

TERMS OF REFERENCE

EASTERN CAPE UMBRELLA FIRE PROTECTION ASSOCIATION

The Eastern Cape Umbrella Fire Protection Association (ECUFPA) is established in terms of the National Veld & Forest Fire Act 101 of 1998 as an Umbrella Association to facilitate FPA participation in the management of fire and related risks within Eastern Cape and is governed by an Executive Committee.

What is ECUFPA?

ECUFPA is a not-for-profit association governed by a board of Directors and management control is by an Executive Committee, which is run by permanent staff in its Stutterheim-based provincial office and represents registered FPAs which in turn is made up of active members.

Our Vision:

ECUFPA aims, through excellence in education and representation, to promote the protection of life, assets and the environment from veld & forest fires, inclusive of other related emergencies.

Our Mission:

To promote an efficient system that supports the activities of all landowners & land users in the execution of their duties as set out in the National Veld and Forest Fire Act and is consistent with the provisions of this Act, the Disaster Management Act, and other relevant legislation. Our purpose is to work cooperatively with all governments, corporate and community organizations for the continuous improvement in standards, legislation, education, products and services.

Our Values:

The values that guide us are:

Integrity — behaving ethically, acting with loyalty and honesty, and being prepared to express our views.

Independence — being prepared to establish alliances, builds trust and foster cooperation without showing favour.

Professionalism — an ongoing commitment to the continuous improvement in the delivery of quality fire protection services and standards.

The Aims of ECUFPA are:

- **Representative Membership** - To maintain a broad membership base which is accurately representative of the fire safety community, in order to provide the resources to build awareness of the association so that the ECUFPA can achieve its other goals.
- **Member Services** - To be the primary source of fire protection information and advice that is of benefit to ECUFPA members, the veld & forest fire safety industry and the wider community.

- **Continual Improvement in Fire Education** - To support and contribute to the continuing development of national competencies and training packages to meet legislative requirements and to improve the effectiveness of those employed in veld & forest fire safety and protection.
- **Influence Decision Makers** - To take a leading role in influencing all bodies whose decision-making processes affect fire safety.
- **Support for Corporate Members** - To support corporate members and their businesses through networking with governments, trade Organisations, international fire protection associations and related bodies, to promote South African fire safety standards, services and expertise to a global audience.
- **Communication of the Fire Safety Message** - To be a successful and vital link in communicating the fire safety message to our members, to the fire safety industry, to other businesses and industry, and to the wider community.

ROLE & RESPONSIBILITIES OF ECUFPA

- **appointment of Provincial Operations Manager**, incl. aerial operations responsibility,
- **strategic policy and planning** for all FPAs in the Eastern Cape and assist with **legal compliancy**,
- **liaison and co-ordination** with the provincial and local disaster management centers by **improving communication** and setting a platform for all role players,
- **communicating fire danger** ratings to FPAs and others,
- **weather data collection** for improvements to the predictions from the NFDRS [National Fire Danger Rating System], and collection and dissemination of other relevant data and information,
- providing **input data for fire danger ratings** on behalf of its FPAs, such a veld curing information,
- Training of **fire incident command specialists** for support and co-ordination between FPAs and other fire fighting agencies in escalating fire conditions,
- **may assist or advise members of FPAs where court cases** arise, such as providing expert witness, statistical and weather information,
- **management and maintenance of aerial support** services,
- **assist with the Coordination of Ground** support,
- **Co-ordination functions**, such as co-ordination of equipment and other resources between individual FPAs, through such measures as mutual assistance agreements and the standard operating procedures they contain, as well as organizing **Training through Accredited Providers**,
- **advise and assist Fire Protection Associations to be sustainable** – to promote and support effective and sustainable FPAs within the Eastern Cape.
- **promote Financial Sustainability of FPAs** – to promote financial sustainability amongst its members.
- **assist in implementing Integrated Fire Management.**

Decision Making Bodies of ECUFPA:

1. ECUFPA BOARD of DIRECTORS

The ECUFPA directors have been formally registered through CIPRO as Directors of the ECUFPA Non Profit Company (NPC). The details of these directors can be found on the registration documents, and directors can be added or taken off at the discretion of the other directors.

This is the body that is responsible for sound financial management and control over ECUFPA.

1.1. PURPOSE OF THE COMMITTEE:

- 1.1.1. All directors shall act in a constructive, accountable and responsible manner in dealing with issues that are brought to them.
- 1.1.2. All directors shall be given access to information relating to the work of the directors in order to facilitate due consideration by the EXCO and OPCO.
- 1.1.3. All discussions relating to the tasks and functions of the directors shall be open and transparent.
- 1.1.4. All proceedings of formal meetings of the directors shall be recorded.
- 1.1.5. All matters relating to the directors shall be addressed with the necessary urgency.
- 1.1.6. To facilitate the provision of information and feedback to EXCO and OPCO
- 1.1.7. Primary responsibilities:
 - **assist with the financial policy and planning** for the ECUFPA NPC,
 - **overall financial direction and planning**, including the signing off on the budget and the financial statements,
 - **control over financial management.**

1.2. AIMS OF THE COMMITTEE:

- 1.2.1 To promote sustainable, equitable and efficient financial principles.

1.3. COMPOSITION OF COMMITTEE:

- 1.3.1 Formally appointed directors of ECUFPA.

2. ECUFPA EXECUTIVE COMMITTEE

The ECUFPA Executive Committee (EXCO) has been established to ensure a coordinated approach to fire risk management in respect of aerial and ground operations throughout the Province, in turn ensuring FPAs achieve common standards with regard to overall aerial and ground operations - awareness, training, prevention and control – in line with the aims mentioned above. The Executive Committee will work closely with provincial and local government structures, as well as other fire related service providers and stakeholders.

EXCO will be represented by one member per District as well as the Chairman, FPO and Directors of ECUFPA that is not district representatives.

This is the body that is responsible for strategic direction of ECUFPA.

2.1 PURPOSE OF THE COMMITTEE:

- 2.1.1 To establish strategic direction for FPA discussions on the OPCO and participation in fire risk management issues.
- 2.1.2 To set strategic direction in issues related to fire risk management and aerial and ground resources within the EC, networking closely with relevant institutions.
- 2.1.3 To evaluate and monitor impacts of fire on land use, and develop strategic direction to reduce such impacts within the EC.
- 2.1.4 To assist in the compilation of documents in respect fire risk management - providing proposals and plans that may improve aerial and ground operations i.r.o. fire.
- 2.1.5 Primary responsibilities;
 - **appointment of a common FPO (Ground Operations)** who would delegate certain powers and duties to the member FPAs and interact with Working on Fire and other relevant organizations
 - **assist with the strategic policy and planning** for the common area administered by several FPAs,
 - to provide strategic direction for **fire related training**
 - **facilitate communication** to Government departments, Parastatals and corporates regarding veldfire management in the area
 - undertake **Awareness / Media Campaigns** from a provincial perspective
 - **facilitating mutual aid agreements** (between fire related parties as well as the Umbrella (WOF, DAFF etc)
 - **overall strategic direction and planning**, including the contributions to local disaster management plans
 - assist with the development of **standard operating procedures**
 - To guide in the strategic direction in terms of **fire related equipment** for the benefit of the FPAs and their members, with respect to;
Aerial operations: Helicopters, Fixed wing Bombers, Etc
Ground operations: Fire equipment – pumps, hoses etc, Fire tenders, Hand crew equipment, PPE, Radio Communications, and Chemicals & Gels
 - **helping new FPAs to establish** in the area covered by the umbrella organisation, in cases where FPAs are still needed
 - assist FPAs where possible with prescribed burning, common rules, joint fire preparedness & response plans, **thereby ensuring common standards**
- 2.1.6 To liaise and interact with Working on Fire with regard to FPA partnership agreements, WOF fire fighting crews, strategic locations etc

2.2 **AIMS OF THE COMMITTEE:**

- 2.2.1 To provide strategic direction to promote sustainable, equitable and efficient fire risk management principles within the EC.
- 2.2.2 To promote fire awareness and capacity building in EC with regard to veld & forest fire issues.
- 2.2.3 To develop trust amongst the FPAs and to promote cooperative governance among stakeholders and authorities.
- 2.2.4 To liaise closely with the Local, District and Provincial Government, Working on Fire and the Department of Agriculture, Forestry & Fisheries.

2.3 **COMPOSITION OF COMMITTEE:**

- 2.3.1 One representatives per District from FPAs (preferably FPO's or Chairman)
- 2.3.2 ECUFPA Board Members

- 2.3.3 ECUFPA Chairman
- 2.3.4 ECUFPA Manager/s
- 2.3.5 ECUFPA FPO
- 2.3.6 General Manager of Working on Fire in the E.C.

3. ECUFPA OPERATIONS COMMITTEE

The ECUFPA Operations Committee (OPCO) has been established to ensure a coordinated approach to fire risk management in respect of aerial and ground operations throughout the Province, in turn ensuring FPAs achieve common standards with regard to overall aerial and ground operations - awareness, training, prevention and control – in line with the aims mentioned above. The Operations Committee will work closely with provincial and local government structures, as well as other fire related service providers and stakeholders.

OPCO will be represented by one of its members per District on the ECUFPA Executive Committee to ensure integration of OPCO into the Executive Committee.

This is the body that is responsible for operational management of ECUFPA's strategy and implementation of Integrated Fire Management (IFM).

3.1 PURPOSE OF THE COMMITTEE:

- 3.1.1 To provide a platform for FPA discussion and participation in fire risk management issues.
- 3.1.2 To actively participate in issues related to fire risk management and aerial and ground resources within the EC, networking closely with all FPAs and other relevant institutions.
- 3.1.3 To evaluate and monitor impacts of fire on land use, and develop and build appropriate resources to reduce such impacts within each FPA area of operation.
- 3.1.4 To assist in the compilation of documents in respect fire risk management - providing proposals and plans that may improve aerial and ground operations i.r.o. fire.
- 3.1.5 Primary responsibilities;
 - **assist with the strategic policy and planning** for the common area administered by several FPAs,
 - to **facilitate and co-ordinate fire related training** for the benefit of the FPAs and their members in cases where training is not provided by the training industry – formulate training manuals
 - **facilitate communication** to landowners and the public regarding veldfire management in the area
 - undertake **Awareness / Media Campaigns** from a provincial / local FPA perspective
 - **facilitating mutual aid agreements** (between fire related parties and the FPAs
 - providing **personnel and training standards**, where the fires services have not provided these
 - develop **standard operating procedures**

- To **investigate, facilitate and co-ordinate fire related equipment** for the benefit of the FPAs and their members, with respect to;
Aerial operations: Helicopters, Fixed wing Bombers, Etc
Ground operations: Fire equipment – pumps, hoses etc, Fire tenders, Hand crew equipment, PPE, Radio Communications, and Chemicals & Gels
 - **helping new FPAs to establish** in the area covered by the umbrella organization, in cases where FPAs are still needed
 - assist FPAs where possible with prescribed burning, common rules, joint fire preparedness & response plans, **thereby ensuring common standards**
- 3.1.6 To facilitate the provision of information and feedback in relation to fire risk management issues to FPAs, their members, the respective communities and relevant stakeholders.
- 3.1.7 To liaise and interact with Working on Fire in regard to FPA partnership agreements, WOF firefighting crews, strategic locations etc.

3.2 AIMS OF THE COMMITTEE:

- 3.2.1 To promote sustainable, equitable and efficient fire risk management principles within the EC and the FPA area of operations.
- 3.2.2 To promote fire awareness and capacity building in EC with regard to veld & forest fire issues.
- 3.2.3 To develop trust amongst the FPAs and to promote cooperative governance among stakeholders and authorities.
- 3.2.4 To liaise closely with the Local, District and Provincial Government, Working on Fire and the Department of Agriculture, Forestry & Fisheries.

3.3 COMPOSITION OF COMMITTEE:

The Committee shall be open to all FPAs registered with DAFF, within the E.C. and affiliated to the ECUFPA.

- 3.3.1 Two representatives per District from FPAs (preferably FPO's or Chairman)
- 3.3.2 All members of the EXCO
- 3.3.3 ECUFPA Manager/s
- 3.3.4 ECUFPA FPO
- 3.3.5 Working on Fire representative
- 3.3.6 DAFF representative
- 3.3.7 Representatives from commercial timber growers, agricultural, interested and affected communities, relevant non-governmental and statutory organizations, and provincial and local government structures as and when required.

4. ECUFPA COMMITTEES GUIDING PRINCIPLES

The following guiding principles apply to all the decision making bodies of ECUFPA.

4.1 GUIDING PRINCIPLES OF THE COMMITTEE:

- 4.1.1 All parties within the Committee shall act in a constructive, accountable and responsible manner in dealing with issues brought before the Committee.
- 4.1.2 All parties shall be given access to information relating to the work of the Committee in order to facilitate due consideration by the respective FPA members.
- 4.1.3 All discussions relating to the tasks and functions of the Committee shall be open and transparent.

- 4.1.4 All proceedings of formal meetings of the Committee shall be recorded and be made accessible to the FPA members.
- 4.1.5 All matters relating to the committee shall be addressed with the necessary urgency.

4.2 DECISION MAKING PROCEDURES:

- 4.2.1 Decision-making shall be guided by the principle of democracy and in terms of the ECUFPA Constitution.
- 4.2.2 Where possible issues shall be debated until consensus is reached.

4.3 MEETINGS:

- 4.3.1 The committee shall meet at least three times per year and at such other times as a majority of the members may agree in order to discuss matters pertaining to its responsibilities outlined above
- 4.3.2 In the event of an unusual incident any member may request an emergency meeting of the committee to deal with the incident.
- 4.3.3 Meetings will be held in a central venue accessible to all stakeholders.

4.4 CHAIRPERSON:

- 4.4.1 The committee shall nominate a chairperson on a rotational basis, proposed bi-annually.
- 4.4.2 It shall be the duty of the Chairperson to ensure the orderly conduct of meetings and to ensure that all persons present and willing to speak are given a reasonable opportunity.

4.5 ACCOUNTABILITY:

- 4.5.1 Members of the committee are accountable to their FPAs, and are responsible for keeping their members informed of the committee's proceedings.
- 4.5.2 The committee has powers to raise specific issues and make recommendations to the other ECUFPA decision making bodies, as well as other regulatory bodies on fire related matters.

4.6 ADMINISTRATION:

- 4.6.1 A representative from ECUFPA shall act as the secretary of the committee and shall be responsible for ensuring meetings are convened, take minutes and ensure the minutes are disseminated.
- 4.6.2 The secretary shall take steps to ensure that all members of the committee are notified of the dates and venues of the meetings, and that all relevant information is sent to committee members.