

<p style="text-align: center;">Date: August 25, 2016</p>	<p style="text-align: center;">Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun 660 Davis Street, San Francisco, CA 94111</p> <p style="text-align: center;">PILOT FITNESS COMMITTEE MEETING MINUTES</p>	<p style="text-align: center;">Page 1 of 4</p>
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Committee Members Present:

Knute Michael Miller, Past Board President, Committee Chairman
 Captain Joe Long, Commissioner
 Brigadier General (Ret.) Chester L. Ward, MD
 Robert Kosnik, MD

Committee Members Absent:

None

Staff Present:

Allen Garfinkle, Executive Director
 Roma Cristia-Plant, Assistant Director
 Dennis Eagan, Board Counsel
 Sigrid Hjelle, Office Technician

Public Present:

Jennifer Schmid, Commissioner; Dave Connolly, Commissioner; Captain George Livingstone, Commissioner; Benjamin De Alba, California State Transportation Agency Assistant Secretary for Rail and Ports; Captain Peter McIsaac, Port Agent and San Francisco Bar Pilot Association (SFBP) President; Ray Paetzold, SFBP Business Director – General Counsel; and Dr. Alan Hobbs, San Jose State University Research Foundation (SJSURF).

OPEN MEETING

1. Call to order. Roll Call. (Chairman Miller)

Chairman Miller called the meeting to order at 8:55 a.m. Office Technician Sigrid Hjelle called the roll and confirmed a quorum.

Chairman Miller announced that Barbara Price had resigned from the Committee on August 24, 2016, and cited her busy schedule as the reason. He thanked her for her valuable service to the Committee and the Board, especially throughout the updating of the pilot fitness regulations.

2. Approval of minutes of Pilot Fitness Committee meeting on January 4, 2016

There was no discussion of the minutes.

Date: August 25, 2016	Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun 660 Davis Street, San Francisco, CA 94111 PILOT FITNESS COMMITTEE MEETING MINUTES	Page 2 of 4
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MOTION: Commissioner Long moved to approve the minutes of the meeting held on January 4, 2016. Dr. Ward seconded the motion.

VOTE: Yes: Miller, Kosnik, Long and Ward.

No: None.

Abstain: None.

ACTION: The motion was approved.

3. Discussion of meeting between San Jose State University Research Foundation Study Team, San Francisco Bar Pilots and Board staff held on August 23, 2016.

Chairman Miller gave a report on the meeting held on August 23, 2016, between the SFBP, Board staff, and researchers from the SJSURF. He noted researchers Dr. Alan Hobbs, Dr. Erin Flynn-Evans, Gregory Caddick and Kevin Gregory represented the SJSURF, Commissioner Long, Executive Director Garfinkle, Assistant Director Cristia-Plant and he represented the Board, and Mr. Paetzold and SFBP President Captain McIsaac represented the SFBP at the meeting.

Chairman Miller reported that the group discussed various issues involving the study, including the study confidentiality and non-disclosure agreement that is required by the contract, and noted that this agreement has been reviewed by Board Counsel, but is not finalized yet. He also reported that there was a discussion of other study confidentiality requirements, including the SJSURF Internal Review Board and the National Institute of Health confidentiality processes. He reported that the researchers took a tour of the SFBP facility, and toured the P/V San Francisco. He stated that Board staff and the Pilot Fitness Committee will provide ongoing oversight of the study.

Commissioner Long reported that he thought it was a good initial meeting, and that the researchers will build familiarity with piloting and piloting terminology as they continue to work with the pilots over the course of the study. Executive Director Garfinkle thanked all who attended the meeting, stated that there were many issues discussed that will eventually provide a roadmap for completing the study. Dr. Hobbs commented that he thought the meeting was very useful to the study team, and looked forward to riding with the pilots on piloting trips.

4. Review and approval of a recommendation to amend contract #15M900007, between the Board of Pilot Commissioners and San Jose State University Research Foundation, to remove Capt. Filor from the Fatigue Research Study Team and revise the contract budget. Possible Committee action to recommend to Board to approve an amendment to contract #15M900007, between the Board of Pilot Commissioners and San Jose State University Research Foundation, to remove Capt. Filor from the Fatigue Research Study Team and revise the contract budget.

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Assistant Director Cristia-Plant summarized the written staff report for the Committee, and stated that university rules prohibit the payment of an independent consultant who is not a resident of the United States (U.S.), and that unfortunately Captain Filor of the study team is not a U.S. resident. She stated that while Captain Filor was designated to assist with certain aspects of the study research, including the literature review and report writing tasks, Dr. Hobbs assured Board staff that he is confident that the research team can competently perform the study tasks that would have been assigned to Captain Filor without any change to the research plan. Additionally, she stated that Dr. Hobbs has requested to reallocate the small amount of contract funding that was allocated to Captain Filor to personnel costs for two other researchers, and to the purchase of a stand-alone, non-networked computer as reflected in the staff report.

Commissioner Connolly commented that he was in favor of having a mariner on the study team that would contribute key maritime expertise to the project. Commissioner Long stated that he is comfortable with eliminating Captain Filor from the study team since maritime expertise can be provided by Executive Director Garfinkle and/or Board-licensed pilots.

MOTION: Dr. Ward moved that the Committee recommend to the Board to approve an amendment to contract #15M900007, between the Board and San Jose State University Research Foundation, to remove Captain Filor from the Pilot Fatigue Study research team, and to revise the contract budget as reflected in the staff report. Commissioner Long seconded the motion.

VOTE: Yes: Miller, Kosnik, Long, and Ward.

No: None.

Abstain: None.

ACTION: The motion was approved.

5. Public comment on matters not on the agenda.

There was no public comment on matters not on the agenda.

6. Proposals for additions to next committee meeting agenda.

There were no proposals to the next committee meeting agenda. . Chairman Miller stated that he will work with staff to schedule the next meeting.

Date: August 25, 2016	Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun 660 Davis Street, San Francisco, CA 94111 PILOT FITNESS COMMITTEE MEETING MINUTES	Page 4 of 4
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7. Adjournment.

There being no further business before the Committee, Chairman Miller called for a motion to adjourn.

MOTION: Dr. Ward moved to adjourn the meeting. Dr. Kosnik seconded the motion.

VOTE: YES: Miller, Kosnik, Long and Ward.

NO: None.

ABSTAIN: None.

ACTION: The motion was approved and the meeting was adjourned at 9:08 a.m.

Submitted by:



Allen Garfinkle, Executive Director