

**Board of Pilot Commissioners for the Bays  
of San Francisco, San Pablo, and Suisun**

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JOINT COMMITTEE MEETING:  
PILOT FITNESS COMMITTEE AND RULES AND REGULATIONS COMMITTEE  
March 26, 2012  
**MEETING MINUTES**  
**9:30a.m.**

The Board of Pilot Commissioners Pilot Fitness Committee and Rules and Regulations Committee met jointly on March 26, 2012 at 9:30 a.m. at the Board of Pilot Commissioners office, 660 Davis Street, San Francisco, California. Commissioner Dave Wainwright presided over the meeting with Committee members Vice President Frank Johnston, Commissioner John Cronin, and Brigadier General Chester Ward, MD, MPH present. Fitness Committee members Capt. Steve Roberts, and Barbara Price were not present. University of California Associate Clinical Professor Dr. Robert Kosnik arrived at 9:45 a.m. Members of staff present were Executive Director Allen Garfinkle, Board Counsel Dennis Eagan, and Staff Services Analyst Kelly Dolcini. Business, Transportation and Housing (BTH) Acting Secretary Brian Kelly was represented by BTH Deputy General Counsel Morocz telephonically from Sacramento.

Open Meeting:

**1. Call to Order and Roll Call.**

Commissioner Wainwright called the meeting into order at 9:36 a.m. Commissioner Cronin was present for the Rules and Regulations Committee, establishing a quorum. There was not a quorum for the Pilot Fitness committee.

**2. Approval of Joint Rules and Regulations and Pilot Fitness Committee meeting minutes of February 2, February 22, 2012, March 5, 2012, and March 15, 2012.**

As a quorum had not been established for the Pilot Fitness Committee, the minutes were not approved.

**3. Review of issues "set aside" in multiple previous Committee meetings.**

The Committee did not address this item.

4. Review completed draft document of pilot fitness regulations as amended by the Committee on February 22, 2012. Edit or change document consistent with review process, if necessary. **Possible Committee recommendation to the full Board to direct staff to commence work on a contract for a Market Analysis in furtherance of the formal rulemaking process.**

The Committee did not address this item.

5. Review, discuss and edit as necessary, portions of draft document submitted to Board Counsel, Committee members, or Board staff for review and drafting outside of Committee meetings.

The Committee did not address this item.

6. Review all forms suggested by the Pilot Fitness Study and by currently completed work on regulations. **Possible Committee recommendation to Board on draft forms to be included in regulations.**

Committee continued editing of forms provided in Pilot Fitness Study, starting with form on page 90 titled "Notification Form – Review of Fitness for Duty". Board Counsel Eagan suggested that all the forms have Board letterhead. With a few minor changes, the form on page 90 titled "Notification Form – Review of Fitness for duty" was considered completed.

The Committee then took up the form on page 91 of the Pilot Fitness study titled "Request for Review of Statement of Fitness for Duty". The Committee first act on this form was to strike "of Statement" from title of form. The language following the check boxes on this form was edited and a revised form showing these edits will be presented at the next meeting.

7. Public comment on matters not on the agenda.

There were none.

8. Proposals for additions to next committee meeting agenda.

It was suggested that the same agenda be followed for the next meeting. The next Joint Committee meeting is scheduled for April 4, 2012 at 1:00 p.m.

9. Adjournment.

There being no further business, the committee adjourned at 11:54 a.m.

Respectfully Submitted,



Allen Garfinkle, Executive Director