

CAPE WEST COAST
FIRE PROTECTION ASSOCIATION

EXECUTIVE COMMITTEE

TERMS OF REFERENCE

DRAFT
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**CAPE WEST COAST
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EXECUTIVE COMMITTEE**

1. MEMBERS OF EXECUTIVE COMMITTEE

The Executive committee of the Cape West Coast Fire Protection Association (CWCFPA) will consist of nominated members of the statutory organisations and private landowners that, according to the National Veld and Forest Fire Act, 1998, must or may join the Fire Protection Association registered in their area.

The following organisations will therefore be represented on the executive committee:

- ? Regional Fire and Emergency Services – West Coast & Boland District Fire Brigade Services
- ? Cederberg Wilderness - CapeNature
- ? Working on Fire – Area manager for the Western Cape.
- ? The Department of Water Affairs and Forestry – Fire advisor

Private landowners and community leaders will be represent civil society on the executive committee

2. AREA OF OPERATION

The area of operation of the executive committee is the area as defined in the Constitution of the CWCFPA.

3. MEETINGS

The executive committee will meet on a monthly basis as from October to April and on a bimonthly basis during the period as from June to August. The chairman, or any member of the committee can however call for a special meeting if he/she so wishes as to discuss any urgent matter.

4. PURPOSE OF EXECUTIVE COMMITTEE

The purpose of the executive committee will be to:

1. To assist the Fire Protection Officer and other members with technical advice and expertise with regard to fire management and related issues.
2. To act as a forum for discussion of problems and a forum for the exchange of expertise.
3. To implement the Veldfire Management Strategy with specific reference to the following issues;
 - (a) Coordination of fire control and fire fighting policy and techniques.

- (b) To promote the efficient, effective and integrated management of fire and fire related activities on land within the boundaries of the CWCFPA as to ensure:
 - ? the conservation and continued survival of viable populations of all indigenous biota in the area, and
 - ? to minimise the potential and actual damage caused by fires by reducing the risk within the CWCFPA area as well as to neighbouring areas.

5. FUNCTIONS OF EXECUTIVE COMMITTEE

To achieve its purpose, the executive committee will have to deal with the following issues:

5.1. To organise professional, coordinated incident response to fires.

- ? *To determine/develop standard operating procedures with regard to fire fighting.*
- ? *To ensure high levels of preparedness in areas of high fire danger and maintain levels of preparedness according to the National Fire Danger Rating System.*

5.2 Develop operational protocols to ensure effective fire suppression operations.

- ? *Standard actions, i.e. methods and procedures taken to prepare resources for and the engagement in the control of wildfires.*

5.3 Interagency coordination and agreements

The current good cooperation between different fire management agencies based on historical needs and successes need to be formalised.

- ? *To develop interagency agreements between the different role players, including reciprocal arrangements for management of fires and issues relating there to.*

5.4 To compile a database of the availability of fire fighting equipment and the condition thereof.

- ? *To have ready access to a level of equipment, which will enable the CWCFPA to respond adequately in the event of critical incidents.*
- ? *To develop and implement a logistics support system.*

5.5 To educate, train and set minimum fire fighting requirements with regard to private landowners within the CWCFPA.

- ? *Fire prevention management is the responsibility of individual landowners.*
- ? *Training requirements will be met as set out in the rules of the CWCFPA.*

Training of Institutions

A well-trained and practiced veld and mountain fire-fighting force is an essential component of any fire management operation.

- ? *to identify current and required training needs to enable provision of an efficient fire management service.*
- ? *to make recommendation with regard to identified needs for future training of staff and volunteers.*

5.6 The preparation of fire breaks according to the firebreak map.

All members of the FPA will prepare and maintain firebreaks in accordance with the provisions of the National Veld and Forest Fire Act and the rules of the CWCFPA.

- ? *To inspect fire breaks on a yearly basis and make recommendations to the FPO with regard to the preparation of new/additional firebreaks.*
- ? *To advise private landowners on the preparation/location of firebreaks.*
- ? *To make recommendations with regard to the funding of firebreaks.*
- ? *To inspect the annual maintenance of the firebreaks.*

5.7 Preparation of fire hazard map.

The fire hazard map will be prepared prior to the fire season and will include any prescribed burns that have taken place in the late summer and early autumn as well as any stack burning that have taken place during the winter months.

- ? *To discuss the map and develop contingency plans for high fire hazard areas.*
- ? *To make recommendations with regard to future prescribed burns and/or stack burns.*

5.8 Aircraft support

The committee will be responsible for:

- ? *Applying operating procedures with regard to the use of aircraft in fire fighting*
- ? *To formalise callout/assistance procedures for aircraft and inform members of FPA accordingly*
- ? *To assist with the strategic location of landing zones within the CWCFPA area*

5.9 Fire reports and fire critique

- ? *Fire reports to be submitted to the committee for discussion.*
- ? *To arrange for a fire critique after large fires as to do an evaluation of the performance of the suppression organisation.*

5.10 Prescribed burning/stack burning

To ensure that applications for prescribed burning/stack burning satisfies legal requirements, be thoroughly planned, and when conducted be in accordance with clearly defined procedures providing for safe work practices and manageable fire behaviour, be environmentally sensitive and have the outcomes monitored and recorded.

- ? *To draw up a standard procedure and forms for prescribed burning.*
- ? *To visit proposed prescribed burning/stack burning areas as to evaluate and discuss applications in terms of planning and implementation.*
- ? *To consider applications for prescribed burning/stack burning.*
- ? *To make recommendations with regard to the issuing of permits.*

5.11 Invasive Alien Plant clearing operations

Raise awareness of property owners and managers in the proper use of fire, with regard to invasive alien plant clearing operations and fuel reduction, burning practises, erosion prevention and smoke control.

? *To discuss and visit invasive alien plant clearing sites as to inform managers on best clearing and burning practices, e.g. block burning versus stack burning.*

5.12 Encourage private landowners to join FPA

? To visit private landowners as to explain advantages of FPA membership.