

MINUTES – MEETING # 526

AGENDA ITEMS

A meeting of the Board of Directors for The Port Authority of the Cayman Islands, was held in the PACI Administration Building in the Boardroom, 113 Seafarers Way, Grand Cayman, Cayman Islands on January 18th 2024 at 1:46 PM.

1. WELCOME AND CALL TO ORDER

The Chairman, Mr. Cline Glidden welcomed the attendees and called the meeting to order at 1:46 PM. Mr. A. Bodden gave a word of prayer.

2. ATTENDANCE AND APOLOGIES

Members Present:

- i. Mr. Cline Glidden - Chairman
- ii. Mr. Richard Parchment - Deputy Chairman
- iii. Mrs. Jackie Scott-Rankine - Board Member
- iv. Mrs. Carilee Bolen - Board Member (zoom)
- v. Ms Irma Arch - Board Member (zoom)
- vi. Mr. Joel Francis for Mr. Stran Bodden – Ministry of Tourism and Ports (zoom)
- vii. Mr. Ashton Bodden, JP - Board Member
- viii. Mr. Michael Nixon - Ministry of Finance
- ix. Mr. Paul Hurlston - Port Director ("PD")
- x. Mr. Matthew Adam - Board Member

Apologies for Absence:

Mr. Charles Clifford - Cayman Islands Custom and Border Control

Invited Guest:

Mr. Donovan Hutchinson – ADDFF

Mr. Julius Jacky – Safety Manager

QUORUM

IT WAS RESOLVED that in accordance with Section 17(1)(g) of the Public Authorities Act (2020 Revision), a quorum of the Members who are entitled to vote, were present and business could proceed.



3. REVIEW AND APPROVAL OF MINUTES

Meeting Minutes #525 were reviewed Mr. R. Parchment moved the motion and Mr. A. Bodden seconded. The motion was passed.

MATTERS ARISING FROM PREVIOUS MINUTES

Review of the Safety Report and Safety Manual

- a) The Safety Manager briefed the members on the safety report and informed the Members that there was an incident in January in which one staff member was injured; he briefed the Members on the accident and explained that the staff member was in recovery. He explained that he is still working on the logistical issues with CBC and that the MOU is still with the Port Lawyers. He informed the Members that he had a meeting at 10:00 on January 19th with CBC regarding moving forward with training for the trailers. The Deputy Chairman expressed that he did not think the Port should be involved until adequate training is provided and completed by the Port Staff, as it is a liability for the Port. The Safety Manager pointed out that he will continue to give updates to the Port Director and the Members.

NEW BUSINESS

Review of the Safety Manual

- a) The Safety Manager presented the completed PACI employee safety manual to the Members. He briefed the Members on highlights of the revised employee safety manual. He explained the role and functions of the Safety Committee for the Port, and that moving forward for 2024, the revamped safety committee would conduct regularly scheduled meetings. The Safety Manager pointed out that all Port Authority Managers are involved moving forward and will be accountable and responsible for the safety of the Port staff. He informed the members that he is heavily involved in the UK and the HAS group and will add a dangerous cargo handling standard of operation procedure to the manual. He reviewed the safety program for the Port with the members and how the ticketing program would work with our external partners. He explained that the Port Director also requested a standard operation manual for the dock and the appendixes, which he is working on. The Safety Manager pointed out that he would liaise with the Board Secretary to assist with the printing aspect of the manual. **After discussion, All Members adopted the revised Port Authority safety manual.**

Red Cross Training

- b) The Safety Manager has contacted the Red Cross for AD/CPR classes for all staff members to officiate training starting in February.

Update of Job Descriptions

- c) The Port Director gave a detailed update of the job descriptions sent for review. He explained that the results for the salary bands were returned from POCs and that no significant changes were made to the salary bands after being reevaluated. The Port Director explained that three (3) critical positions needed to be advertised and need the approval to move forwards. After discussion a **motion was moved by Mr. M. Adam and Mr. R. Parchment for the Port Director, with the assistance of Deloitte, to put together a proposal to share with the CO and the Minister**



requesting a petition to have the current decision received by POCs be reassessed and that the three critical positions are to be advertised. All members agreed and the motion was passed.

Audit and Risk Sub-Committee Report

- d) The Audit and Risk Sub-Committee Report was deferred.

ANY OTHER BUSINESS

South Terminal

- a) The Port Director revisited the lease for South Terminal and if the Port should renew the lease and if the lease was to be renewed, for what length of time. **After discussion, a motion was moved by Mr. M. Adam to renew the South Terminal lease for five years (5) with the option if needed for an additional five-year (5) lease extension. The motion was seconded by Mr. A Bodden. The motion was passed.**

Equipment Purchasing Update

- b) The Port Director informed the Members that the Port had started the preliminary stages of acquiring new equipments. He briefed the members on what equipment was being purchased and that the ADDFF was in the process of establishing business cases for the equipment that the Port was seeking to purchase. The Chairman reminded the Members that the Government was aware of the critical nature of the equipment. A discussion ensued. **All Members agreed that the Port Director and ADDFF is to move forward with the acquiring of new equipment for the Port.**

Project Updates

- c) The Port Director informed the Members that the flag pole and canopy project was underway. He explained that the Facilities team continues to work hard to complete these and other ongoing projects. The Port Director informed the members that he would keep them updated.

There being no further business, the meeting concluded and was adjourned at 4:30pm.



Mr. Cline Glidden – Chairman



Ms. Joanna Shaw -Board Secretary

Date: February 22nd 2024

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