

**WINELANDS FIRE PROTECTION ASSOCIATION  
RULES**

**1 Membership**

- 1.1 All members must undertake to abide by the rules and code of conduct (Annexure A) of the WFPA as stipulated in Chapter 2 section 4(6) of the National Veld & Forest Fire Act.
- 1.2 All members must be conversant with and abide by the constitution of the WFPA as drafted in terms of the regulations under the National Veld and Forest Fire Act, 101 of 1998, which set out the functions of the Association.
- 1.3 Any landowner applying for membership must complete the "Application for membership" form otherwise the application will not be accepted.
- 1.4 It is the responsibility of members to notify the Secretary/Admin Assistant of the Association in writing of any change of membership details according to the Section 8 of the Constitution, including change of ownership.
- 1.5 Members must pay their membership fee applicable to their property as set every year by the WFPA by the 1<sup>st</sup> of July.
- 1.6 Members must give written notice of termination of membership.

**2 General**

- 2.1 All members must comply with the National Veld and Forest Fire Act, 101 of 1998 and the Conservation of Agricultural Resources Act, 43 of 1983, in terms of alien vegetation clearing, and any other relevant legislation pertaining to veld fire management.
- 2.2 All members must be conversant with the overall Business Plan when completed, including the Veld fire Operations plan for the WFPA and other Acts and by-laws as mentioned in the Business Plan.
- 2.3 Members must attend the annual general meeting of the FMU in order to elect office bearers and decide on any amendments to the Business Plan and fee structure.
- 2.4 If for any reason you are unable to attend you must supply a written proxy for another member to vote on your behalf.

**3 Specific hazard area protection**

- 3.1 Members are responsible to isolate any hazard area that is present or likely to develop on their property to eliminate any danger it may create to adjoining property.
- 3.2 Where members are in doubt regarding the danger of a specific area they must contact the FPO or designated person/FPA Manager for advice.

**4 Housekeeping**

- 4.1 It is the responsibility of every member to ensure that the buildings on their property are protected and made safe against the danger of fires. (Some remedies are to create breaks and clean areas around properties, plant fireproof gardens, clean gutters regularly, install sprinklers on thatched roofs, etc.)

**5 Fire Management Plan/Hazard assessment**

- . Members must carry out an annual fire hazard audit in conjunction with the FMU Technical Committee during September/October and prepare an action plan where this affects their property. Again if there is any doubt contact the FPO or designated person/FPA Manager for assistance.

## 6 Compliance with Fire Danger Rating System

- 6.1 Forecasts of the fire danger rating will be communicated to FMU Chairpersons who will distribute to respective Ward Leaders on a daily basis and will apply from midnight at the start of the FDR.
- 6.2 Members must be conversant with the daily fire danger rating system and comply with the instructions and rules pertaining to the danger ratings, e.g. fires in the open air, standby levels, etc. Enforce and apply prescribed actions and restrictions strictly. See standard fire rating requirements and Rules.

## 7 Cooking/Warming Fires and designated fireplaces.

Fires used for preparing meals, beverages or for warmth during cold conditions in the veld by farm or other workers should be located in fire-safe areas only. Fires should not be left unattended and should be properly extinguished with water after use. **Fires should not be made:**

- if the weather conditions are unsuitable (fire danger rating is high: orange or red)
- in areas that have not been sufficiently cleared of combustible material;
- in areas with a deep litter layer;
- near thickets of dense vegetation or any other combustible material;
- in areas near wetlands with a thick peat layer; and
- if the fire is to be left unattended.

Domestic/social fires used outside of residences should be managed carefully in designated safe areas. Where situations arise that people have to prepare domestic meals on an outside fire, they should be trained/educated in this regard with regular inspections by the property owner.

## 8 Smoking

No person may drop or throw down any lighted cigarette, match or other burning object anywhere within the WFPA area where there is a potential fire risk. No person may light or carry a lighted cigarette or match within 15m of any of stacks of grain, hay or straw or any standing crops, dry grass, crop residue, plantation slash or combustible liquids. Landowners should have smoking policies and have designated areas as well as suitable means of disposal of cigarette butts. All employees, contractors and visitors must be made aware of these policies.

## 9 Firebreaks

All members are responsible for the creation of firebreaks and must comply with the prescriptions of the firebreaks as in Integrated Fire Management Plan.

- Strategic belts minimum 20m
- Tactical/Property boundaries minimum 10m (5m each side)
- Tracer belts for controlled burns minimum 3m or 3 x average height of adjoining vegetation (whichever is the greater).

**NB.** Where there is a chance of soil erosion breaks should be mowed or brush cut with vegetation not exceeding 10cm (ankle height), and brush being broad spread at least 3m from nearest edge of break.

## 10 Prescribed/controlled burning

- 10.1 Members intending to conduct a prescribed/controlled burn must obtain a **Burning Permit** through the FPA Manager to conduct the burn at any time. Neighbours should be notified at least 24 hours before any fire is lit, and weather conditions should be monitored. A responsible person should be in attendance for the whole time a fire is lit and for a suitable mopping up period. All conditions of the Fire Permit should be observed.
- 10.2 Members must observe all conditions of their Burning Permit (**Annexure F**).

10.3 No burning may take place if the forecast/actual FDI is 50 or higher, without Special Permission, irrespective of a permit having been issued.

10.4 Special permission may only be granted by the FPO or designated person.

## 11 Minimum fire fighting requirements

11.1 All members must comply with Chapter 5 of the National Veld and Forest Fire Act by having equipment, protective clothing and trained personnel as is reasonable for the extent of the member's property. (Table 1)

11.2 All members must have fire fighting equipment as stipulated in (Table 1)

11.3 All members must ensure that in their absence there is a responsible person present on or near the property who will assist in extinguishing the fire and take reasonable steps to alert the FPO or designated person/FPA Manager and neighbouring landowners/their agents.

**TABLE 1**

**FPA GUIDELINES FOR MINIMUM EQUIPMENT AND PERSONNEL**

PROPERTY SIZE (HA)	< 10	11-50	51-100	101-500	501-1000	1001-5000	5000 +
Bakkie Sakkie Min 200 lt		1	1	1	1	2	3
Water Trailer Min 1000 lt				1		1	1
Water Tanker Min 2000 lt					1	1	2
Rake Hoes/Slashers		1	2	5	8	10	15
Beaters	1	4	5	10	12	15	20
Knapsacks Min 15 lt	1	2	3	4	5	8	10
Drip Torch				1	1	2	2
Cell phone		1	1	1	1	1	2
Hand Held Two-Way Radio			1	1	2	2	4
Mobile Radio				1	1	2	3
First Aid Kit		1	1	1	1	2	3
Fire Fighters	2	3	5	8	10	12-20	25 +
Crew Leaders/Landowner		1	1	1	1	2	3 +
Fire Boss			1	1	1	1	2-4

**NB: ABOVE ARE MINIMUM GUIDELINES ONLY, and may be revised according to individual property circumstances or FPA FMU requirements.**

PPE	Leather Boots	Leather Gloves	Bala-clava	Fire Fighter Helmet	Tee-Shirts (Cotton)	100% Cotton Overall
Landowners	Yes	Yes	*****	*****	****	Yes
Nature Conservation	Yes	Yes	Yes	*****	Yes	Yes
Forestry	Yes	Yes	Yes	Yes	Yes	Yes
Fire Contractors	Yes	Yes	Yes	Yes	Yes	Yes

\*\*\*\*\* Optional

## 12 Training

- 12.1 Members/occupiers of land or their staff performing fire fighting must be trained in a basic veld fire fighting course by an Accredited Training Institution.
- 12.2 Training courses must consist of the following modules/subjects:-

### Basic Fire fighter

- The NVFFA (Act 101 of 1998)
- Fire Danger Rating
- Understanding Fire
- Types of fire
- Duties and organisation at fires
- Safety at fires
- Survival at fires
- Correct use of hand tools at fires
- Mopping up
- Aerial fire fighting operations

### Crew Leaders/ Fire Boss (candidates must have completed basic fire fighter course)

- Fire terminology
- The NVFFA Act
- Fire behaviour
- Fire Danger Rating System
- Organisation at fires (ICS)
- Initial Attack strategies and tactics
- Fire extinguishing methods
- Aerial Fire fighting method

- 12.3 All trained persons must have the minimum safety equipment and protective clothing required for wildland fire fighting. (As in Table 1)
- 12.4 The Cape Winelands District Municipality assisted by the WFPA will conduct initial fire training for members and their staff free of charge.

## 13 Competence standards (for fire-fighters and related personnel)

- 13.1 The WFPA (FPO or designated person/FPA Manager) have the following responsibilities with regards to training -
- 13.2 Schedule courses for persons in charge of fires or fire-fighters.
- 13.3 Schedule refresher training on a regular basis for trained persons.
- 13.4 Ensure that training is conducted on an acceptable level.
- 13.5 A member has the following responsibilities in regard to training -
- 13.5.1 Make persons available for scheduled courses.
- 13.5.2 Carry the cost of refresher training,
- 13.5.3 Keep a register of all trained persons in their service.
- 13.5.4 The register must include name, ID, type of course, training institution, and copy of certificate.

## **14 Reporting Fires**

- 14.1 Members must report all fires immediately after being sighted to the Cape Winelands District Municipality Control Room on **(021 887 4446)**, and immediate neighbours. The FPO or designated person/FPA Manager will be contacted by the Ops Room. Members should also notify their respective ward leader.
- 14.2 Members must fight the fire; offer assistance, workers, and equipment to control the fire as soon as possible.
- 14.3 Members must be aware of weather and other circumstances regarding the fire to prepare for adequate precautions and actions during a fire situation especially when the fire is spreading towards neighbours property.
- 14.4 The FPO or designated person/FPA Manager will follow the reaction plan.

## **15 Operational response and management/Incident command**

- 15.1 Members must adhere to the fire fighting command structure as per the WFA Operations Plan and be conversant with the chain of command and communication procedures for your area.
- 15.2 Members must be aware that the FPO or designated person/FPA Manager will assume command upon arrival.
- 15.3 Members must verbally hand over the incident to the FPO or designated person/FPA Manager and inform of any specific danger areas.
- 15.4 Members will then be allocated tasks by respective Ward Leaders/Incident Command personnel that are required for the specific tactical objective of the Incident Action Plan (IAP).

## **16. Fire access**

- 16.1 Members must ensure that access routes are maintained for fire-fighters and their vehicles to use.
- 16.2 In the absence of any access, fences or any other object will be damaged to gain access to the fire if there is an imminent threat to life and/or property.
- 16.3 where electric fences/gates are used and there is a fire on the property, gates should be opened and disarmed to allow free access/egress for fire fighting vehicles and crews.

## **17. Actions after fires**

- 17.1 All fires must be reported to the Fire Protection Officer/FPA Manager (Fax: 021 886 7250) on the standard form for FPA's within five days of the fire.
- 17.2 The standard mopping up rules to apply. The scene of the fire may not be left unattended until the FPO or designated person/FPA Manager/FMU Leader is satisfied. The perimeter must be patrolled and any smouldering material within 10m of the perimeter of the fire extinguished. Patrolling is especially necessary where underground fires may have occurred e.g. in dense litter or marshy ground.
- 17.3 All fire fighting equipment must be checked weekly and serviced as required to ensure full serviceability.

## **18. Statistics**

- 18.1 Each member must complete a fire report for uncontrolled and non-prescribed fires or where assistance was rendered at a fire, to maintain an accurate record of all fires
- 18.2 The FPO or designated person/FPA Manager must update the statistics and forward it to the Secretary for annual submission to the Minister. All statistics have to be submitted by March annually.

## **19. Fire Debrief**

- 19.1 The FPO or designated person/FPA Manager may conduct a fire debrief when necessary to discuss the actions during the fire especially where the fire spread across properties.

19.2 Members should make every effort to attend post mortems of fires that they were involved in or were threatened by.

## **20. Mutual aid agreement**

20.1 Where necessary members should draw up formal agreements with neighbours with regards to mutual assistance and procedures.

20.2 Each member must in emergency offer assistance to their neighbours to reduce the possibility of fire spread and to reduce the damage to properties.

20.3 Each member should on request make available their trained staff and equipment in case of an emergency, to assist owners in the area of the FMU /WFPA to extinguish fires.

## **21. Communications**

Radio and telecommunication standards

21.1 Members must ensure that some form of communication is achieved with their staff on the fire scene.

21.2 Cell phone numbers of key persons of each fire management unit, must be given to the FPO or designated person/FPA Manager by the FMU Fire Officer so that the FPO or designated person/FPA Manager can communicate with members in the event of a fire in that area, By 1 October annually.

## **22. Invasive Alien Plant Clearing**

22.1 The removal of invasive alien plants is of importance to the WFPA in so far as

- the reduction of combustible fuel is concerned and
- To increase the biodiversity of the Fynbos and/or other natural indigenous vegetation.
- To maintain river systems and encourage the return of non-burnable natural river edge vegetation.

22.2 It is very important that the clearing and burning is co-ordinated for the WFPA as a whole. Fuel reduction burns of Invasive alien plant stacks will be co-ordinated with the FPO or designated person/FPA Manager.

22.3 Members must systematically remove invasive alien plants according using the methods prescribed.

22.4 The following are the current methods:  
Fell, burn, follow-up twice. Chemical control for follow up.  
Fell, stack, burn, follow-up twice. Chemical control  
Fell, remove large wood, burn, and follow-up.  
Fell, chip

22.5 The use of biological control and herbicides can also be considered for the eradication of invading aliens.

## **23 Enforcement**

The following will be the enforcement officers regarding provisions under the NV&FF Act, and the rules of the FPA as applied within the area of the FPA:

- The Fire Protection Officer
- Forest Officers of the Department of Water Affairs and Forestry.
- Members of the SAPS