



**RULES & REGULATIONS
FOR SCFPA MEMBERS**

SOUTHERN CAPE FIRE PROTECTION ASSOCIATION

RULES

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Purpose of this document:

This document serves as a basis to inform all members of the SCFPA of the FPAs basic rules. This document should be read with other strategic planning documents and applicable legislation.

1. Membership

- 1.1. All members must undertake to abide by the Rules and Code of Conduct 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 SCFPA 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. Failure to do so will result in the application not being accepted.
- 1.4. It is the responsibility of members to notify the admin officer 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 the membership fee as determined by the SCFPA every year before the 31st of July.
- 1.6. Membership is automatically terminated if a member does not pay their membership fees, charges or interest within 90 days from date of invoice. Members who re-join after the cancellation will be required to pay the once-off joining fee again.
- 1.7. In order to terminate membership, members are required to give written notice.
- 1.8. New membership annual fees will be charged pro rata from 6 months into the financial year.
- 1.9. If a FPA member does not comply to the rules and regulations, their membership can be terminated by the executive committee.

2. General

- 2.1. All members must comply with the National Veld and Forest Fire Act, 101 of 1998 (as amended) as well as all other applicable legislation.
- 2.2. SCFPA directors will be elected by the members as set out in the constitution. The board of directors will elect their own office bearers.
- 2.3. Membership fees will be determined and/or revised at an AGM.

3. Specific fire hazard area protection

- 3.1. Members are responsible to isolate any fire hazardous area that is present or likely to develop on their property to eliminate any danger it may create to themselves or adjoining properties.
- 3.2. Where members are in doubt regarding the danger of a specific area, they must contact the FPA for advice.

4. Firescaping

- 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. (Examples of remedies are to create breaks

and clean areas around properties and orchards, clean gutters, sprinklers on thatched roofs, etc.)

5. Fire Management Risk Assessment

5.1 Any fire management actions, and planning will be determined by the fire risk of an area. It is therefore imperative that an annual fire risk assessment be undertaken by the SCFPA Member in order to assist with IFM (Integrated Fire Management).

6. Compliance with Fire Danger Index (FDI) System

6.1. Forecasts of the fire danger rating will be available on the SCFPA website to members on a daily basis during the week.

6.2. Members must be conversant with the daily fire danger index system and comply with the instructions pertaining to the fire danger ratings.

7. Designated areas for making fires

7.1. Must be at a site or permanent constructed fireplace surrounded by ground that is clear of all combustible material for a safe distance. Fires may not be left unattended until entirely extinguished.

8. Firebreaks

8.1. All members are responsible for the creation of firebreaks and must comply with the NVFFA.

8.2. Firebreaks must be prepared and maintained on an annual basis in accordance with the NVFFA.

9. Prescribed burning

9.1. Members must comply with the prescribed burning prescriptions as determined by the local fire brigade.

9.2. Members intending to conduct a prescribed block burn must obtain a burning permit from the local fire brigade.

9.3. Members must strictly adhere to all conditions as stipulated in the burning permit.

10. Minimum firefighting capacity

10.1. Every owner on whose land a veldfires may start or burn or from whose land it may spread must have reasonable firefighting capacity to extinguish the fire or an agent must be appointed.

10.2. Firefighting capacity should be proportional to the risk that the owner must manage. The SCFPA can be contacted to advise.

10.3. All members must ensure that in their absence there is a responsible person present on or near his/her property that will assist in extinguishing fires and take steps to alert the Fire Brigade, FPA and neighbouring landowners.

11. Training and Protective Clothing

11.1 All personnel directly involved with firefighting must be trained in basic veld fire suppression.

11.2. All persons on the fire line must be equipped with adequate protective clothing (e.g. one piece overall 100% cotton, safety boots, gloves, goggles and flash hood).

11.3. The SCFPA will have the following responsibilities with regards to training:

- Schedule courses for members and persons in charge of fires or firefighters;
- Schedule refresher training on a regular basis for trained members and staff;
- Schedule training for new members and their staff;
- Ensure that training is conducted on an acceptable level
- Where possible, the SCFPA will provide training free of charge, but in some cases, the SCFPA will have to do cost recovery.

11.4. A member has the following responsibilities in regard to training:

- Make members and their staff available for scheduled courses.
- Carry the cost of refresher training if funding could not be secured,
- Keep a register of all trained persons in their service, which include name, ID, type of course, training institution, and copy of certificates.

12. Reporting Fires

12.1. Members must report all fires immediately to the local fire brigade services, their neighbours and the SCFPA.

12.2. The landowner on which property the fire started must do everything in their power to stop the spread of the fire. Members should offer assistance wherever practically possible.

12.3. Members must be aware of the weather conditions and other circumstances regarding the spread of the fire and take adequate precautions and actions during a fire situation.

13. Operational response and management / incident command

13.1. Members must adhere to the incident command structure and be conversant with the chain of command and communication procedures for the fire management unit.

13.2. Members must be aware that an adequate senior official will assume command upon arrival.

14. Access to Fires

14.1. Members must ensure that access routes for firefighting are reasonably maintained.

14.2. Members must understand that in the absence of any access, fences may be damaged to gain access to the fire. Repairs to the fences will be for the account of the landowner on whose property the fire is burning.

15. Post fire actions

15.1. The following Mopping-up Rules are to apply:

- Fires may not be left unattended until fully extinguished and declared safe by the incident commander or person in charge of the fire.
- The perimeter must be patrolled, and any smouldering material must be extinguished. Patrolling is especially necessary where underground fires may have occurred e.g. in dense litter or marshy ground.
- The fire line should be patrolled for at least 48 hours or until a qualified incident commander or person in charge declares the area safe.

15.2. Areas exposed by fire, which have the potential for erosion, must be identified for future action.

15.3. All SCFPA member's firefighting equipment must be checked and serviced after each fire or when required.

15.4. The landowner of the property on which the fire started must conduct a fire debriefing session. Members should make every effort to attend debrief of fires that they were involved in or were threatened by.

16. Statistics

16.1. Each member must supply fire statistics to the FPA as requested (including fire reports).

17. Communications at Fires

17.1. Members must ensure that some form of communication is established with their staff and other members.

17.2. Member contact details must be given to all members within that FMU and the FPA in order to communicate with each other.

18. Invasive Alien Plant Clearing

18.1. Presence of alien invasive plant species increases fire related hazards. Landowners are therefore encouraged to do alien invasive plant clearing in order to mitigate fire risk on their properties and to comply to all related legislation.

19. Enforcement

19.1 Enforcement officers will be appointed by the SCFPA in accordance with applicable legislation. A register of all appointed enforcement officers will be kept by the SCFPA.