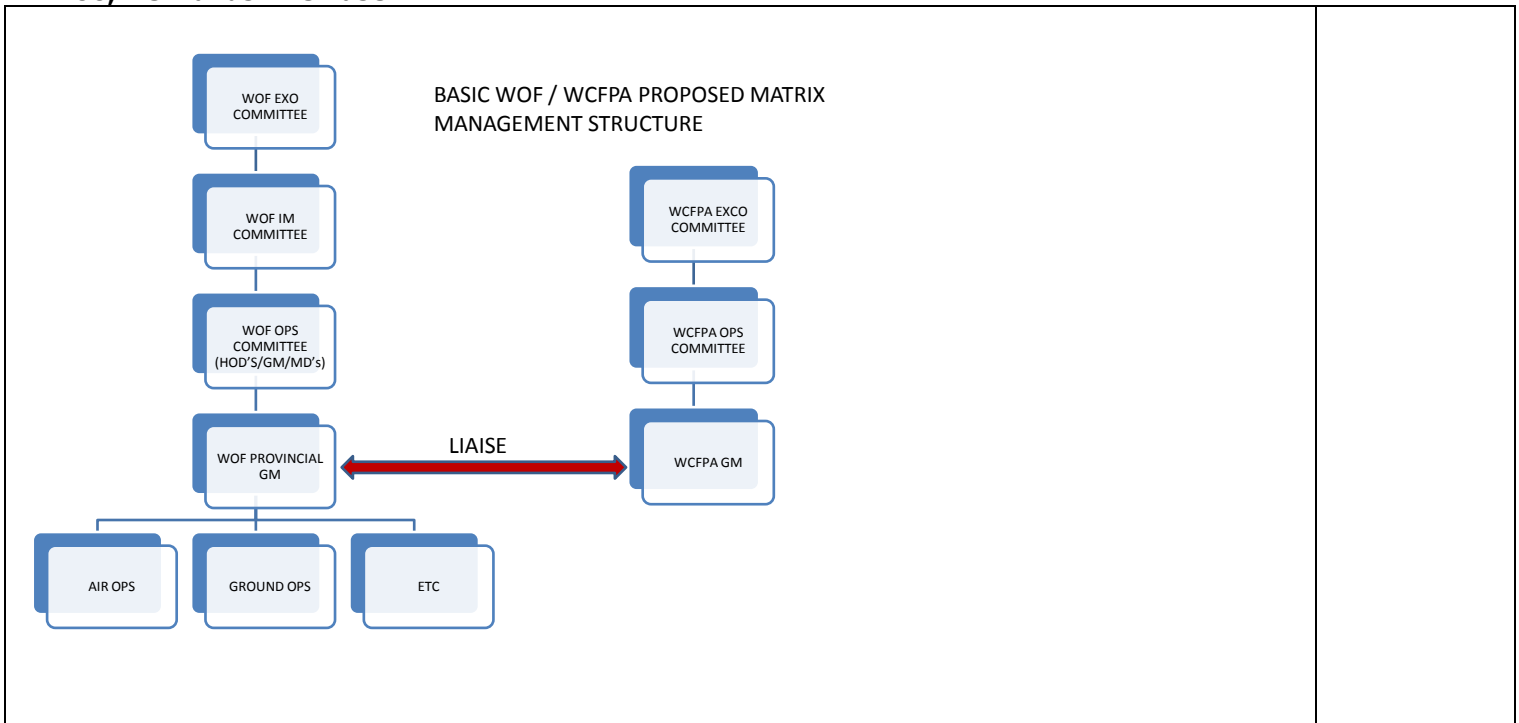
PD commented that a concern with the WCFPA was that if a proper management structure was not implemented, with the funding model being so thin, it would not be sustainable.

JH proposed that a manager be implemented for the year with a few achievable goals in place and a monthly meeting to be held to measure these goals and adjust if necessary.

PP commented about the mandate of these three organizations and that it would be quite an enormous task to bring the three together. JH already has a mandate for WoF and thinks that once the WCFPA had developed theirs, PDMC and WoF could meet with the Umbrella and develop the MOU.

PD proposed that the committee take the decision that JdV becomes the GM for the WCFPA.

The two posts, WOF WC GM and the WCFPA GM, and their reporting structure was highlighted on a simplified organogram by JH:



5. WoF – FPA support MOU

PP brought up the issue of WoF’s financial support to certain FPA’s with regards to their managers and wanted to formalize this arrangement with a MOU. To date it has been a verbal agreement between the relevant parties but would like to change this to a written agreement. JH agreed and is committed to draw up a written agreement and present it at the next meeting and include all the other services such as the dispatch centres etc. ie. The document would highlight the services available to the WCFPA and FPA’s from WoF. JdV to remind JH to compile the document and JH will send to SC for comment and input. The MOU will be on the level of the Umbrella and not the individual FPA’s.

JdV / JH

6. WCFPA PDMC MOU and initial attack funding

PD was concerned about the PDMC’s funding for aerial resources and initial attack. It was evident that the funding had already been depleted and was concerned as the summer/fire season had only really begun. JdV commented that they had held a meeting with PDMC and there were funds still available and that they were looking into being able to obtain more. West Coast and Cape Winelands have unfortunately over spent on their allocated funds. WoF should have more clarity by the next meeting from National with what is going to transpire regarding future funding. JH commented that WoF had a further R2 million for aerial use only. WoF can ultimately decide where to use it. These funds could be used through the PDMC or through the Umbrella. JdV reiterated the urgency for the Umbrella’s paperwork to be completed for this reason. JH thought that it was best to be utilized through the PDMC at this stage due to the lack of a MOU. JH continued to highlight the most important process for the WCFPA going forward would be to register the directors. The constitution was in place. The bank account was in place. Unfortunately, the signing powers would have to be amended as they were in Graham Barlow’s, PP’s and PGa’s name. JdV and PGa to organize amending Graham’s name into JdV’s. JdV to collect all the necessary information from Graham Barlow.

**JdV / PGa
JdV**

<p>7. Call out procedures for PDM Aerial Resources</p>	
<p>PP would like to clarify the authority of the WCFPA on calling out of aerial resources. Currently the FPO is not allowed to call out the PDM aerial support, only the CFO's. This is a very political issue as the CFO's don't want to relinquish their powers. According to the Act they can decline their powers and transfer the powers to someone else. SC commented that in the Eastern Cape they have relinquished their powers due to work overload. JH commented that as long as there was a MOU in place this was possible. WoF can organize the calling of aerial resources through the FPA's and through the CFO's as the aerial resources do not belong to the CFO's. As long as the organization had the relevant finances. However, this must be handled delicately and one must work as a joint venture. PDMC and DAFF should be on this committee. Susan Steyn should represent DAFF on the committee. JH suggested that JdV invites these organizations to become directors. Perhaps also the DEA and these departments as they can assist and tap into their budgets.</p> <p>List: Directors: DAFF – Susan Steyn, PDMC – Colin or Etienne, CapeNature – Zane Erasmus, SANParks - PP. To serve on the board: Funding – Rural Development. BJ to enquire as to who to invite from Rural Development. PD to send out invites to relevant parties.</p>	<p>BJ PD</p>
<p>8. Southern Cape Aerial support</p>	
<p>SCFPA have a dedicated helicopter that is hired for 5 months and then a dedicated one for another 5 months from WoF available to their members for payment and on request. The members pay the FPA for this service. The standing costs are shared and paid by MTO, SANParks, CapeNature and the FPA.</p> <p>During deliberations it was discussed that the WCFPA was the forum to determine where the new 5 available WI teams would be placed. PD and JdV suggested conducting a meeting with PFPA to resolve their issue. PFPA require a WI Team and a FPA manager. It was decided to hold a meeting with all interested FPA's.</p>	<p>JdV / PD</p>
<p>9. Wage incentive teams changes into WoF Teams</p>	
<p>CP was concerned that following the base partners meeting held at Newlands, the WI Teams were rumored to be converting to WoF Base Teams. JH commented that some Teams will be converted. He mentioned that this committee would decide on the outcome within the province. A total of 5 (GCFPA X1, SCFPA X2, Kleikieskraal X1, Bredasdorp X1) teams existed in the province. JH said that they had to convert a few of the teams (about 10) throughout the country. JH confirms that the name is literally going to change and the status quo remains the same.</p> <p>An issue regarding different pay structures was raised between the WI Teams and the WoF Teams. JH was going to follow this up with Coenie.</p> <p>PP commented that the WI Team was a very good idea and should only be implemented for FPA's as it was a way to make extra funds. Overberg was a good example where it was not working. SC confirmed that the GCFPA's WI Team was working out well and would remain the same. Overberg would be one of the candidates to convert to a WoF Team. In future WI Teams would become far more selective.</p> <p>The Teams names would be changed from WI Teams to WoF Base Teams but the functioning and MOU's would remain the same. There should not be any disparity between the two team's wages.</p>	<p>JH</p>
<p>10. Wage Incentive principles</p>	
<p>Covered in point number 9.</p>	

11. General	
<p>11.1 GEF – Tessa Oliver to be invited as a member of committee. R35 million available to the Umbrella through the GEF so her inclusion is vital. Tessa should give the WCFPA a presentation and refresh our memories regarding the GEF funding. FPA manager’s salaries for 8 FPA’s was included in this. This needs to be determined through the WCFPA. PD to ask Tessa to compile a one page summary for the next meeting.</p> <p>11.2 Strategy – the benefits of the WCFPA was discussed. JH suggested a one and then a three year guideline including the GEF Funding and time frames. SCFPA to provide their strategy and send to PD. JdV and PD to develop a strategy to present at the next meeting. JH recommended that we request funding in writing from DAFF. JH can then assist DAFF to budget. Due to GEF funding being a three year project perhaps DAFF could commit to year 4.</p>	<p>JdV</p> <p>PD/Tessa</p> <p>CW / PGe PD / JdV</p>
5 DATE OF NEXT MEETING	
<p>The next meeting will be held on Thursday 23rd of February 2012. The venue proposed is at PDMC, if this can be organized through Etienne. JdV to organize.</p> <p>PD thanks all for attending especially JH for travelling to the Cape and for making the time to attend.</p>	<p>JdV</p>
6 CONCLUSION	
<p>The meeting concluded at 15h50.</p>	

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