

MINUTES – MEETING # 533

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, George Town, Cayman Islands on August 29th 2024 at 12:30pm.

1. WELCOME AND CALL TO ORDER

The Chairman, Mr. Cline Glidden welcomed the attendees and called the meeting to order at 10:33 AM. Mr. Cline Glidden 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. Paul Hurlston – Port Director
- vi. Ms Irma Arch - Board Member (zoom)
- vii. Mr. Stran Bodden – Ministry of Tourism and Ports
- viii. Mr. Ashton Bodden, JP - Board Member (zoom)
- ix. Mr. Michael Nixon - Ministry of Finance
- x. Mr. Charles Clifford - Cayman Islands Custom and Border Control

Apologies for Absence:

Mr. Matthew Adam - Board Member

Invited Guest:

Mr. Courtney Wisdom – Facilities Manager

Mr. Julius Jackey – 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 #531 and #532 were reviewed, Mr. R. Parchment moved the motion to accept the minutes and Mrs. C. Bolen seconded. The motion was passed.



MATTERS ARISING FROM PREVIOUS MINUTES

Thompson Shipping Co. Ltd. and Tropical Shipping

- a) The Chairwoman for the Large & Small Exporters Sub-committee queried if any information was sent to the Port Authority regarding the changes that Thompson Shipping would no longer be the agents for Tropical Shipping. The Chairwoman queried if there were going to be any rate changes. The Port Director (PD) advised the Members that he had met with Tropical Shipping a week before and was informed of the movement between the two shipping companies and that the change will be effective from the first week of October 2024. He advised the Members that this would be a seamless move for the Port Authority and that the Port was already preparing to facilitate the change.

NEW BUSINESS

Welcome to Custom and Border Control Services Director

- a) The Chairman welcomed Mr. Bruce Smith, the new Customs & Border Control Director (CBC). He gave a detailed introduction to Mr. Smith, who would now oversee all aspects of CBC's operations, including border security, revenue collection, and trade facilitation. He explained that Mr. Smith brings over three decades of experience in the Cayman Islands Civil Service to the Directorship of CBC. His recent position served as Senior Deputy Director of CBC, where he was responsible for a wide range of operations, including intelligence, investigations, and border control in the Sister Islands. Before his current appointment at CBC in February 2019, his tenure included twenty-one (21) years at Legacy HM Customs and eleven (11) years at the Legacy Department of Immigration. The Chairman expressed that the Board and Port Authority are delighted to welcome him to the team.

Update on Cranes and Equipment Purchase Facilities Projects

- b) The PD gave an update on the business case process submitted to the Public Procurement Committee (PPC) for the equipment. He explained that the Port was informed by the (PPC) that the Port Authority would need to go through a competitive bidding process and bid out all present and future equipment purchases. He explained that because of the recommendations and the requirements set by the Central Procurement Office (CPO), the estimated period for delivery to the islands for the new equipment will be delayed by several additional months. A discussion ensued. The PD explained that he and the team are revising the Business Case Proposal and will resubmit it on September 2nd, 2024. **The Chairman requested that the Port Director invite the Public Procurement Committee (PPC) Chairman to attend an upcoming board meeting. All Members agreed.**

Recruitment Process

- c) The PD explained that some positions had already been filled. He gave the Members a detailed overview of the Port's recruitment process as of August 29th, 2024. The Chairman thanked the PD and his Human Resources Team for the progress of the recruitment process. He expressed how happy the Ministry is that this exercise is approaching completion. **The Port Director will update the Members on the recruitment progress at the upcoming Board meeting. All Members agreed.**



Update on Renovations at Cayman Brac Warehouse, Facilities Project

- d) The Facilities Manager advised that he recently returned from the Cayman Brac location. He pointed out that he had a meeting with the Port's adjusters and the surveyor from the insurance company, and he gave a detailed review of the meeting. A discussion ensued. The Facilities Manager briefed the Members on the various renovations and upcoming projects for the Brac. The CBC Director queried if renovations were also completed for the CBC office at the Port warehouse. The Facilities Manager advised the Members of the completion of the cistern project at the Cayman Brac warehouse and other completed projects. He reported that repairs to the damages sustained by the Nor wester earlier this year were completed. The Facilities Manager confirmed that the CBC offices renovations were completed. A discussion ensued. Members requested that the Facilities Manager begin investigating the cost and plans for a new facility across the street on the Port property. **The CBC Director is to notify the Port Director of his plans for this location in the coming weeks.**

Grand Cayman Projects Update on Renovations at Royal Watler

The Facilities Manager discussed with the Members on the Cargo Distribution Center (CDC) flooring renovation project and an update on the entire warehouse. He explained that the project start date is September 9th, 2024, and will run for two weeks. He also discussed the renovations for the office space by the front desk and Royal Watler area. He pointed out that the Breezeway entrance at the RWT will be worked on by installing new fencing. He explained that the Fire alarm system is being updated. He pointed out that they are still working on a solution for the flag pole. The Port Director explained that for the specs that are being required for the flagpole, management is considering outsourcing the project. A discussion ensued. **The Members agreed to use the current flag pole until the project is completed. The Chairman thanked the Facilities Manager and his team for their excellent work and requested that an update be given at an upcoming meeting.**

Safety Report, Update on Employee Training Initiatives

- e) The Deputy Chairman asked the Safety Manager if the safety reports are being submitted to the Port Director monthly. The Safety Manager stated that the report was done monthly and submitted. The Deputy Chairman enquired when the safety manual was expected to be rolled out, as it had been ongoing for some time. The Safety Manager explained that he had to make amendments to the manual to add Standard Operating Procedures (SOPs) to the manual before sending it to the printers. The manuals should be completed in the first week of November 2024. The Deputy Chairman inquired if there were SOPs completed for fire drills. The Safety Manager explained that there is not one in place and is currently working on one. He explained that there is a mandatory fire drill twice per year. A discussion ensued. The Deputy Chairman requested that the Safety Manager urgently complete the SOPs for the fire drill and ensure that the Port Director is given the Safety reports on a timely basis so that they are presented at Board meetings.

Training Programs

The Safety Manager advised the Members that the Port had completed the First Aid and CPR training. He explained that all staff members were certified by the Red Cross and new staff would be required to attend as a part of the onboarding process. The Safety manager advised that the Port had ten staff members complete the Electric Vehicle (EV) Safety Training with Car City, and they were now certified. He explained that another (10) staff members are scheduled to attend. The Deputy Chairman enquired if the Port is compliant with incidents and HazMat. The Safety Manager



gave a detailed report. The Safety Manager reminded the Members that the Port also has trained disaster oil spill units that are always on standby. The Safety Manager reported that, thankfully, the Port had not had many instances in some months. A discussion ensued. **The Chairman requested that the Safety Manager is to provide the Port Director with the Safety report for all upcoming Board meetings and thanked him for his attendance at the meeting.**

Audit and Risk Sub-Committee Meeting

The Audit and Risk Sub-Committee Chairwoman reviewed with the Members, Minutes held on April 16th and May 29th 2024. The Audit and Risk Sub-Committee Chairwoman gave an update on the RWCT Leases she explained that she does not have an update on the Department of Environment leasing issue. The Audit and Risk Sub-Committee Chairwoman advised the Members of the onboarding process for the deposit placement status. She informed the Members that the committee had discussed the post-retirement benefits for staff in a previous meeting. She discussed with the Members PACI's acting policy and the organizational risk associated with the policy. A discussion ensued.

ANY OTHER BUSINESS

F.C. International

- a) The Members discussed the F.C. International request for a donation. A discussion ensued. **Mr. R Parchment moved the motion for CI\$5,000.00 to be donated to F.C. International. Mrs. J. Scott-Rankine second the motion.**

Intern Mr. Amare Hamilton

- a) The PD advised the Members that the Caymanian intern who is currently studying Port Management to be a Port Director and interns with the Port Authority during summers, will be returning to university to continue his studies. The PD requested that he would consider for the Port to assist with Mr. Hamilton studies. A discussion ensued. **The motion was passed by Mrs. J. Scott Rankine to award Mr. Hamilton a CI\$3,000.00 end of term stipend, it was seconded by Mr. A. Borden.**

There being no further business, the meeting concluded and was adjourned at 4:03pm.



Mr. Cline Glidden – Chairman



Ms. Joanna Shaw -Board Secretary

Date: September 26th 2024

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