



# CAYMAN PORT

**BOARD OF DIRECTORS MEETING  
Port Authority of the Cayman Islands  
45A Harbour Drive  
1<sup>st</sup> June 2018  
Meeting No. 428**

A meeting of the Port Authority of the Cayman Islands Board of Directors was held on Friday, 1<sup>st</sup> June 2018 at the Port Administration Building, 45A Harbour Drive, Grand Cayman, Cayman Islands.

**1. Welcome and Call to Order**

Chairman Errol Bush welcomed attendees and called the meeting to order at 1:25 pm.

**2. Attendance and Apologies**

**Members Present**

Mr. Errol Bush, MBE – Chairman  
Mr. Arek Joseph, OBE – Deputy Chairman  
Mr. Stran Bodden (Ministry of DAT&T)  
Mr. Ashton Bodden, JP  
Mrs. Jacqueline Scott-Rankine  
Mr. Robert Foster  
Mr. Ken Thompson  
Mr. Charles Clifford – (HM Customs)  
Mr. Richard Parchment  
Mr. Joseph Woods – Acting Port Director

**Apologies for Absence(s):**

Mr. Michael Nixon (Ministry of Finance)

**Other Attendees**

None



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## 3. Quorum

**IT WAS RESOLVED** that in accordance with Section 17 (1) (g) of the Public Authorities Law 2017, a quorum of the simple majority of the Members who are entitled to vote were present and that the business would proceed.

## 4. Review and Approval of Minutes

**IT WAS NOTED** that the Minutes of Meeting #427 held on 11<sup>th</sup> May 2018 were approved by the Board; moved by Mr. Ashton Bodden and seconded by Mr. Arek Joseph.

## 5. Matters Arising from Previous Minutes

### a) Cruise Berthing Project

The Chief Officer (CO) Ministry of DAT&T) stated that the time line had changed and he will provide an update at the next meeting.

### b) Cargo Yard Update

The Acting Port Director informed the Board that the yard markings were completed and the Yard Management system remains on schedule with the overseas team on island. The Go-Live date remains on June 12, 2018 at 8:00am.

### c) RTG Dedication Ceremony

This has now been deferred until a date to be decided in the future.

### d) Vehicle License Bye-Laws (VLBL)

The Chief Officer stated that he had not sent the VLBL to CIG Legal Drafting Department review and comment on the draft.

### e) Procurement Policy

Members stated that the thresholds for Purchase Orders must be within the thresholds given by the law.

### f) Konecrane Operator Certification

It was decided that the Port would enquire of the Port of Savannah Georgia, USA, as to the process they used to certify their RTG operators.

### g) Receiver of Wrecks Policy

The Draft Receiver of Wrecks Policy previously submitted by the Port Director is to be reviewed for conformity with the Merchant Shipping Law and then returned to the Board for Members formal approval.





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- h) Purchase of Spare parts from Konecranes for the RTG Cranes**  
The Deputy Director and Chief Logistics Officer advised that the purchase of \$80,000 worth of spare parts and the service agreement were separate from the contract to purchase the RTGs, but because there was a two year warranty, any parts that failed would be reimbursed at no charge to PACI.
- i) Correction**  
Page 4 (h) had an incorrect title, which has now been corrected to read, "Procurement Policy."
- j) Lease Renewals Royal Watler Terminal**  
It was agreed to extend the lease of Island Restaurants until August 2019, with no option to renew. All leases renewed from this point on are to contain a clause holding Directors personally liable for rents or debts outstanding with the Port Authority as well as a 6 month termination clause.

## 6. New Matters

- a) Digital Library**  
Members requested that a Digital Library be set up containing all Laws, Policies and SOPs of the PACI. Members suggested use of an intranet site.
- b) Staff Email Addresses**  
Members suggested that all staff should have port email addresses to enable easy communication.
- c) Assessment**  
The Acting Port Director advised that he had visited all operating units except for Cayman Brac and held meetings with staff in each section/unit. From those meetings, a PPT presentation was made relative to the critical issues impacting the Port, such as the severe discontent of dock workers and CDC staff. This impact of the current shift system was starting to affect the Port's customers as well. A proposal to change the shift times back to the October 2017 schedule was moved by Richard Parchment and unanimously agreed by the Board members.



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**d) Organizational Assessment**

The Acting Port Director proposed looking at the overall staffing requirements from the ground up, assigning the personnel needed to safely and efficiently perform the work at hand. This would then be followed by an assessment to see what Supervisors, Management and support staff were needed.

**Members unanimously agreed.**

**e) Port Director's Proposal on Rectifying Issues from Auditor General's Office (OAG) Report**

The Board presented the Acting Port Director a copy of a proposal prepared by the Port Director to rectify the issues highlighted by the Auditor General's Office.

**f) Secondary Employment By Staff**

Members directed that employees who hold outside jobs are to be registered with the PACI and must be approved by the Port Director. Any approvals will only be for one year and must be renewed annually. The Board requested a Register of Interest for those staff working other jobs and nights.

**g) System Administrator Position**

The Acting Port Director requested approval to recruit a System Administrator as well as an IT Security Officer, as the IT Department is relying on only one person to do this function.

**The Board unanimously approved for a System Administrator to be employed, preferably someone with IT Security experience.**

**h) Disaster Continuity Plan Update**

The Board requested an update for the next meeting on the Disaster Continuity Plan that KPMG was to produce.

**i) Acting Appointments**

The Acting Port Director informed the Board that the following staff were appointed to acting positions: Roylee Moore appointed to serve as Acting Security Manager for 3 months and for Florita Bodden and Richard Collins appointed to each serve as Acting Security Supervisors for 3 months. They will rotate the position every two weeks.

**j) Contract Renewal**

The Board was informed that Kevin Foster's contract will be renewed as a Crane Operator in CYB. Chase Bodden to be given maximum exposure as a Crane Operator.



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r) **Spotts Pier**

The Acting Port Director informed the Board of undermining at the end of the pier at Spotts. Facilities to obtain quotes for consideration by the Board.

**Members voted to await estimates for a formal decision.**

s) **Safety Audit**

The Board advised the Acting Port Director that the HR Sub-Committee of the Board would meet to consider the Safety Audit carried out by the Safety Manager.

t) **Konecrane Operator Certification**

The situation of certification of operators for the Konecrane RTGs discussed. Will Jacobs (WJ) was called to meeting to explain. WJ stated that Konecranes does not offer a certification, but will provide training and issue a certificate that the operators attended the training.

**The Board requested that the Acting Port Director have the HR Department research whether there are any facilities where operators can be trained by a certified trainer and trainees certified as competent operators.**

u) **North Terminal (NT) Refurbishment**

The Acting Port Director advised that the North Terminal roof needs repairs.

**The Board advised that NT was scheduled for refurbishment and estimates had been received. The Board requested that quotes for NT refurbishment be brought to the next Board meeting.**

v) **Bromma Credit Facility**

The Acting Port Director presented a credit facility request for credit from Bromma, the company that supplied the spreaders for the Konecranes and one of the Dock Cranes.

**Members unanimously denied the request for the Bromma \$100,000 credit facility.**

w) **Port Trucks**

The Acting Port Director informed the Board that the fleet of trucks owned by the Port Authority were old, some as old as 23 years, and requested permission to replace them with new trucks, which would be sourced through DVES as previously done for other vehicles acquired.

**Board requested update on CAPEX budget to determine if funds available for acquisition of trucks.**



TW  
JTB



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**k) Appointment of a Deputy FOI Manager**

The Acting Port Director Board informed members that he had appointed Melissa Ebanks the function of Deputy FOI Manager, as the previous Deputy FOI Manager had retired.

**l) Internship Program**

The Acting Port Director informed members that due to not having a policy for internship and summer employment for college and senior high school students in place, PACI would not be engaging in the program this year.

**Board Member, Mr. Richard Parchment, stated that he would work with HR to develop the policy as he has experience in that area.**

**m) Retirement Age**

The Acting Port Director requested approval to amend the age of retirement policy from 60 to 65 in accordance with Government's policy.

**Members voted to have the HR Sub-Committee of the Board look at the Retirement Age Policy of the Port.**

**n) Update on Internal Complaint**

The Acting Port Director informed Board members that the Internal Audit/POCs investigation into the internal complaint of Sexual Harrassment is ongoing.

**o) Waterline & Hydrant on Cargo Dock**

The Acting Port Director requested approval to install a new waterline and Fire hydrant on the Cargo Dock, as the existing waterline was rupturing continuously and there was no fire hydrant for emergency situations.

**Members unanimously approved the request to install a new waterline and fire hydrant on the cargo dock.**

**p) CDC Warehouse Roof**

The Acting Port Director informed the Board of leaks at the CDC Warehouse roof and that estimates for repairs were being sought.

**q) Cayman Brac Dock Update**

The Acting Port Director provided an update on the Brac dock, which needs repairs on the expansion joints and edge caps. Previous assessments had been done, but these were the critical items as steel was exposed and left unchecked it would continue to rot and break the concrete.

**Members requested estimates for those items to be repaired.**





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**x) Radios**

The Acting Port Director appraised members of the radio situation with radios being old, short in numbers and requested permission to acquire additional radios.

**Members requested that research be carried out to determine if utilizing the phone system with a paging feature might not be a more economical way to go.**

**y) RBC Account**

The voting members of the Board unanimously resolved that the Acting Port Director be added to the Port Authority accounts at RBC.

**z) Mac Iron Request for Waiver of Storage Fees**

Mac Iron requested a waiver of storage fees for pilings that it had imported, but had remained uncollected in storage at the Cargo Distribution Centre.

**Board members voted unanimously not to waive the storage fees owed by Mac Iron for pilings awaiting collection at CDC.**

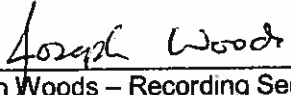
**7. Other Business**

Nil.

**8. Adjournment and Date of Next Meeting**

The Chairman adjourned the meeting at 5:20pm. It was noted that the next meeting will be held on a date to be determined.

  
Mr. Errol Bush - Chairman

  
Mr. Joseph Woods - Recording Secretary



