



WCUFPA Executive Committee Meeting

Minutes of Meeting
25th July 2012 @ 09h00

SANParks Conference Room - Ebb and Flow, Wilderness

APOLOGIES:

Jerry Maycock
Len du Plessis (late arrival)

ATTENDANCE:

See attached register

<p>1. OPENING AND WELCOME</p> <ul style="list-style-type: none"> • PP opens meeting and welcomes everyone. 	
<p>2. MINUTES OF PREVIOUS MEETING</p> <p>Minutes of previous meeting were accepted and approved. Minutes proposed by PGe and seconded by CD.</p> <p>MATTERS ARISING:</p> <ul style="list-style-type: none"> • No information received with regards to the document that PP submitted via CV for DAFF's legal department with regard to FPA's registering as NPC's. 	<p>CV</p>
<p>3. REGISTRATION OF THE WCUFPA NPC – JOHAN HEINE</p> <ul style="list-style-type: none"> • Registration has been successful – JH will get Willemien to forward document to PP and PD. WCUFPA is now officially registered as a NPC • PGa requested that all documentation be forwarded to him with reference to registering the WCUFPA as a vendor for CapeNature for invoicing purposes. 	<p>JH PGa</p>
<p>Addition to agenda - DAFF REPORT BACK – COBRI VERMEULEN:</p> <ul style="list-style-type: none"> • No new information to report back since the previous WCUFPA meeting in Porterville • DAFF Workshops were held about the proposed amendments of the NVFFA and Forest Act • DAFF must finalise the comments on the proposed amendments before being sent to parliament for approval and advertising in the Government Gazette. Finalised document 	<p>CV</p>

<p>to be distributed to WCUFPA Exco.</p> <ul style="list-style-type: none"> The launch of the SAWS NFDRS (National Fire Danger Rating System) will be held on the 7th of August 2012. PD to circulate invite to all WCUFPA members. <p>INPUT – FUNDING FROM DAFF:</p> <ul style="list-style-type: none"> CD requested FPA’s to compile a list of individual funding requirements to be submitted to the WCUFPA. Standard funding agreement application for FPA’s to be drafted by WCUFPA. JH will arrange a meeting for all UFPA’s and all funding requirements should be presented at this meeting (include all current WoF funding contributions and possible future contributions). This will then be submitted to DAFF by JH. The new DAFF fire advisor (Mavila Manganyi) for the Western Cape (based in Belville) has been appointed and will be introduced by Joel Syphus to all the FPA’s in the region. A visit schedule must be sent to PP and PD. <p>INPUT – OTHER:</p> <ul style="list-style-type: none"> The annual DAFF audit of FPA’s will take place shortly – no further correspondence was received on dates. Schedule to be sent to PP and PD as soon as it is available. CV to follow up. The GCFPA and CPFPA boundary extension application was submitted to Joel Syphus. CV to follow up. 	<p>PD</p> <p>All FPA’s</p> <p>PD</p> <p>JH</p> <p>Joel S</p> <p>CV</p> <p>CV</p>
<p>4. DISTRICT FPA FEEDBACK OVERVIEW INTRODUCTION – PETER DORRINGTON</p> <ul style="list-style-type: none"> Strategic plan for the WCUFPA is to align all Western Cape FPA’s with district municipal boundaries. Presentation included maps of proposed boundaries. PD to compile a reporting template for future meetings. 	<p>PD</p>
<p>4.1 CAPE PENINSULA PROGRESS REPORT – PIERRE GALLAGHER (CPFPA)</p> <ul style="list-style-type: none"> Presentation done by PGa, included maps of present and past boundaries. Helderberg Basin FPA has applied for de-registration and CPFPA will be taking over the area and members. The CWCFFPA has also followed the same process with a portion of their members joining the GCFPA and a smaller portion of members joining the CPFPA. A small contingent of members of the PFPA will remain as members with the PFPA due to geographical reasons. The original area of approximately 40 000ha will be expanding to roughly 250 000ha covering the entire Cape Metropolitan area. An Extension Officer is required by the CPFPA due to lack of capacity and the complication of management of properties within the Metropolitan environment. 	
<p>4.2 PAARDEBERG/ WINELANDS PROGRESS REPORT – BRIDGET JOHNSEN (PFPA)</p> <ul style="list-style-type: none"> New FPA Manager has been appointed – Scott Ristow PSI which includes the PFPA has been notified that R60 000 funding has been approved by WWF and a budget will be drawn up for the use thereof. 	

<ul style="list-style-type: none"> • Cost of membership is high, but members are satisfied due to the insurance benefit. • Wacca Wacca solar panel flash light (can give up to 8 hours of light) – can be ordered from the PFFA Manager for R150. • The PFFA has been awarded a WoF team subject to the approval of an adequate base and facilities. • Boundaries are slowly expanding although the landowners in the Winelands area are reluctant to join the PFFA. 	
<p>4.3 GREATER CEDARBERG PROGRESS REPORT – CHARL DU PLESSIS (GCFPA)</p> <ul style="list-style-type: none"> • Presentation done by CD, included maps of present and past boundaries. • 800 000 ha area coverage thus far • GCFPA are now aligned with the West Coast DM • FPA Office opened in Porterville • Successfully amalgamated with CWCFPA and all the members have been incorporated • A new FPA Manager has been appointed and will commence in August 2012. 	
<p>4.4 SOUTHERN CAPE PROGRESS REPORT – PAUL GERBER (SCFPA)</p> <ul style="list-style-type: none"> • Expanded boundaries to include the Eastern area (Tsitsikamma and Baviaans Kloof) and the whole of Eden DM. • Dirk Smit - FPA Manager covers the George and Eastern Area • Charl Wade - FPA Manager covers the Mossel Bay and Eden area • Funding from GEF project has been approved and extension officers will be appointed shortly. • Implementation of GIS program initiated whereby Stefanie Hattingh will be trained in GIS. <p>INPUT:</p> <ul style="list-style-type: none"> • ZE mentioned that CapeNature has licensing and program capabilities for ArcView GIS and could possibly partner with the WCUFPA to train individuals within the different FPA's. FPA's will then be included in the CapeNature license agreement. The data gathered for the individual FPA's will also be utilized by CapeNature. • ZE to drive the GIS training and capacity building project and the project committee include the following <ul style="list-style-type: none"> ○ Peter Dorrington ○ Bridget Johnsen ○ Scott Ristow ○ Collette from WoF ○ Gavin Flemming • ZE to take lead in this initiative. 	ZE
<p>4.5 OVERBERG PROGRESS REPORT – PETER DORRINGTON AND REINHARD GELDENHUYS</p> <ul style="list-style-type: none"> • Overberg is not represented on the WCUFPA and is not yet a member. • There are ± 11 FPA's within the Overberg area, of which only 4 are registered and many are dysfunctional. A meeting was organised by PD and Reinhard Geldenhuys (CFO: Overberg DM) with all the individual FPA's to propose the amalgamation of all the FPA's 	

<p>within the Overberg. PD informed the FPA's that if they agreed to amalgamate, WoF would make a contribution of R10 000-00 for the appointed FPA Manager. Overberg DM would also make a contribution of R8 000-00. Initially the FPA's were very satisfied with the proposed conditions but after a meeting with Tessa Oliver (the GEF project) decided to put the amalgamation on hold.</p> <p>INPUT:</p> <ul style="list-style-type: none"> • After a discussion, it was decided that individual FPA's within the Overberg DM could still apply for membership with the WCUFPA. 	
<p>4.6 THE WAY FORWARD : DISTRICT LEVEL – PETER DORRINGTON</p> <ul style="list-style-type: none"> • PD to follow-up with non-member FPA representatives. • PGe stressed the fact that PD should contact the Chairman of each individual non-member FPA. • No assistance will be supplied by WoF or WCUFPA unless the individual non-member FPA's become WCUFPA members. 	PD
<p>5. WOF GENERAL FEEDBACK – SHANE CHRISTIAN</p> <ul style="list-style-type: none"> • Clip on YouTube – “Working on Fire”. • 67 Minutes for Mandela Day was contributed to the Children of Good Hope. • Team building with all WoF teams was done by Fire Angels. • Census of all staff members was completed for the Western Cape. 	
<p>5.1 WOF TEAM CURRENT PLACEMENT PROGRESS – SHANE CHRISTIAN</p> <ul style="list-style-type: none"> • SC presented the WoF Western Cape organogram and the different reporting structures. • Base Managers can assist with the disciplinary issues up to a 2nd written warning where after the Regional Manager must arrange for a disciplinary hearing. • New teams were approved and will be placed in Paardeberg for the PBFPA, Helderberg for the CPFPA, The Craggs for the SCFPA and Porterville for the GCFPA. • Equipment has already been ordered for the teams and SC stressed the fact that these teams must be up and running before the fire season. • The teams should be briefed on safety and usage of different tools, after which they can be utilized for the construction and maintenance of fire breaks and other fuel load reduction activities excluding any burning operations. The advanced fire fighting course must first be passed before they can assist with fire suppression activities. <p>INPUT:</p> <ul style="list-style-type: none"> • JH informed the Exco that he had submitted a request to World Bank for an additional 80 teams for FPA's and 80 teams for the Forestry industry. This request is not yet approved. • There is a possibility to get 10 more team for the Western Cape Province. The meeting discussed the provisional placement of these teams: <ul style="list-style-type: none"> ○ Saron ○ Malmesbury (West coast) ○ Mossel Bay 	All

<ul style="list-style-type: none"> ○ Mitchells Plain ○ Calitzdorp <p>(these 5 locations were listed as priority – to do assessment, before placing teams)</p> <ul style="list-style-type: none"> ● Base Manager and Transport will be included; the base partner must subsidize the rest of the requirements. ● The issue of transport is high on the WoF priority list. PGe said this is critical for the success of the FPA teams and the placement of transport resources must also be prioritised by the WCUFPA. 	SC
<p>5.2 WOF INTRODUCTION OF WC GROUND OPERATIONS MANAGER – SHANE CHRISTIAN</p> <ul style="list-style-type: none"> ● GvN was introduced to the Exco and has been appointed as Ground Operations Manager for the Western Cape replacing Pierre Combrinck. ● The notice of the above appointment will officially be sent to all partners. ● GvN will visit all the current bases, to introduce himself and to meet all the base managers and base partners. 	SC GvN
<p>6. WOF MANAGEMENT STRUCTURE / ORGANOGRAM – SHANE CHRISTIAN</p> <ul style="list-style-type: none"> ● Organogram was presented again and staff structure was discussed to improve work flow and communication. <p>INPUT:</p> <ul style="list-style-type: none"> ● Wof Policy and BOP manual must to be sent to all partners. ● The new Base Manager contract must be circulated to base partners before it is sent to the different bases 	GvN GvN
<p>7. AERIAL RESOURCE DEPLOYMENT – JOHAN HEINE</p> <ul style="list-style-type: none"> ● JH - Map shown of helicopter bases for the WC with 30 minute range coverage ● WoF Aerial resources for the next season <ul style="list-style-type: none"> ○ 8 Helicopters ○ 8 Spotters ○ 1 Helicopter as extra back-up based at Stellenbosch ● Fixed Wings <ul style="list-style-type: none"> ○ 2 Porterville ○ 2 Stellenbosch ○ 2 Bredasdorp ○ 2 Riversdale ● New initiative for South Africa - the publishing of traffic regulations for Aerial Fire Fighting: <ul style="list-style-type: none"> ○ To prevent operators from non-compliance. ○ Internationally accepted guidelines will be utilised. <p>Fixed wing landing strips must be identified by individual FPA's as was done by the GCFPA. Once approved by WoF and PDMC, bases will be upgraded to support the fixed wing bombers. The cost to convert this will be covered by WoF to some extent.</p>	

<p>8. DAFF NVFFA REVISION INPUTS</p> <ul style="list-style-type: none"> • See discussion point 3 “ DAFF Report” 	
<p>9. REPRESENTATION AT WCUFPA – PETER DORRINGTON</p> <ul style="list-style-type: none"> • The representation of DAFF has been addressed in the last meeting and discussion whether DAFF should be a paid-up WCUFPA member. The decision was taken that DAFF will be a non-paying member. • CapeNature and SANParks joined as members. • Telkom and Eskom have not been approached directly. • See point 11 “General” for Freight rail report from RB. 	PD
<p>10. AWARENESS PROGRAM PLANS - FPA’s INPUT</p> <ul style="list-style-type: none"> • SCFPA <ul style="list-style-type: none"> ○ Licence disks, bumper stickers ○ Awareness boards in high risk areas ○ Quarterly Newsletters ○ SCFPA Fact Sheet will be designed and printed • PBFPA <ul style="list-style-type: none"> ○ Recycling awareness for the rural areas • CPFPA <ul style="list-style-type: none"> ○ Awareness program being facilitated by Enviro Wildfire Services in conjunction with SANParks and WoF. ○ School programmes especially targeting schools in “hotspot” areas. ○ Pamphlets, competitions, road posters, signboards, etc 	
<p>10A FEES</p> <ul style="list-style-type: none"> • PFPA member fee structure viewed. BJ requested that different fees should be aligned. This was rejected as each individual FPA determined their own membership fees by their individual Exco’s. • Fees discussed: <ul style="list-style-type: none"> ○ All FPA’s are individually formed by structure, size, risk, property types – according to that the structure fees are determined. ○ All FPA’s will decide on their own fee structure. 	
<p>10B DAFF FUNDING</p> <ul style="list-style-type: none"> • WCUFPA funding application to be drafted for DAFF by WCUFPA. • See discussion point 3 for more detail 	PD
<p>10C ROLL-OUT GASIFICATION UNIT</p> <ul style="list-style-type: none"> • BJ discussed the gasification unit and environmental issues relating to it. It was decided by the Exco that the WCUFPA was not the appropriate vehicle to drive this endeavour. • Pricing and information can be distributed to the different FPA’s if so requested. 	BJ

<p>10E JURISDICTION OVER NON-MEMBERS - Bridget Johnsen</p> <ul style="list-style-type: none"> • PGe replied that DAFF have no jurisdiction over non-members, except when burning firebreaks. The FPA is a voluntary organization and under the constitution all citizens have the freedom of association. • Non-members should still comply with the NVFFA. • Firebreaks cannot be constructed on a property without the owner's permission to enter his land. It is, however, still each landowner's responsibility to construct his own individual firebreaks. 	
<p>10F TREASURER REPORT – PIERRE GALLAGHER</p> <ul style="list-style-type: none"> • Bank account stands at R25 000-00. • Cape Pine (MTO) had not yet paid their membership fee and therefore was only considered as co-opted members. BdP questioned that MTO was already members of individual FPA's and would find out whether MTO would consider joining the WCUFPA. PGa to invoice MTO via BdP. • Membership fee remains at R5000-00 • LdP stated that he organised the payment for the Garden Route National Park and not SANParks. The Exco decided that SANParks could join as an organisation and not as individual parks. 	<p>PGa</p>
<p>10G TOR PROVINCIAL FIRE WORK GROUP</p> <ul style="list-style-type: none"> • The WCUFPA should give comments on the Provincial Fire Work Group terms of reference. • Closing date is end of August. • To be circulated to Exco members and any comments can be sent to PP. • It was also discussed and decided that the WCUFPA will also draw up a Terms of Reference 	<p>All</p> <p>PD/PP</p> <p>PD/PP</p>
<p>11 GENERAL</p> <p>TRANSNET FEEDBACK – REYNIE BARNARD</p> <ul style="list-style-type: none"> • Transnet currently labelled as cause of many fires in areas • Transnet's 2 largest depots (in P.E and Cape Town) already in process of joining FPA's <p>INPUT:</p> <ul style="list-style-type: none"> • It was suggested that a map of railways and depots should be compiled and forwarded to WCUFPA for further distribution • RB mentioned that old stations might be available for WoF teams – he should be contacted in this regard. The upgrade, however, will have to be done by the requesting body as Transnet will not fund this. 	<p>RB</p>
<p>12 DATES AND VENUES OF NEXT MEETING</p> <ul style="list-style-type: none"> • 22 October 2012 – Provincial Fire Work Group Workshop • 23 October 2012 – Provincial Work Group Meeting • 23 October 2012 – Western Cape Aerial Work Group meeting 	

<ul style="list-style-type: none"> • 24 October 2012 – Board Meeting – Fynbos Fire (GEF) • 25 October 2012 – WCUFPA meeting 	
<p>13 EASTERN CAPE UFPA REPORT – THINUS BOTHA</p> <ul style="list-style-type: none"> • ECUFPA started in December 2010 • Established Executive Committee March 2011 • ECUFPA registered August 2011 through DAFF • Main aim is to implement strategic plan • Challenges <ul style="list-style-type: none"> ○ Rural development. ○ DAFF not represented on the Executive. • Government to join FPA and the ECUFPA administer it. <p>INPUT:</p> <ul style="list-style-type: none"> • Recommended that 20% of Government Entities and Parastatal fees to be paid to WCUFPA to obtain funding – Excludes Municipalities. PGe objected to this and said it should only include new membership. WCUFPA to follow up and compile strategy. • It includes the following: <ul style="list-style-type: none"> ○ SANRAL ○ Transnet ○ Eskom ○ Public Works • WCUFPA to manage above government entities membership to FPA's. This will exclude SANPARK, CapeNature and ECPB. 	PD
<p>14 WESTERN CAPE WCUFPA REPORT BACK – PETER DORINGTON</p> <ul style="list-style-type: none"> • Viewed area map • 65% Western Cape FPA's are registered with WCUFPA • WCUFPA focus <ul style="list-style-type: none"> ○ FPA's to become sustainable ○ Effective communication with DAFF ○ Financial Sustainability ○ Coordinate Aerial and Ground support ○ Awareness and Advocacy 	
<p>15 WC PROVINCIAL FIRE WORK GROUP AND WC AERIAL FIRE FIGHTING WORK GROUP</p> <ul style="list-style-type: none"> • Terms of Reference have already been discussed and must be circulated to members for comments. • The District Municipalities are recognizing the role of FPA's. 	PD
<p>16 ICS WORKING GROUP</p> <ul style="list-style-type: none"> • No meeting has been convened. 	

<p>17 GEF: PROJECT REPORT</p> <ul style="list-style-type: none"> • A successful Inception Workshop was held on 21 June 2012 and stakeholders accepted the Annual Work Plan and Budget. This was submitted to the UNDP and we are awaiting the first tranche of payment in order to start the project. Procurement procedures for the project are being determined and an MOU is being set up with Dept Environmental Affairs which will be in line with Government rules and requirements. The job descriptions for the extension officers and the dispatchers are being finalised and the job adverts will be made public shortly. Working groups are being finalised and membership will be determined once the procurement rules have been agreed upon so that there is complete transparency and no conflict of interests. The next meeting of the Project Board (formerly the Project Steering Committee) will be held at the end of October 2012. • The process will take some time – the working group to start the process. • PGe and CD have already drawn up the work reference for the Extension Officer’s including a budget and these were submitted to Tessa Oliver (awaiting approval). • PD to discuss GEF way forward with Val and Tessa. 	<p>PD</p>
<p>18 WOF – FPA SUPPORT MOU</p> <ul style="list-style-type: none"> • A formal agreement has to be drafted. 	<p>PD</p>
<p>19 WCUFPA/PDMC MOU AND INITIAL ATTACK FUNDING</p> <ul style="list-style-type: none"> • It was recommended that a MOU be set up with PDMC. In the long run PDMC must support the WCUFPA and the member FPA’s. • JH and PD to pursue with PDMC. 	<p>JH/PD</p>
<p>20 INTRODUCTION TO WCUFPA STANDARD OPERATING PROCEDURES (SOP’S) – PETER DORRINGTON</p> <ul style="list-style-type: none"> • Standard operating procedure to be circulated. 	<p>PD</p>
<p>21 GUEST SPEAKER – GREG FORSYTH</p> <ul style="list-style-type: none"> • Presentation regarding the CSIR’s “National Veld Fire Risk Assessment” 	
<p>22 DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> • 25 October 2012 – WCUFPA meeting at Bontebok National Park in Swellendam. • PP thanked Greg Forsyth for his exceptional presentation, valuable input and for giving up his precious time to attend the meeting. • PP thanked SANParks and LdP for organising the venue and accommodation. PP thanked PGe, Cape Pine and SCFPA for the catering and organising of the meeting. 	



Attendance Register

Wednesday 25th July 2012 at 09h00, Ebb and Flow, Wilderness

Name	Organization	Contact Details	Email	Abrev
Botha, Thinus	ECUFPA	082 922 8637	fpo@ecufpa.co.za	BT
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