



Western Cape Umbrella Fire Protection Association, Newlands Forest, Union Avenue, Newlands, 7700, Tel: 021 689-7438/9, Fax: 021 685-5944

WCUFPA COMMITTEE MEETING

MINUTES

Date: 4th and 5th June 2013

Time: 08h30 – 16h00

Venue: SANParks Conference Room, Ebb and Flow Restcamp, Wilderness National Park

Representing	Organisation	Name	Abrev	Attend	Apolo gies	Contact Details
Chairman	CPFPA / SANParks	Philip Prins	PP	✓		philip.prins@sanparks.org
Vice-Chairman	PFPA	Bridget Johnsen	BJ	✓		johnsen@iafrica.com
Manager	WCUFPA	Peter Dorrington	PD	✓		peter@breedenet.com
Member	GCFPA	Charl du Plessis	CdP	✓		charl@cederbergfpa.co.za
Treasurer	CPFPA	Pierre Gallagher	PGa	✓		cpfpamanager@sanparks.org
Member	SCFPA / DAFF	Paul Gerber	PGe	✓		paulge@daff.gov.za
Member	Cape Pine	Braam Du Preez	BDP		✓	braam@capepine.co.za
Member	CapeNature	Tony Marshall	TM	✓		tmarshall@capenature.co.za
Member co-opted	WOF WC	Shane Christian	SC	✓		shane.christian@wofire.co.za
Observer	FFA Aviation	Mike Assad	MA	✓		mike.assad@wofire.co.za
Advisor	FFA	Johan Heine	JH		✓	johan@ffa.co.za

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Member co-opted	PDMC	Etienne du Toit	EdT		✓	epdutoit@westerncape.gov.za
Member co-opted	FFA Aviation	Francois Weyers	FW	✓		fweyers@iafrica.com
Member co-opted	FFA NPC	Tessa Oliver	TO	✓		coord@fynbosfire.org.za
Member co-opted	DAFF	Mavila Manganyi	MM	✓		mavilam@daff.gov.za
Observer	PFPA	Scott Ristow	SR	✓		pfpa@telkomsa.net
Observer	GCFPA	Wimpie vd Merwe	WM	✓		wimpie@cederbergfpa.co.za
Observer	Fynbos Fire / Earthworks	David Waddilove	DW	✓		earthworks@icon.co.za
Observer	FFA NPC	Chandra Fick	CF	✓		chandra.fick@wofire.co.za
Member	SANParks	Len du Plessis	LdP	✓		lendpl@sanparks.org
Observer	CPFPA	Andrie Sommers	AS	✓		eastmanager@cpfpa.org.za
Observer	ODM	Reinhard Geldenhuys	RG	✓		rgeldenhuys@odm.org.za
Observer	GTFPA	Leon Lourens	LL		✓	twkfpa@gmail.com
Observer	Transnet	Reynie Barnard	RB	✓		Reynie.barnard@transnet.net
Observer	WoF Dispatch	Bianca van Biljon	BvB	✓		coord.wc@wofire.co.za
Observer	SCFPA	Dirk Smit	DS	✓		managerfpa@gmail.com
Observer	Fynbos Fire / CSAG / UCT	Rodger Duffett	RD	✓		rodger@csag.uct.ac.za
Observer	Fynbos Fire / Internet Africa	Christo le Roux	CIR	✓		christo@diel.co.za
Observer	SCFPA	Danie Grabe	DG	✓		dgrabe.scfpa@gmail.com
Observer	ECUFPA	Thinus Botha	TB	✓		fpo.ecufpa.co.za
Observer	WoF	Alwyn de Wet	AdW	✓		alwyn.dewet@wofire.co.za
Observer	DAFF	Cobri Vermeulen	CV	✓		cobriv@daff.gov.za

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Observer	WoF	Tim Sidey	TS	✓		tim.sidey@ffa.co.za
Observer	SCFPA	Una Hendrikz	UH	✓		adminfpa@telkomsa.net
Observer	Cape Pine	Connie Jonker	CJ	✓		connie@capepine.co.za

1. FORMAL WCUFPA MEETING 4 th JUNE 2013	ACTION
<p>1.1 Opening and Welcome</p> <ul style="list-style-type: none"> PP opened the meeting and welcomed Tim Sidey, Rodger Duffett, Christo le Roux, David Waddilove and Reinhard Geldenhuys. 	
<p>1.2 Apologies and additions to Agenda</p> <ul style="list-style-type: none"> Apologies as indicated above No additions to agenda 	
<p>1.3 Minutes of previous meeting</p> <ul style="list-style-type: none"> Proposed by TO and seconded by CdP 	
<p>1.4 Matters Arising</p> <ul style="list-style-type: none"> MA informed the Committee that the GPS tracking of the helicopters and bombers had not yet been resolved. PP brought up the protracted issue of registering the WCUFPA as an NPC and reiterated the issue regarding having been registered by WoF in the incorrect name, namely the Western Cape Rural Fire Authority. This issue could be resolved but required assistance from a Non Profit Lawyer who specialised in NPC's. The quotation to rectify the issue and adapt the constitution accordingly was R 6000-00. The Exco agreed to proceed. PP and PGa to follow up. 	PP, PGa
2. AGENDA	
<p>2.1 DAFF Funding Application – PD</p> <ul style="list-style-type: none"> A funding application was submitted to DAFF/Luke Radebe by the National Veld and Forest Fire Advisory Forum (NVFFPAF) for proposed assistance for the 5 UFPA's for approximately R 6 million per UFPA. PD presented a spreadsheet of the application. RG questioned that the DM's budgets had not been included. RG recommended PD contact PDMC to obtain the estimated budgets for all DM's. If approved, financial assistance would only be made available after 2015 	PD
<p>2.2 DAFF Proposed NVFFA amendments feedback – CV</p> <ul style="list-style-type: none"> Amendment suggestions and comments must be handed in to CV before the 30 June 2013. PGe recommended that a meeting be scheduled with Mr. Radebe and DW and PP to be included. DW agreed and also mentioned that he had noticed a few issues and gaps in the amendments. DW suggested to circulate his recommendations and requested any 	

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<p>feedback by this coming Monday. DW to send recommendations to PP for distribution and comments.</p> <ul style="list-style-type: none"> • PP commented that it was vital that FPA's have a say and add input. • CV informed the committee that Mr. Radebe could come and present to a group on request but required prior notice. PP suggested scheduling a meeting in Cape Town ASAP, venue to be decided. PP to facilitate. 	<p>DW</p> <p>PP</p>
<p>2.3 NVFFA UFPA Audits, feedback and proposed DAFF template – PD</p> <ul style="list-style-type: none"> • The template was initiated by Trevor Wilson (MUFPA) to establish the “health” of FPA's. • The template was subsequently extended and categories were added and/or adapted accordingly. 	
<p>2.4 DAFF FPA Annual Report Template and audit – CV</p> <ul style="list-style-type: none"> • The Annual FPA Reports need to be submitted by 21 June 2013. • CV suggested if any relevant changes to report were necessary, to send it to her before 21 June 2013. • The committee also raised the issue that no constructive feedback was ever relayed to the FPA's with regard to the previous audit. CV commented that she had submitted a complaint regarding this issue, and committed to do her best to get feedback for the FPA's from Motsumai by the end of June. CV to follow up. 	<p>CV</p>
<p>2.5 DAFF FPA Operational Plan feedback – PP and PD</p> <ul style="list-style-type: none"> • The Operational plan is in line with the budget. • DAFF will provide assistance with operational plan. • Gave advice for fire advisory system to DAFF. 	
<p>2.6 GCFPA, CPFPA and PFPA Boundary alignment issues – PGa/CdP/BJ</p> <ul style="list-style-type: none"> • Maps were shown indicating the overlapping boundaries which were approved by official letters from DAFF. • PP recommended that an in depth discussion will not be made at this date, all relevant information will be looked at and DW will draft a principle guide for optimal fire management regarding membership and boundaries. • PGe suggested that the ultimate decision should be left up to the landowner in which FPA he want to be a member off – freedom of association. • CdP will send out letters to GCFPA members within the overlapping area to ask if they would like to rather join the PFPA, but will not force them into moving membership. • DW recommended that no recruitment of new members be pursued until the principle guide was completed, however this was not ideal or practical considering the approaching fire season. Will rather accept the applications and after a final decision is made – move the members if necessary. • DW committed to completing the basic principles as soon as possible. 	<p>DW</p>
<p>2.7 FPA production and progress report – PD</p> <ul style="list-style-type: none"> • PD gave a quick overview of the categories of the report • PD to circulate the line items 	<p>PD</p>

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<p>2.8 NVFFPAF feedback – PD</p> <ul style="list-style-type: none"> • The Eastern Cape agreement with Transnet was adopted by the WCUFPA Exco. The WCUFPA will receive the membership fee and distribute it to the FPA's. RB agreed to R50 / km across the country. • From a legal point it has to be indicated that Transnet are members of the individual FPA's. • RB mentioned that Transnet will not complete individual application forms, but will send out a memorandum to verify membership with different FPA's. • RB will supply the WCUFPA with the km's distance in each province. RB to send to PGa. • SANRAL – no agreement has been reached. • DRDLR – huge headache. They were tasked by the Minister that they have to be members of FPA's. A membership fee of R 1.10/Ha was accepted by the NVFFPAF. • PGe raised a concern – The SCFPA membership fees are decided upon by members at AGM's as per their Constitution. This was confirmed by all the individual FPA's. It was noted that the R1.10/ha was merely a recommendation by the NVFFPAF and that individual FPA's membership fees will not be affected by this decision. 	<p>RB</p> <p>PP/PD</p>
<p>2.9 WCUFPA Constitution proposed amendments – PP/PD</p> <ul style="list-style-type: none"> • The Constitution was initially drafted by Graham Barlow but required amendments especially with the NPC/NPO application. PP suggested that amendments be initiated and circulated for comment and if accepted be ratified at the next Exco. PP to initiate amendments to constitution. 	<p>PP</p>
<p>2.10 Membership Fees FPA's – BJ</p> <ul style="list-style-type: none"> • BJ discussed the standardization of membership fees. • PGe and CdP mentioned that their FPA fees are agreed upon by their members as per their FPA's Constitution and therefore fees cannot be standardized. 	
<p>2.11 WCUFPA Communication Procedure – PP</p> <ul style="list-style-type: none"> • PP requested that e-mails with reference to the WCUFPA be directed to EXCO members only and that no other parties be included unless directly involved in the discussion 	
3. Working on Fire	
<p>3.1 General Feedback – SC</p> <ul style="list-style-type: none"> • WoF has a total of 23 teams in the WC which totalled 725 fire fighters. • Before new WoF teams are allocated, an application process is initiated by interested parties. Applicants that responded are subjected to a Base Assessment. • Funds for only one new team were available and both the CPFPA and SCFPA successfully achieved the necessary base assessment standards. WoF decided to award the base to the CPFPA due to the higher fire risk within the Mamre area. The SCFPA/George base will be the following base to be awarded. SC mentioned that CapeNature would then be considered next. • In July and August various training will be held, e.g. management training, HSL training, Base Manager's induction training and basic ICS training. TM requested that SC inform 	<p>SC</p>

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<p>all partners timeously regarding the training.</p> <ul style="list-style-type: none"> • Helitac teams will not be seasonal anymore, but will be accommodated on a permanent basis. • WoF has a healthy relationship with all partners, and SC thanked all partners accordingly • HAT operations to be included in WoF report back 	SC
<p>3.2 WoF Base partnership feedback – Base Partners</p> <ul style="list-style-type: none"> • Discussed in 3.1 	
<p>3.3 WoF Teams, challenges and training – SC</p> <ul style="list-style-type: none"> • Discussed in 3.1 	
<p>3.4 New Teams and current placements – SC</p> <ul style="list-style-type: none"> • Discussed in 3.1 	
<p>3.5 WoF Dispatch and coordination – BvB</p> <ul style="list-style-type: none"> • Presentation 	
4. Aerial Resource Deployment	
<p>4.1 Initial Attack report back – EdT</p> <ul style="list-style-type: none"> • EdT was unavailable. FW commented on his behalf • PDMC authorised 103 dispatches, 93 were initial attack where 63 of these did not require extended operations. A 68% success rate was achieved and it was decided to continue with the sponsoring by PDMC of Initial Attack as per the previous two seasons. • R5.99 Million was spent on flying excluding the standing fees. R4 million had been approved and due to the over spend, it had been decided to increase the budget by a further R1 million. • PDMC were committed to the same operational arrangements for the next fire season. 	
<p>4.2 Planning for upcoming season – FW / MA</p> <ul style="list-style-type: none"> • MA informed the committee that previously 8 helicopters, 8 spotters and 8 HSV's were deployed in the WC with this being increased to 9 for all for this upcoming season. A possibility of even two extra Huey helicopters being added could become a reality. • FFA aviation were hoping to obtain another 4 dedicated clients and if tenders were successful, the amount of helicopters would increase to 14. • PP requested that MA and FFA Aviation consider a 5 year MOA as opposed to a yearly MOA. MA to investigate and reply, depending the outcome of the new tender. • MA informed the committee regarding the advent of the 802 Air Tractor, with its 3000 litre capacity and high speed of 360 km/h. Two pilots had been sent to Saville in Spain to train and eventually fly the craft back to RSA. The 802 will definitely be operational by the 1st of Dec 2013 with the hope of a second one in the near future. • For the 802, better runways were a requirement with them ideally being tar strips. • The WCUFPA will participate in the decision regarding the placement of the 802. • PDMC were dealing with EC to place a further bomber on the WC/EC border. • Two issues were raised regarding aerial resources; namely tracking and radio communications on mid-band . 	MA

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<p>4.3 FPA resources and runway use – Peter Dorrington</p> <ul style="list-style-type: none"> • PD presented the concept of individual FPA’s facilitating the relevant runways and receiving funds in this regard - an amount of R120-00 per load was approved for the 2012/13 season. • PD requested that 25% be taken by the WCUFPA for the facilitation process. Individual FPA’s would be paid accordingly. WCUFPA Exco agreed to this proposal. 	
<p>4.4 Aerial resources SCFPA – PGe</p> <ul style="list-style-type: none"> • PGe discussed the helicopter at Knysna, informing the committee that all four partners had successfully come to an agreement and the funding for the year had been sorted out. • A request for assistance with funding for the next fire season has been submitted to PDMC. • Fire season within this area was throughout the year. 	PGe
5. Conclusion	
<p>5.1 Date and Venue for next meeting – PP</p> <ul style="list-style-type: none"> • PP thanked all for attending and thanked SCFPA for organising the catering and SANParks for hosting the meeting in Wilderness National Park. • Date of next WCUFPA meeting: 5th and 6th of September 2013 • Venue: Bontebok National Park 	
6. GEF Fynbos Fire Project	
<p>6.1 Fynbos Fire Update – timeframes per outcome, workgroups, budgets vs actual – TO</p> <ul style="list-style-type: none"> • Training tender not yet allocated. • GEF currently pays for the SAWS FDI which covers the whole Fynbos Biome. • Dispatch for fire seasons ended on the last working day of April. • Three new positions were advertised for Operational Support Officers. The bases will be Porterville, Bredasdorp and Knysna • A project assistant was appointed for TO. • Communications and awareness strategy will be communicated to all FPA’s for use. All info will be shared. 	
<p>6.2 Automated Weather Stations – placements, specifications, timeframe – RD CSAG</p> <ul style="list-style-type: none"> • RD displayed an example of the weather station that he presented to all in attendance. • The login centre sends the information via GPS to the CSAG network every few minutes. • The station is durable and reliable and in the price range of ±R 35,000.00 each. • The station is reasonably accurate. • 20 Stations will be implemented. • A committee will be appointed to define priority locations for the stations. • One of the criteria points of FPA’s will be sustainability as the FPA will be the custodian of the station and after 2 years will take possession of the station and must have the funds for upkeep of station. 	

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<ul style="list-style-type: none"> Looking at an implementation period of 4 – 6 weeks. 	
<p>6.3 FPA Capacity and Sustainability – WCDM, OBDM, WDM, CM, EDM – timeframes per outcome – DW Earthworks</p> <ul style="list-style-type: none"> DW has identified issues in the FPA’s to address, but will compile and distribute a questionnaire to all FPA’s for more feedback regarding issues and difficulties that FPA’s are exposed to. 	DW
<p>6.4 AFIS – placements, specifications, timeframe – PF CSIR</p> <ul style="list-style-type: none"> PF was unavailable for this meeting 	
<p>6.5 Info Management, Research Modelling and Risk Assessment – placements, specifications, timeframe – GF CSIR</p> <ul style="list-style-type: none"> GF was unavailable for this meeting GF sent through the following feedback: Output 2.1 – Key fire management info collated and managed. Under this task, CSIR will establish data requirements and gaps in current data available (this will be based on the results of existing surveys of needs, supplemented by additional interviews where necessary); identify sources that can supply the needed data; design formatting protocols that will allow for the data to be integrated into AFIS management support systems; develop metadata that will be useful to end-users, and that complies with recognised national standards; curate data for the duration of this agreement; propose a suitable organization that could act as ongoing custodian of the data after the finalization of this agreement, and draft a data sharing agreement; and prepare a report that summarises the outcomes of the work listed under Output 2.1 above. Output 2.4 – Wildland fire behaviour modelling and fire danger forecasting. Under this task, CSIR will obtain a list of large wildfires that occurred in the fynbos biome after 1978, and establish the synoptic weather conditions that characterise such fires; use these identified synoptic patterns, together with observed and predicted changes in the daily weather and seasonal climate, to develop scenarios of large wildfire occurrence in the short-term future; review available fire behaviour prediction models, and illustrate how these could be combined with information on fire weather, fuel distribution (based on vegetation types and post-fire age) and topography to produce spatially-explicit estimates of future fire risk; review available risk and decision support systems and propose ways in which to incorporate new understanding into these systems; and prepare a report that summarises the outcomes of the work listed under Output 2.4 above. Output 2.5 – Climate change and wildfire risk at a landscape scale. Under this task, CSIR will assess observed and simulated climate trends in terms of how they would affect weather in two broad areas (the GCFPA and SCFPA), and project changes in the frequency of occurrence of weather conducive to fires; use existing information, supplemented where necessary by additional information at an appropriate scale, to map current land use, infrastructure and settlements in the GCFPA and SCFPAs; model fuel loads based on vegetation types and post-fire 	

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<p>age in the Cedarberg and Southern Cape FPAs, and use this in conjunction with historical fire occurrence, and projected climate change to spatially depict fire risks; develop an interface that will allow risks to be viewed on desktop AFIS terminals; ; and prepare a report that summarises the outcomes of the work listed under Output 2.5 above, and that includes standardised procedures for estimating the risks associated with wildfires at a landscape level.</p> <ul style="list-style-type: none"> • Output 2.6 – Risks to communities at the wildland-urban interface. Under this task, CSIR will define the features of the wildland-urban interface in the Gordon’s Bay and Plettenberg Bay municipal areas, based on information already collected during FireWise workshops with these communities, supplemented by additional information gathered during at least one additional FireWise workshop; characterise the populations and assets at risk from veldfires; develop a template for assessing risks and developing community wildfire plans; and prepare a report that summarises the outcomes of the work listed under Output 2.4 above. 	
<p>6.6 Wildfire Training – TO</p> <ul style="list-style-type: none"> • GEF are busy with negotiations with training suppliers. • First thing for service provider to do, is to draw up a training calendar and send it to GEF. • GEF will take the calendar to the partners, and the partners are urged to use the opportunity to send personnel on sufficient training. • The service provider is a project management group, they will not provide the training themselves, but will outsource to relevant training providers. 	
<p>6.7 FireWise – placements, timeframe – CF</p> <ul style="list-style-type: none"> • After an intense programme, four communities were identified. • Misgund did not make it, as they have too little vegetation and hence risk surrounding the community. • The four communities are: <ul style="list-style-type: none"> ❖ Clarkson at Tsitsikamma ❖ Goedverwagt in the Cedarberg ❖ Kranshoek at Plettenberg Bay ❖ Sir Lowrys Pass Village at Somerset West • Two communities were set up, role players were identified and training has taken place. • Activities were identified that would lessen their fire risks. 	
<p>6.8 GEF Dispatch Centres – TO</p> <ul style="list-style-type: none"> • Three locations were identified, Porterville, Bredasdorp & Knysna. • The partners will manage and run the centres. • The operators will be required to complete dispatch duties in fire season, and assist FPA Managers and Extension Officers with other duties, e.g. facebook, website, communications etc. 	
<p>6.9 Communication Equipment – TB / TO</p> <ul style="list-style-type: none"> • TO mentioned that additional funds might become available for further communication equipment, but the equipment cannot be based outside the Biome for audit purposes. 	

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	<ul style="list-style-type: none"> • There was no objection at the meeting for TO to purchase radios for TB. 	
6.10	<p>GEF Press Releases and Articles – TO</p> <ul style="list-style-type: none"> • PGa has distributed press releases and articles. • HWB are currently working on more articles which will include the FireWise communities. • The articles can be adopted for local newspapers– if interested, contact CF. 	
7. Incident Command System		
7.1	<p>ICS Summit</p> <ul style="list-style-type: none"> • The Provincial ICS Summit will take place on 20 June 2013. • All interested parties to contact EdT. 	
7.2	<p>WCUFPA ICS Team / Database – PD</p> <ul style="list-style-type: none"> • To establish a database of accredited ICS in FPA's to be used in emergencies. • Collate database with WoF. 	
8. Feedback Session		
8.1	<p>WCUFPA Feedback – PD</p> <ul style="list-style-type: none"> • Completed with the amalgamation of West Coast and GCFPA. • Use cadastral maps for FPA boundaries, will submit to CV when completed. 	
8.2	<p>Paardeberg FPA – SR</p> <ul style="list-style-type: none"> • Presentation 	
8.3	<p>Overberg Region – RG</p> <ul style="list-style-type: none"> • Presentation • RG confirmed that both Bontebok and Agulhas National Park falls within the Overberg DM and are members of one of the FPA's within the area. 	
8.4	<p>Southern Cape FPA – PGe</p> <ul style="list-style-type: none"> • PGe 	
8.5	<p>Greater Cederberg FPA – CdP</p> <ul style="list-style-type: none"> • Presentation 	
8.6	<p>Cape Peninsula FPA – PGa</p> <ul style="list-style-type: none"> • Presentation 	
8.7	<p>Theewaters-Groenland FPA – LL</p> <ul style="list-style-type: none"> • No discussion – LL was not in attendance. 	
8.8	<p>CapeNature – TM</p> <ul style="list-style-type: none"> • Most of Cape Nature's reserves belong to a FPA. • TM reminded FPA Managers that for any invoice to be paid, they need to submit Management Plans and AGM minutes. • MOU's need to be in place for any payments to be made. • Lack of communication between FPA's and Reserve Managers are a concern. • FPA's to ensure Reserve Managers receive copies of Management Plans, as this is helpful to draw up budgets for firebreak maintenance or construction. 	

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	<ul style="list-style-type: none"> • He would like more FPA Managers to have completed ICS training for when there is emergency situations, that there be enough responsible and capable personnel. • Hotspots were identified where awareness have to take place. This will be done in conjunction with FFA and FPA's. • New GEF positions will fill the communications gap. 	
8.9 SANParks – LdP / PP	<ul style="list-style-type: none"> • SANParks use Reserve Managers to facilitate FMU communities and to head meetings. • The different municipalities are a challenge. • PP mentioned that the field and Section Rangers are not properly trained. 	
8.10 Cape Pine – CJ	<ul style="list-style-type: none"> • CJ had already excused himself and had left the meeting due to another appointment 	
8.11 Transnet – RB	<ul style="list-style-type: none"> • The biggest issue is membership fees. • Hopefully this issue will be finalized and membership fees paid out before the end of the year. • All payments will go to WCUFPA (via PGa) as per Transnet procurement recommendations. WCUFPA will distribute the funds to FPA's according to Ha in each FPA as discussed previously. 	
9. Workshop sessions		
9.1 WCUFPA DAFF Budget – PD	<ul style="list-style-type: none"> • Presented an overview of table of funding request. • If approved, it will take another 2 years before funds will be received. 	
9.2 WCUFPA Operating Budget – PD	<ul style="list-style-type: none"> • Presented an overview of the budget. • Made a recommendation to increase the 2013/2014 membership fees to R 6,000.00 per annum. • No objections were received. The Committee agreed to the increase for the 2013/2014 season. 	
9.3 WCUFPA MOA with WoF in progress – PD	<ul style="list-style-type: none"> • To report back at next meeting. 	
9.4 WCUFPA & ECUFPA MOA with PDMC – EdT	<ul style="list-style-type: none"> • To report back at next meeting. 	
9.5 TOR – WCUFPA – PD	<ul style="list-style-type: none"> • To report back at next meeting. 	
9.6 Legal framework for prescribed burning – DW	<ul style="list-style-type: none"> • To report back at next meeting. 	

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