



Epping

City Improvement District

FOR A SECURE, CLEAN WORKING ENVIRONMENT

ECID BOARD MEETING

Date: 17 June 2021

Time: 12h30

Venue: ECID Offices, 24 Gunners Circle, Epping 1

Present:

A Gropper-Chairman (Security, Cleansing, Finance, Projects & Marketing)	Big Bodies	AG
H Husselmann (Security & Finance)	Nikki Distributors	HH
X Fazakerley (Security & Projects)	SA Metal	XF
R van Der Berg (Security & Cleansing)	Growthpoint	RvDB
B Dyke-Beyer (Finance & Marketing)	GABS	BDB
G Isherwood (Finance & Projects)	Racatex	GI
L Johnstone-Manager	ECID	LJ
A Brand	ECID	AB

Apologies:

T Bartram-Coordinator	ECID	TB
B Watkyns	CoCT-Ex Officio	BW

Agenda No.	Topic.	Action.
1.	OPENING & APOLOGIES <ul style="list-style-type: none"> ➤ LJ-Opened the meeting at 12h30, welcomed all and noted apologies received from TB and BW. 	
2.	DIRECTORS AND MANAGER'S DECLARATION OF INTEREST <ul style="list-style-type: none"> ➤ LJ-Tabled the Directors declaration of interest document for the Directors to complete and sign. RESOLUTION 1/JUNE/2021 <ul style="list-style-type: none"> ➤ All Directors completed and signed the Directors Declaration of Interest document. The Manager completed and signed the Managers Declaration of Interest Document. 	
3.	SPONSORSHIP REGISTER <ul style="list-style-type: none"> ➤ LJ-Tabled the sponsorship register for July 2020-May 2021 for the Directors to sign. RESOLUTION 2/JUNE/2021 <ul style="list-style-type: none"> ➤ All Board members present signed the sponsorship register for July 2020-May 2021. 	
4.	CONFIRMATION OF PREVIOUS MINUTES-DATED 22 APRIL 2021 <ul style="list-style-type: none"> ➤ LJ-Went through the minutes and noted that there were no changes. RESOLUTION 3/JUNE/2021 The minutes dated 22 April 2021 may be signed. <ul style="list-style-type: none"> ➤ All ECID Board members present agreed. AG-Signed the minutes.	

5.	MATTERS ARISING FROM MINUTES-DATED 22 APRIL 2021	
5.1	SECURI ROLLER DOOR <ul style="list-style-type: none"> ➤ LJ-Reported that LE 6 will not be fitted with a Securi Roller Door as this vehicle is being used to pick up larger confiscated items like black bins and trolleys. 	
5.2	CONTROL ROOM PC UPGRADES AND REMOTE SUPPORT <ul style="list-style-type: none"> ➤ LJ-AG has indicated that he will send someone out to evaluate the control room computers. 	
5.3	TYRES <ul style="list-style-type: none"> ➤ LJ-All the vehicles tyres have been evaluated by Big Bodies and a report was compiled. LE 3 had 3 tyres replaced, LE4 had 2 tyres replaced and LE6 had 2 tyres replaced. ➤ AG-Confirmed that the tyres were replaced due to wear and tear and not any wheel alignment concerns. 	
5.4	TYRE BRANDING <ul style="list-style-type: none"> ➤ LJ-Reported that all the vehicle tyres except for LE6 have been branded. ➤ AG-Thanked XF for his assistance with this matter. 	
6.	RATIFICATIONS	
6.1	<ul style="list-style-type: none"> ➤ PIE Report, Financial Info & Management Report for March 2021 & April 2021-Sent and received by all 	
6.2	<ul style="list-style-type: none"> ➤ Integrisec to repair security kiosk 	
6.3	<ul style="list-style-type: none"> ➤ Princeton to clean Market Road 	
	RESOLUTION 4/JUNE/2021 Points 6.1-6.3 ratified <ul style="list-style-type: none"> ➤ BDB-Proposed ➤ GI-Seconded 	
7.	INCREASE THE AMOUNT THE ECID CHAIRMAN MAY APPROVE <ul style="list-style-type: none"> ➤ LJ-Requested that the amount of R10 000 that the ECID Chairman currently may approve be increased to R25 000. RESOLUTION 5/JUNE/2021 The ECID Chairman may approve amounts up to R25 000 and the amount to be changed accordingly in the ECID's Procurement Policy. <ul style="list-style-type: none"> ➤ All ECID Board members agreed. 	
8.	RECORDED BOARD MEETINGS <ul style="list-style-type: none"> ➤ AG-Requested the ECID Board members approval to have the ECID Board meetings recorded, due to some items not being recorded or reported on correctly. ➤ BDB-Remarked that the ECID Board member must remember to verbally identify themselves when they propose or second a resolution. RESOLUTION 6/JUNE/2021 All future ECID Board meetings to be recorded on a phone or any other recording device. <ul style="list-style-type: none"> ➤ All ECID Board members agreed. 	
9.	RAIL SIDING SITE VISIT <ul style="list-style-type: none"> ➤ AG-Suggested a rail siding site visit for all the ECID Board members to inspect the problems at the source. ➤ AG-Quad bikes will be used for this site visit, quad bikes will be rented and approved use of the Integrisec's quad bikes. ➤ AG-Expressed his belief that seeing the problems will assist with a better understanding of the concerns experienced. AG-Will setup the inspection site visit and inform all the ECID Board members of date and time. RESOLUTION 7/JUNE/2021 Quad bikes to be rented for a few hours and the approved use of Integrisec's quad bikes for the visit to the rail siding sites by the ECID Board	

	<p>members.</p> <ul style="list-style-type: none"> ➤ All ECID Board members agreed. 	
10.	<p>QUAD BIKE SPEED AND RESPONDING TIME</p> <ul style="list-style-type: none"> ➤ LJ-Item 10 will be discussed under item 16. 	
11.	<p>UPS OR GENERATOR</p> <ul style="list-style-type: none"> ➤ XF-Reported that originally the question of a generator vs a UPS was investigated and a report was compiled by TTA. Any action was postponed by the previous ECID Chairman, resulting in the ECID CCTV Controllers being unable to visually check on the area during load shedding. ➤ XF-Feedback received during an investigation of the current situation indicated that there are two UPS boxes in the area behind the CCTV control room ➤ XF-There is a possibility that the smaller unit could be repaired, the larger unit will be operational with the replacement of the 2 batteries, this will ensure that the ECID CCTV Control room computers and a few cameras can be operational during load shedding. With a second UPS the whole ECID CCTV Control room can be operational. ➤ GI-Questioned if the UPS's will cover the full two hours of load shedding. ➤ XF-Noted that depending on the number of screens used, there will be coverage for 2-4 hours during load shedding. ➤ AG-The way forward has to be investigated. ➤ XF-The important question between what is critical and what is needed needs to be answered and this will indicate what action is to be taken in the future wrt the UPS's. ➤ AG-Explained the quotation that he provided to the ECID Board members for a system that will provide 10 KVA power, enough to support the whole ECID office. This system is slow to discharge and quick to recharge. This might be the next step in the way forward, when the ECID Board members decide between a generator or UPS. ➤ RvDB-Informed the Board that he might be able to secure some of the Growthpoint diesel pump batteries that have reach their 3-year replacement date, for temporary use. ➤ GI-Replied that although the generator has fewer parts to repair than a complicated UPS systems, there are other concerns with a generator like placement, fuel and maintenance. <p>RESOLUTION 8/JUNE/2021</p> <p>LJ to obtain one more quote for the replacement batteries and XF to forward the two quotes he obtained to LJ who will round robin the quotes to the ECID Board members for approval.</p> <ul style="list-style-type: none"> ➤ All ECID Board members agreed. 	
12.	<p>ECID BOUNDARY</p> <ul style="list-style-type: none"> ➤ LJ-On receiving the original approved 2002 mandate from Council, it notes that the ECID boundary in Epping 1 is bounded by Viking Way, meaning this includes the area occupied by the informal squatters. It was previously thought that the ECID border stopped at Gunners Circle. ➤ LJ-The informal traders will be incorporated into the front area of Cape Town Market. The informal squatters can only be moved 30 days after COVID-19 lockdown have been lifted. ➤ AG-Suggested that we request timeous information to the moving date of the informal traders into the market. As the open spaces left by the informal trader will just provide ample opportunity for reoccupation of the vacant plot. ➤ AG-The possibility to protect the land from future unlawful 	

	<p>occupation must be addressed with council, even if it means that a fence must be erected to prevent this from happening.</p> <ul style="list-style-type: none"> ➤ HH-Expressed his concern that the moving of the informal traders will not be simulations with the lifting of COVID-19 lockdown restrictions and the moving of the informal squatters and that it will result in even more problems. 	
13.	<p>DIRECTORS DOI & CARRYING OUT WORK FOR THE ECID</p> <ul style="list-style-type: none"> ➤ AG-Raised the question as to why Directors serving on the ECID Board cannot conduct any business with the ECID. ➤ LJ-Explained that if a Director is employed by a company and the Director does not benefit financially, the company may quote for/supply a service to the ECID, the Director must disclose this in the DOI. The Director may not be privy to other quotes received and must recuse herself/himself on any decision making wrt the acceptance of a quote. ➤ LJ-If the Director owns a company, it is seen that the Director does in fact benefit from the contract/services to be supplied. There have been cases where the Director involved had been asked to resign and repay the money. ➤ HH-Quoted a reply from Mr Scott where it was said that the Council strongly advised against using the quotes from companies owned by the Directors, but in some cases, it can be awarded to them. ➤ LJ-Mr Scott and Mr Joubert are addressing all the CID's Board members, any questions wrt this can then be raised. ➤ BDB-Remarked that the trouble the Director could possibly incur might not be worth the benefit gained by being awarded the contract or supplying a service. ➤ LJ-All purchases or services obtained by the ECID must comply with the procedures set out in the Procurement Policy, all the actions taken and decisions made must be transparent. ➤ HH-The ECID Directors already supply their time for free to serve on the ECID Board why must there be no compensation for services to assist the ECID. ➤ AG-Requested that LJ contact Mr Scott regarding the minimum amount that carries a 3-quote requirement. ➤ AG-Will send an email to Mr Scott requesting a meeting. ➤ BDB-Enquired if an online quote would be acceptable. ➤ HH-Remarked that as long as the item that must be procured is within the Chairman's limit and the quotes are transparent the legitimacy has been adhered to and can be approved. 	
14.	<p>LIGHTS AT THE ENTRANCE OF RAIL SIDING ARMS</p> <ul style="list-style-type: none"> ➤ LJ-Reported that the alarms at the rail siding gates are now working correctly, when the alarm is activated the camera comes on screen to alert the ECID CCTV Controllers of an irregularity at the siding. ➤ LJ-Reported that most of the lights on the rail sidings, baring 1 are not working with most of them rusted shut and difficult to access without hiring a cherry picker. ➤ AG-Requested information pertaining to the number of lights, type of lights, if there are power to the lights and where the power originates from. ➤ XF-Suggested that the initial work must be done and then to involve a contractor. ➤ AG-Enquired if the globes need to be replaced or the whole light and suggested that one or two lights must be inspected and if they are totally rusted, then a quote must be obtained to replace all the lights with new LED lights. 	

	<p>RESOLUTION 9/JUNE/2021</p> <p>Lights to be inspected by the ECID Board members. XF and AG will assist with quotes, all information will be round robined to the ECID Board members and if agreed, will be handled as a project with money from the Nedbank Money Trader account. The light project must be reported at the AGM.</p> <ul style="list-style-type: none"> ➤ All ECID Board members agreed. 	
15.	<p>CAMERA PROJECT</p> <ul style="list-style-type: none"> ➤ AG-Expressed his vision of having PTZ cameras at the intersection / entrances of all roads in Epping 1, 2 and Western Province Park, as well as having the LPR cameras linked to a common database. ➤ AG-Due to crime escalating and getting worse, being able to assist with recovery of stolen property and help with keeping the area safe is of outmost importance. ➤ AG-Expressed his concern that not all vehicles use the exit roads to leave Epping, some drive over the buffer. ➤ LJ-Reported that she spoke with the owner of Navic wrt linking the LPR cameras to the common database. He is prepared to address the ECID Board members wrt price and service Navic can provide. ➤ BDB-Remarked that there are a lot of fake licence plates being used. ➤ XF-Agreed but still sees the benefit even in tracking a fake license plate as a alert will be linked to the licence plate and the vehicle using that licence plate can be traced. ➤ AG-Reported that according to TTA, the software currently in use by the ECID can handle another 100 cameras. ➤ HH-Reported on an incident in Jellicoe Avenue where fake licence plates were attached to the vehicle, the incident were reported to the ECID. ➤ LJ-The vehicle was picked up in Hawkins Avenue and the occupants were suspected of selling drugs. ➤ XF-Requested that TTA be called upon to assist with such a big project as he would prefer them signing off on the project. <p>RESOLUTION 10/JUNE/2021</p> <p>A meeting is to be setup with CSS&I to request a quote for the placement of PTZ cameras at the required sites not currently covered by a camera as well as one LPR camera covering the entrance/exit on Bofors Circle between Bertie & Christian Avenues.</p> <p>A meeting is to be setup with Navic to discuss the LPR's. Notification of the meeting are to be sent to all ECID Board members.</p> <ul style="list-style-type: none"> ➤ All ECID Board Members agreed. 	
16. 16.1	<p>OTHER MATTERS</p> <p>CABLE THEFT</p> <ul style="list-style-type: none"> ➤ LJ-This point ties in with point 10. ➤ LJ-Reported that there have been a few cases of cable theft on the Benbow rail siding. The perpetrators are stealing the wiring in the council light poles, which in turn affects the Benbow & Cochrane Avenue substations. The perpetrators have been picked up on the CCTV cameras on 3 occasions by the ECID CCTV Controllers but due to the speed of the quad bikes being reduced to 15km/h by someone from Integrisec's JOC, the response times were insufficient. The speed of the quad bikes has been readjusted back to 25km/h as per the SLA. A perpetrator was apprehended a few nights ago and his spade was confiscated. ➤ LJ-Also reported that the Benbow siding camera is hazy and cannot provide clear images. ➤ LJ-The City is concerned about the issue. ➤ HH-The guys that are involved in the stealing of the cables are 	

16.2	<p>specialised.</p> <ul style="list-style-type: none"> ➤ HH-Expressed his concern that the area that is targeted is the area where the camera has not been working for the last 6 months. ➤ GI-Agreed that a camera not working correctly in a hot spot area must be reported and fixed as soon as possible. ➤ HH-Enquired to the hold up with the fixing of the camera. ➤ LJ-Responded that CSS&I were requested to supply a consolidated quote and better prices on the cameras. ➤ XF-Reported on the problems he experienced with CSS&I's quotes and reports received. He has been working with them and the reporting and quotes received from them has improved, but some still need some tweaking. <p>RESOLUTION 11/JUNE/2021</p> <p>A meeting with CSS&I will be setup to address and prioritise the fixing & replacement of the cameras and equipment needed to enable the ECID CCTV Controllers to monitor the area.</p> <ul style="list-style-type: none"> ➤ All ECID Board Members agreed. <p>CONFISCATED ITEMS</p> <ul style="list-style-type: none"> ➤ XF-Expressed his concern about the downstairs yard are housing the confiscated items, the number of items in there increases the safety risk. ➤ LJ-Explained that a receipt is issued for the items confiscated and items is kept for 3 months then sold and the monies are donated to the Cart Horse Protection Association. ➤ XF-Suggested that the ECID open a vendor account with SA Metal, the scrap metal will then be sold to SA Metal, money for the items will then be paid directly into the ECID's bank account via EFT thus eliminating the handling of cash. ➤ LJ-Some of the items downstairs like the pieces of railway tracks, bolts and clips may not be sold. Mr Jansen from the COCT's Transport Infrastructure Department will be contacted to arrange collection of their items. ➤ LJ-The other items will be photographed and taken to SA Metal. <p>RESOLUTION 12/JUNE/21</p> <p>The ECID to open a vendor account with SA Metal, any confiscated scrap metal older than 3 months must be taken to SA Metal and the money will be deposited into the ECID bank account, at the end of the year a decision can be made on where to donate or spend the money.</p> <p>An email must be sent to Mr Jansen to arrange for collection of the rail items.</p> <ul style="list-style-type: none"> ➤ All ECID Board Members agreed. 	
16.3	<p>CLEANING OF THE CANAL</p> <ul style="list-style-type: none"> ➤ LJ-Reported on the complaints received from Isuzu regarding the condition of the canal running between to Viking Way & WPP. ➤ AG-Requested that Law Enforcement be contacted to address the problem with the fish mongers dumping fish off cuts into the canal. ➤ LJ-Mr Fortuin, the cleansing contractor in WPP will be performing a once off clean up followed by monthly cleaning of the canal. 	
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 14h15. 	

Signed By A Gropper
ECID Chairman