



Epping

City Improvement District

FOR A SECURE, CLEAN WORKING ENVIRONMENT

ECID BOARD MEETING

Date: 09 February 2022

Time: 12h30

Venue: ECID Offices, 24 Gunners Circle, Epping 1

Present:

A Gropper-Chairman (Public Safety, Cleansing, Finance, Projects, Marketing & Management)	Big Bodies	AG
H Husselmann (Public Safety & Finance)	Nikki Distributors	HH
X Fazakerley (Public Safety & Projects & Management)	SA Metal	XF
B Dyke-Beyer (Finance & Marketing)	GABS	BDB
G Isherwood (Finance & Projects)	Racatex	GI
L Johnstone-Manager	ECID	LJ
T Bartram-Coordinator	ECID	TB
A Brand	ECID	AB

Agenda No.	Topic.	Action.
1.	OPENING & APOLOGIES ➤ LJ-Opened the meeting at 12h30 and welcomed all.	
2.	DIRECTORS AND MANAGER'S DECLARATION OF INTEREST ➤ LJ-Tabled the directors declaration of interest documents for the directors to complete and sign. RESOLUTION 1/FEBRUARY/2022 ➤ All Directors completed and signed the directors' declaration of interest document. The Managers completed and signed the managers' declaration of interest document.	
3.	SPONSORSHIP REGISTER ➤ LJ-Tabled the sponsorship register for May 2021-February 2022 for the Directors to sign. RESOLUTION 2/FEBRUARY/2022 ➤ All Board members signed the sponsorship register for May 2021-February 2022.	
4.	CHAIRMAN As this was not discussed at the meeting, the proposal for Mr Gropper to serve another term as the ECID Chairman was round robined to all Board members. It was agreed by all members that Mr Gropper serve another term as ECID Chairman. This will be ratified at the next Board meeting.	
5.	CONFIRMATION OF PREVIOUS MINUTES-DATED 13 OCTOBER 2021 ➤ LJ-Went through the minutes and noted that there were no changes. RESOLUTION 3/FEBRUARY/2022 The minutes dated 13 October 2021 may be signed. ➤ All ECID Board members agreed. AG-Signed the minutes dated 13 October 2021.	
6. 6.1 6.2 6.3	MATTERS ARISING FROM MINUTES-DATED 13 OCTOBER 2021 CONTROL ROOM PC UPGRADES AND REMOTE SUPPORT-MINDSPRING ➤ LJ-Will be discussed under point 13 of today's agenda NEW COUNCILLORS FOR EPPING ➤ LJ-Still waiting on official confirmation to the identity of the new councillors for Epping KING CODE ➤ AG-Agreed that any questions will be raised and addressed during Mr Scott's training session	
7. 7.1	RATIFICATIONS ➤ PIE Report, Financial Info, Management Report & Arrears for	

<p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p> <p>7.8</p>	<p>September, October, November & December 2021 received and read by all.</p> <ul style="list-style-type: none"> ➤ Control Room PC upgrades and remote support, LJ signed the 4-month contract as agreed to by all Board members. ➤ To replace the following cameras annually over the next 5 years (July 2022-June 2023) 3 x PTZ cameras, 2 x LPR/OV cameras and 3 x Static cameras as agreed to by all. ➤ 2022-2027 5 Year Renewal Business Plan, Implementation Plan and Budget was approved by all. ➤ 6 x Foot patroller 01-24 December 2021 @ R61 200.00 ex vat was approved by all. ➤ Securi Roller Doors for Isuzu Bakkies x 2 @ R16 310.50 ex vat per vehicle was approved by AG. ➤ Branding of Isuzu Bakkies x 2 @ R4 250.00 ex vat per vehicle was approved by AG. ➤ AGM draft minutes was read by all. <p>RESOLUTION 4/FEBRUARY/2022</p> <p>Ratify points 7.1 to 7.8</p> <ul style="list-style-type: none"> ➤ AG-Proposed ➤ XF-Seconded 	
<p>8.</p>	<p>CSS&I CONTRACT</p> <ul style="list-style-type: none"> ➤ XF-Feedback regarding the CSS&I contract displays a disconnect between the CSS&I management team and the CSS&I team on the ground. ➤ LJ-Camera concerns reported previously had to wait until the next scheduled service interval to be evaluated. Currently CSS&I is contacted and do repairs outside of the service intervals, which result in additional charges as this is not covered under the contract pricing structure. ➤ LJ-CSS&I has been requested to stay within their 24hr turnaround time and to communicate any valid non-compliance concerns. ➤ TB-Suggested that if the ECID Board agrees the contract will be put out to tender. ➤ XF-Enquired to the option of a month-to-month clause in the current contract with CSS&I. ➤ XF-The camera service provider must be able to work with a network system which includes network capabilities, both wireless, camera and server based. They must also supply software support on the surveillance system, have a cherry picker available and more than one support team. ➤ XF-Suggested a formulated tender brief be drawn up (excluding the technical requirements) to be able to assess the tenders received and also assist with keeping the service provider accountable for services not provided. ➤ XF-Will assist with the requirements to build up the technical aspect of the tender brief, the ECID staff can supply the outline of requirements, which can be drawn up from the existing agreement and current system, mostly to quantify what they will be in charge of. ➤ XF-Preferably four companies to be contacted to tender for the contract, these companies must be reputable service providers which can be obtained from other CIDs with established camera networks. ➤ HH-A camera schedule to be send to all the ECID Board members including GPS coordinates, serial numbers, type of camera and date installed. ➤ AG-CSS&I to be informed by email that the contract will be put to tender with new specifications added, this tender process may extend past the current contract date and enquired if CSS&I would be willing to have the contract extended on a month-to-month basis. <p>RESOLUTION 5/FEBRUARY/2022</p> <p>CSS&I must be contacted regarding their willingness to continue on a month-to-month basis, if the tender allocation surpasses the end of June 2022, the expiry date of the current contract. All ECID Board members</p>	<p>LJ 28/02/22</p> <p>LJ 28/02/22</p> <p>LJ 28/02/22</p>

	agreed.	
9.	<p>CAMERA & EQUIPMENT REPLACEMENT/REPAIRS</p> <ul style="list-style-type: none"> ➤ AG-A resolution to be added to the procurement policy that with a round robin authorization can be given up to R100 000,00. ➤ XF-The requirement of having to obtain three quotes are no longer relevant when dealing with a preferred service provider contracted to the ECID. ➤ LJ-The prerequisite of obtaining three quotes for any major or minor work/item over R10 001,00 to be addressed with Mr Eddie Scott at the upcoming meeting. ➤ AG-Quotes received from CSS&I will only be signed off after they have been approved by XF. ➤ XF-All camera equipment that needs to be replaced or repaired must be fully stipulated on the quotation received from the service provider, before it will be considerate for approval. ➤ AG-The current procurement policy requirement of obtaining three quotes for all replacement/repairs of camera equipment above R25 000 puts a strain on the timeline of addressing urgent safety issues. The procurement procedures used by other CID's to be addressed with Mr Scott at the planned training session. ➤ AG-A measuring system must be developed to ensure that each service provider complies to their contractual requirements. This will make it easier to indicate if the contract can roll over after three years or be put out to tender. ➤ XF-The ECID must compile a performance report on CSS&I and present it to the ECID Board for their decision. ➤ HH-The input pertaining to the daily interaction and recommendation from the ECID management team will be helpful to the ECID Board in making an informed decision as to the future of the service provider in question. ➤ LJ-The feedback on how to safeguard the camera at the Safepro site, is still outstanding but will be followed up and forwarded to XF. <p>RESOLUTION 6/FEBRUARY/2022 The quotes received from CSS&I for ECID HQ, Safepro and SBH Cotton Mills camera sites to be approved, after confirmation received from XF.</p> <ul style="list-style-type: none"> ➤ All ECID Board members agreed. 	LJ 28/02/22
10.	<p>RAIL SIDING LIGHTS</p> <ul style="list-style-type: none"> ➤ LJ-Received only 2 two quotes for the fixing of the rail siding lights. ➤ XF-The quotes received are on different lights and cannot be compared. A document must be drafted and send to each ECID Board member with the location, numbers and the photograph of each light in a PDF format to illustrate the extend of the concerns. ➤ One photo is to be taken of each site, the photo is to frame the building, the pole and the light/s, this should also indicate if the current number of lights at any location are insufficient. The ECID Board members need to be able to see the direction of the floodlights, the height of the lights and the area it must cover. <p>RESOLUTION 7/FEBRUARY/2022 The document must be compiled and send to all the ECID Board members, the same document can then be used to request quotes for Genlux lights or an equivalent provided the lights have a 5-year guarantee. The quotes to be round robined to all ECID Board members.</p> <ul style="list-style-type: none"> ➤ All ECID Board members agreed. 	LJ 07/03/22
11.	<p>RAIL SIDING GATES</p> <ul style="list-style-type: none"> ➤ AG-Requested a meeting with the representative from Transport department to discuss the closure of the rail sidings with concrete walls and not just a gate. ➤ XF-Photographs to be taken of the gates and the necessary repairs to be indicated per gate and communicated on a tender document to the ECID Board and amended quotes requested from the interested service providers. <p>RESOLUTION 8/FEBRUARY/2022 The ECID Board members decided to go ahead and fix the rail siding gates,</p>	LJ 28/02/22 LJ 28/02/22

	<p>the amended quotes, whereby both parties quote on the same items must first be round robin to the ECID Board members for a decision.</p> <ul style="list-style-type: none"> ➤ All ECID Board members agreed. 	
12.	<p>MANAGEMENT OF INVASIVE TREES</p> <ul style="list-style-type: none"> ➤ XF-The Port Jackson trees at the corner Christian Avenue & Bofors Circle as well as the open field on the West side of Gunners Circle and the railway line are currently small but could turn into housing opportunities if left unattended. The buses also compromise the visibility and therefore the security in those areas. ➤ LJ-Is currently waiting on a reply from City of Cape Town as permission was requested to cut down the trees and poison the stumps. ➤ XF-Would refrain from voting as one of the contractors who submitted a quote is doing work for SA Metal. <p>RESOLUTION 9/FEBRUARY/2022</p> <p>The service providers to adhere to the minimum requirements and hand in their required documents with their quotes, the document then to be round robin to the ECID Board members for their decision.</p> <ul style="list-style-type: none"> ➤ All ECID Board member agreed and XF will refrain from voting. 	
13.	<p>MINDSPRING</p> <ul style="list-style-type: none"> ➤ LJ-Mindspring did a proactive review/investigation of the ECID hardware, 5 computers were audited and they recommended an SSD Drive and memory upgrade for some of the ECID desktops in order to meet performance expectations. ➤ AG-A monthly record must be kept of all issues experience with the computers in the ECID office to help with establishing the requirements. ➤ XF-Mindspring to do monthly check-ins if no call-outs are made for the month. The ECID controllers must be made aware of the fact that they can call Mindspring for assistance if any computer problems occur. <p>RESOLUTION 10/FEBRUARY/2022</p> <p>Mindspring to supply quotes on the proposed upgrades as suggested in their audit report, the quotes together with the function of each computer to be round robin to the ECID Board members.</p> <ul style="list-style-type: none"> ➤ All ECID Board members agreed <p>RESOLUTION 11/FEBRUARY/2022</p> <p>The contract to roll over for another 3 months, records of all issues with the ECID computers experienced and reported to be kept and monthly check-ins to be requested from Mindspring.</p> <ul style="list-style-type: none"> ➤ BDB-Proposed ➤ GI-Seconded 	<p>LJ 28/02/22</p> <p>LJ 28/02/22</p>
14.	<p>VEHICLE CAMERAS</p> <ul style="list-style-type: none"> ➤ AG-The vehicle camera recordings can be used if any accident occurs or any reckless driving complaints are received. ➤ LJ-The ECID drivers are currently being targeted and the ECID vehicles damaged by gangsters from Bonteheuwel in Epping 2. ➤ AG-All vehicle must be fitted with cameras to assist the ECID drivers with footage of the incident. ➤ TB-All incidents were reported to SAPS. ➤ AG-These incidents must be reported to the ECID Board who will escalate it. <p>RESOLUTION 12/FEBRUARY/2022</p> <p>3 Cameras to be bought for the ECID vehicles with larger memory cards. (64gig)</p> <ul style="list-style-type: none"> ➤ XF-Proposed ➤ HH-Seconded 	<p>LJ 28/02/22</p>
15.	<p>SECURITY & CLEANING TENDERS</p> <ul style="list-style-type: none"> ➤ LJ-The ads for the security and cleaning tenders were advertised in the Cape Argus dated 04 February 2022 and the ads will also be in Die Burger dated 11 February 2022. ➤ BDB-The circulation total and price per ad must be compared between the available newspapers and the next ads must be placed 	

	in the two newspapers with the best value for money.	
16.	<p>OTHER MATTERS</p> <p>JFU CONTRACT</p> <ul style="list-style-type: none"> ➤ AG-TB was asked if JFU would want to tender for the admin contract. ➤ TB-Confirmed that JFU would like to carry on with the ECID admin contract. ➤ TB-LJ has a wealth of background knowledge regarding the ECID stretching back 20 years and is a valuable asset of JFU, with help on any shortcomings raised and addressed with any ECID Board member, JFU is willing to adjust the structure as needed. ➤ AG-During a round robin session between the ECID Board members it was discussed that even though LJ has too much on her plate she is doing a remarkable job, JFU will have to address the issue to help her with an operations person to keep the ECID running smoothly and within its mandate. ➤ AG-TB to compile a structure for the future administration of the ECID, that will give the ECID manager enough support to comply with the mandated requirements. <p>VEHICLES OUT OF WARRANTY</p> <ul style="list-style-type: none"> ➤ AG-The ECID vehicles that are currently out of warranty must not be sent Ford for any electrical problems, the service must be sourced out and can be done at ADE. 	TB 13/04/22
17.	<p>CLOSE</p> <ul style="list-style-type: none"> ➤ There being no further business, all were thanked for attending and the meeting ended at 15h05. 	

Signed By A Gropper
ECID Chairman