

NEFSFPA Procedure for Requesting & Coordinating Working on Fire (WoF) Teams and Vehicles

Effective Date: July 4, 2025 **Issued By:** NEFSFPA Management (Bernard, Manager and Fire Protection Officer)

1. Introduction & Purpose

This document outlines the procedure for the public, NEFSFPA operational personnel, and Working on Fire (WoF) Crew Leaders regarding the request, dispatch, and coordination of WoF vehicles and teams within the North Eastern Free State Fire Protection Association (NEFSFPA) region. This region is located within the **Eastern Thabo Mafutsanyana District Municipality** in the Free State Province, encompassing **Phumelela and Maluti-a-Phofung Local Municipalities**.

It is important to note that **Working on Fire Teams are an assisting resource, not a primary response**. The **primary response for veldfires lies with the Landowners and their resources**. NEFSFPA directly manages the WoF Bases within our region to ensure efficient and effective deployment of WoF resources as an **assisting resource** for both emergency fire suppression and planned fire management activities, while clearly communicating associated responsibilities and costs.

NEFSFPA Dispatch Authority: Please note that only the **FPA Manager, Fire Protection Officer (FPO), or the designated Dispatcher** are authorized to initiate the dispatch of WoF teams and vehicles. All requests and reports must be directed to them.

2. Available Vehicles & WoF Teams in NEFSFPA Region

This section details the vehicles available for dispatch, categorized by ownership, and clarifies the locations of WoF teams under NEFSFPA's coverage:

2.1. Working on Fire (WoF) Teams and Vehicles in NEFSFPA Region NEFSFPA covers Working on Fire teams based in **Vrede, Memel, Warden, Harrismith, and QwaQwa**.

Currently, only two (2) Working on Fire operational vehicles are available for dispatch in the entire NEFSFPA region:

- **1 x Fire Truck (FT) in Warden:** This is an **Operational Vehicle** capable of carrying a maximum of 18 WoF Personnel for fire suppression tasks.
- **1 x LDV (Light Duty Vehicle) in QwaQwa:** This is an **Operational Vehicle** capable of carrying a maximum of 4 WoF Personnel, typically used for rapid response or specific tasks.

Important Note: There are **no WoF Busses (TB's) or Strike Units** permanently available or managed by NEFSFPA within this region.

2.2. NEFSFPA Transport Vehicles

- **1 x NEFSFPA LDV (Ford):** This vehicle is **mainly located in Warden** and is able to transport a maximum of **11 WoF Personnel plus 1 NEFSFPA Driver**. The driver is usually the **NEFSFPA Operation Coordinator (Acting Base Manager)**.

3. Procedure for Fire Suppression (Wildfires)

When a veldfire is reported and WoF assistance is required:

3.1. Initial Reporting & Information Gathering (Public & Operational Personnel)

- **Immediate Location Pin:** The first priority is to obtain an accurate **Location Pin** (GPS coordinates) of the fire.
- **Immediate Size-Up Report:** Provide a prompt and comprehensive **Size-Up Report** detailing the following:
 - **Description of Fire Location:** Be as specific as possible (e.g., farm name, nearest landmark, road intersection).
 - **Estimated Size burnt:** Provide an approximate size (e.g., "5 hectares," "football field size").
 - **Summary of Resources on-scene:** What resources (e.g., farm bakkies, local volunteers, NEFSFPA vehicles) are already present and actively engaged.
 - **Structures threatened:** Are there any houses, outbuildings, infrastructure (power lines, substations), or other valuable assets immediately threatened by the fire?
 - **Any Control Problems:** Describe what is making the fire difficult to control (e.g., "strong winds," "steep terrain," "dense fuel load," "limited water").
 - **Hazards in the Area:** Identify any immediate dangers to responders (e.g., power lines down, gas lines, chemicals, unexploded ordnance, difficult access points).
 - **Additional Resources needed?:** Clearly state if WoF teams and which specific vehicles (WoF FT, WoF LDV, or NEFSFPA LDV) are requested, and why they are needed (e.g., "Need WoF FT for direct attack and water," "Need WoF LDV for rapid flank attack," "Need NEFSFPA LDV for team transport").

(Crucial Note: Veldfires typically burn between 1 and 8 hours. The decision to dispatch a vehicle will depend heavily on this comprehensive Size-Up Report, the projected effectiveness of their response, and their estimated time of arrival given the fire's duration and characteristics.)

3.2. Dispatch Logic (NEFSFPA Dispatch Authority & Base Manager)

- **Resource Availability:** Dispatch will be limited to the **1x WoF Fire Truck (FT) from Warden**, the **1x WoF LDV from QwaQwa**, or the **1x NEFSFPA LDV (Ford)**.
- **Prioritization:** The **nearest next available vehicle** will be dispatched, prioritizing response time and vehicle suitability based on the immediate threat and size-up.
- **FDI Days:** On **Orange and Red Fire Danger Index (FDI) Days**, WoF teams and their available operational vehicle (WoF FT, WoF LDV, or NEFSFPA LDV) will be dispatched upon their availability, assuming they are not already engaged in another veldfire incident.

3.3. Financial Responsibility for Fire Suppression

a) FPA Members' Property:

- a) If the fire started on an NEFSFPA Member's property, **no cost for the WoF vehicle movement will be charged to that FPA Member** for the first occurrence.
- b) If there was **negligence** on the first account, **no cost will be charged**.
- c) On the **second account (occurrence)** of a fire (regardless of negligence), a **warning will be issued, and a minimum fee of R500 will be charged** to the FPA Member.
- d) On the **third account (occurrence)**, the FPA Member will be held accountable for **all WoF costs** (vehicle movements, rations, etc.) from that point onwards for the remainder of that year.

b) Non-FPA Members' Property:

- a) If the veldfire started on a **Non-FPA Member's property**, a cost will be charged according to the **FSUFPA Wildfire Suppression Cost Schedule**.
- b) **All NEFSFPA Members' resources (including the NEFSFPA transport vehicles such as the NEFSFPA LDV) fall under the FPA, and will be charged at the rates as indicated on the FSUFPA Wildfire Suppression Cost Schedule to the Non-FPA Member.**
- c) Additional charges may include:
 - i. **Ration Packs** (Dry: R105/pack, Wet: R90/day) + **Logistical costs** to feed the WoF Team at night, should the incident go on for longer hours.
- d) **Payment & Recovery:** The landowner can pay voluntarily. If not, the account will be given over to collection agencies.
- e) **Reimbursement for FPA Members:** When funds are collected from Non-FPA Members, the costs charged for movements and personnel contributed by FPA Members will be paid back to those FPA Members, or will be credited under their account with NEFSFPA.

4. Procedure for Firebreak Assistance (Production Works) by WoF Teams

WoF teams can provide assistance for firebreaks and other production works on a **booking basis**, ensuring equal availability to all FPA Members.

- **WoF Salaries:** Please note that Working on Fire personnel salaries are already paid by the Government.
- **Booking System:** All Firebreak or Production works are strictly on a **Booking Basis**.
- **NEFSFPA LDV Availability:** The NEFSFPA LDV is **not available** to transport teams for Firebreaks, as the vehicle is being utilized by NEFSFPA during the Firebreaks Season.
- **Non-Payment of NEFSFPA Account:** Outstanding accounts will be given over to collection agencies. NEFSFPA reserves the right to **refuse to dispatch WoF Teams for Firebreak assistance** in cases of non-payment of outstanding vehicle movement accounts.

4.1. WoF Teams Requiring Client-Provided Transport (No WoF or NEFSFPA vehicle deployed)

- a) This scenario applies when the available WoF Fire Truck or WoF LDV are unavailable, or if the WoF team assigned does not come with a dedicated WoF operational vehicle, and the NEFSFPA LDV is also unavailable.
- b) **Minimum Transport Requirements:** The requesting party (FPA or Non-FPA Member) must provide suitable transport for the WoF team:
 - a) A Bakkie with "Tralies" (Steel rails) to safely carry personnel.
 - b) Maximum of 9 people allowed on the back.
 - c) Equipment must be in a separate loading space, such as a trailer hooked onto the bakkie.
- c) **Costing:**
 - a) **FPA Members:** No cost will be charged to FPA Members for the WoF personnel.
 - b) **Non-FPA Members:** A cost of **R50 per WoF person, per day** will be charged.

4.2. WoF Teams with WoF Operational Vehicle (FT or LDV)

- a) This scenario applies when one of the **1x WoF Fire Truck (FT) from Warden** or **1x WoF LDV from QwaQwa** is dispatched with the WoF team.
- b) **Costing:**
 - a) **FPA Members:** Will only be charged by NEFSFPA for the **direct costs Working on Fire charges the FPA** for vehicle movement (see rates below) and rations.
 - b) **Non-FPA Members:** Will be charged by NEFSFPA for the **Direct Costs (WoF vehicle movement + rations) + R50 per WoF person, per day**.

5. Current WoF Vehicle Movement & Ration Costs (Effective June 1, 2023)

These are the variable costs charged by WoF to partners/stakeholders, including NEFSFPA, and are passed on as detailed above:

Important Note on VAT: Prices for WoF services are charged to NEFSFPA excluding VAT (15%). Since NEFSFPA is not VAT registered, the final price charged to the client by NEFSFPA for WoF costs will be the indicated rate **plus 15% VAT** to cover the VAT charged to NEFSFPA from Working on Fire.

Vehicle Transport Rates (per kilometer):

- i. **LDV's:** R5.00/km
- ii. **Strike units (SU's)/Hat vehicles:** R12.00/km (**Note: No SU's/Hat vehicles are permanently based in NEFSFPA, but this rate applies if one is brought in from outside the region).**
- iii. **Busses (TB's):** R12.00/km (**Note: No Busses are permanently based in NEFSFPA, but this rate applies if one is brought in from outside the region).**
- iv. **Fire Trucks (FT's):** R16.50/km

Rations Rates:

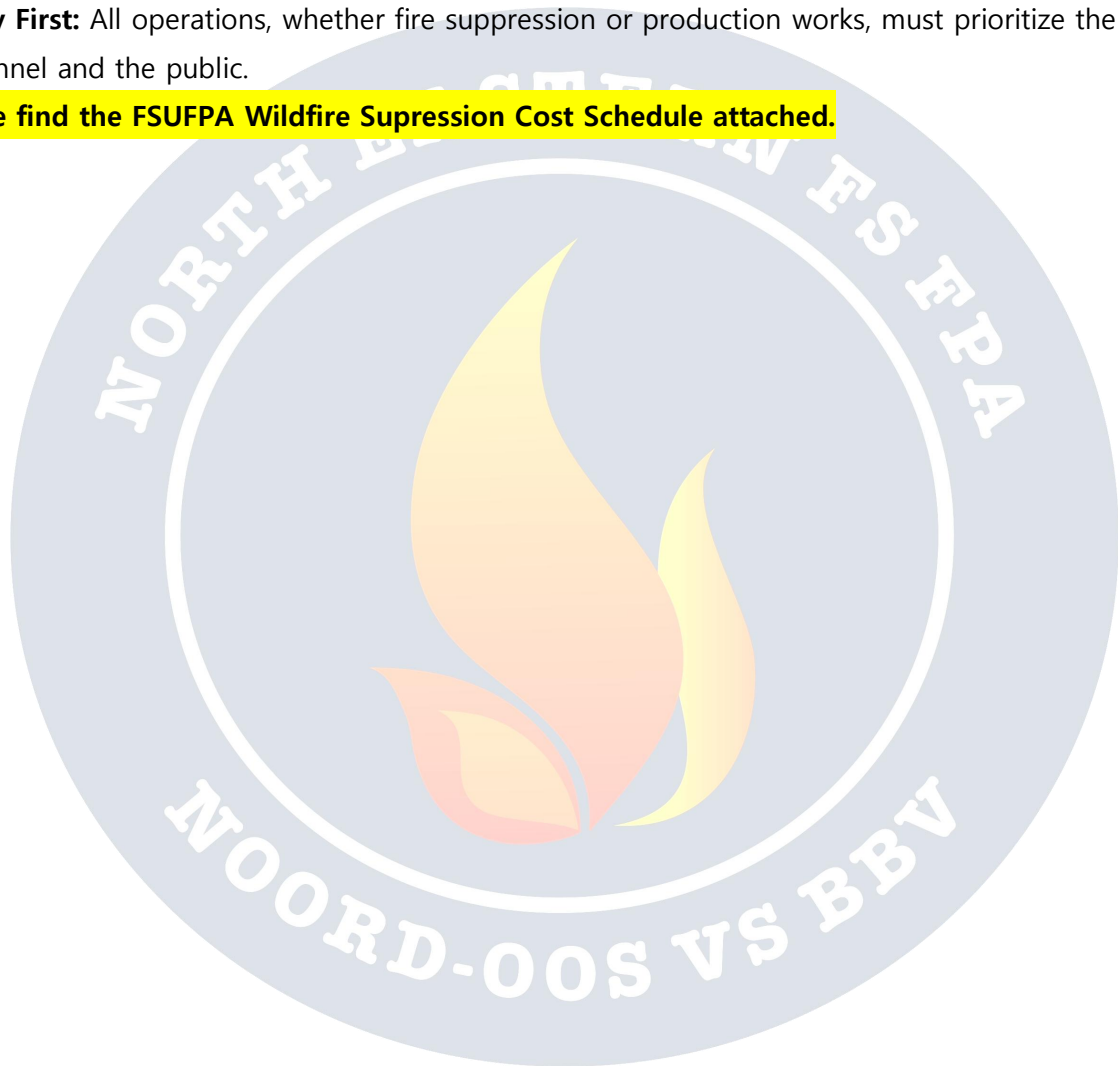
- v. **Dry rations:** R105/pack
- vi. **Wet rations:** R90/day

6. Roles & Responsibilities Summary

- **FPA Manager / Fire Protection Officer (Bernard):** Ultimate authority for dispatch, strategic oversight, and high-level liaison.
- **NEFSFPA Operations Manager:** Manages all NEFSFPA operations, and coordinates reporting to Dispatch Authority. Can act as IC.
- **NEFSFPA Operation Coordinator (Acting Base Manager):** Can serve as the NEFSFPA Driver for the NEFSFPA LDV.
- **Fire Management Area Coordinator (FMAC):** Coordinates efforts in specific areas, reports needs to Dispatch Authority. Can act as IC.
- **NEFSFPA Dispatcher:** Receives all reports, exercises dispatch authority (under FPO/Manager), and communicates with the NEFSFPA Base Manager.
- **NEFSFPA Base Manager:** NEFSFPA personnel. Manages all WoF Bases in the NEFSFPA region. Receives dispatch directives from NEFSFPA Dispatch Authority and instructs WoF Crew Leaders to deploy the available WoF vehicles. Manages local WoF operations and communications.
- **WoF Crew Leader (Type 1/Type 2):** Leads WoF teams, operates WoF vehicles (FT or LDV), and directs WoF Drivers. Reports to the Incident Commander on scene and the NEFSFPA Base Manager.
- **NEFSFPA Members / Public:** Report fires accurately and promptly, provide necessary information, and adhere to cost policies.

7. Important Considerations

- ✓ **Size-Up Report Criticality:** The accuracy of the initial Size-Up Report is paramount for effective and efficient resource allocation, especially given the limited vehicle availability.
- ✓ **Response Time:** Only the nearest and next available vehicle (WoF FT, WoF LDV, or NEFSFPA LDV) will be dispatched, with consideration for estimated time of arrival and the nature of the fire.
- ✓ **Data Accuracy:** All personnel involved in reporting and dispatch must strive for accuracy in location, fire conditions, and resource requests.
- ✓ **Safety First:** All operations, whether fire suppression or production works, must prioritize the safety of personnel and the public.
- ✓ **Please find the FSUFPA Wildfire Suppression Cost Schedule attached.**



FSUFPA WILDFIRE SUPPRESSION COST SCHEDULE: GROUND OPS MARCH 2025

REF	RESOURCE DESCRIPTION	MAXIMUM DEPLOYMENT PERIOD	COSTING UNIT	COST PER UNIT
VEHICLES AND EQUIPMENT				
VE1	LDV with 600L Fire-fighter Unit including driver and 2 crew members (wet rate)	8 hours	0-8 hours	R 3090.00
VE2	Tractor & Trailer Water tanker 1000 – 2400l incl. driver and 1 crew member (wet rate)	8 hours	0-8 hours	R 1990.00
VE3	Tractor & Trailer Water tanker 2500–10000l incl. driver and 1 crew member (wet rate)	8 hours	0-8 hours	R 2210.00
VE4	Unimog/Buffel 4x4 Wildland Pumper 1000-2000l incl. driver and 2 crew members (wet rate)	8 hours	0-8 hours	R 3735.00
VE5	Forward Command Vehicle (dry rate)	Duration of Incident	0-8 hours	R 1800.00
VE6	Fire Patrol Team - LDV Skid Unit with driver & 2 crew issued with 12-hour rations (wet rate)	12 hours	12 hours	R 5104.50
VE8	Water Bowzer 10000-18000l (Dry Rate including driver)	8 hours	0-8 hours	R 2600.00
VE9	TLB 4x2 or 4x4 (Dry Rate including operator)	8 Hours	0-8 hours	R 4800.00
VE12	Standard Grader (Dry Rate including operator)	8 Hours	0-8 hours	R 8000.00
VE13	Tractor with 3-5m double disk harrow (Dry Rate including driver)	8 hours	0-8 hours	R 4800.00
VE14	WOF Operational Vehicles Designation 4x4 Crew carriers with 3000l water delivery	Duration of Incident	Per km	R 18.98
VE16	WOF Busses – and strike units All Types & Makes	Duration of Incident	Per km	R 13.80
VE17	WOF LDVS - All Types & Makes	Duration of Incident	Per km	R 5.20
VE18	Brush cutters, Chainsaws, Backpack blowers & Portable Water pumps (Dry Rate)	Duration of Incident	0-8 hours	R 300.00
PERSONNEL				
P1	Drivers	8 hours		R 320.00
P2	Firefighting Crew (Non WoF)	8 hours		R 280.00
P3	Logistical and Support Personnel	8 hours		R 320.00
P4	Initial Attack Incident Commander / Incident Coordinator	8 hours	0-8 hours	R 1600.00

National Working on Fire Personnel Rate Schedule

Personnel – In Fire Season Rates Excluding VAT	Daily Rate	Saturday Rate x 1	Sunday Rate x 1.5
Crew Leader Type 1	R 303.65	R 303.65	R 455.48
Crew Leader Type 2	R 246.95	R 246.95	R 370.43
Driver	R 388.80	R 388.80	R 583.20
Brushcutter/Chainsaw Operator	R 136.85	R 136.85	R 205.28
Fire Fighters	R 122.05	R 122.05	R 183.08
First Aider/SHE REP/ Herbicide/ Base Comm Rep	R 129.15	R 129.15	R 193.73

FSUFPA WILDFIRE SUPPRESSION COST SCHEDULE: GROUND OPS MARCH 2025

REF	RESOURCE DESCRIPTION	MAXIMUM DEPLOYMENT PERIOD	COSTING UNIT	COST PER UNIT
ICS EXTENDED ATTACK FOR LARGE INCIDENTS				
IC1	ICS Incident Command Post (ICP) Establishment	Duration of Incident	Per Incident	R 3000.00
IC2	ICS Incident Commander (Excluding Variable/Logistical Costs)	24 hours	0-24 hours	R 2400.00
IC3	ICS Operations Chief (Excluding Variable/Logistical Costs)	24 hours	0-24 hours	R 2000.00
IC4	ICS Logistical Officer (Excluding Variable/Logistical Costs)	24 hours	0-24 hours	R 2000.00
LOGISTICAL EXPENSES				
L1	Basic Fire Incident Administration Cost	Per Incident	Per Incident	R 1000.00
L2	Traveling Costs	Home base - ICP return	Per km travelled	R 5.00
L3	Burn Mix	5:1 Standard	Per litre	Fuel Price
L4	Operational Fuels (Water Pumps, chainsaws, brush cutters etc +20c for oils)	As used	Per litre	Fuel Price
L5	Medical Unit Establishment (Excluding variable and patient extraction costs)	Duration of Incident	Per Incident	R8000.00
L6	Dry Ration Pack 12 hour	1-8 hours	Per Unit	R 100.00
L7	Dry Ration Pack 24 Hour	1-12 hours	Per Unit	R130.00
L8	Field Kitchen Establishment	Duration of Incident	Per Incident	R4000.00
L9	Standard Catered Meal (Wet Rations)	One per 8-hour period	Per Person	R 80.00

Please Note the Following:

- Aerial resources are on a separate resource list.
- **VAT is not included** in the above rates.
- Operational Period duration in the Free State Province is 8-12 hours maximum.
- Resources are dispatched according to the risk the fire poses and is done according to variables that includes amongst others weather and fuel conditions, topography, and values at risk. (Refer to the FS Fire Risk Assessment Table)