

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

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**PILOT FITNESS COMMITTEE MEETING**  
**June 12, 2012**  
**MINUTES**

The Board of Pilot Commissioners Pilot Fitness Committee met on June 12, 2012 at 9:30 a.m. at the Board of Pilot Commissioners office, 660 Davis Street, San Francisco, California. Chairman Steve Roberts presided over the meeting with Committee members Barbara Price, and University of California Associate Clinical Professor Dr. Robert Kosnik present. Members of the public present included Board President K. Michael Miller. Members of staff present were Executive Director Allen Garfinkle and Staff Services Analyst Kelly Dolcini.

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

Chairman Roberts called the meeting into order at 10:51 a.m. Barbara Price and Dr. Robert Kosnik were present constituting a quorum.

**2. Approval of minutes of May 15, 2012 meeting.**

Chairman Roberts requested approval of the minutes of the May 15, 2012 meeting. Barbara Price moved to approve the minutes, Dr. Kosnik seconded the motion, which passed unanimously on a voice vote.

**3. Review and discuss correspondence from Business, Transportation and Housing (BTH) Acting Secretary Traci Stevens to Executive Director referring the Safety Recommendations to the Board for further review and consideration. Also review and discuss correspondence from BTH Acting Secretary Traci Stevens to National Transportation Safety Board (NTSB) Chairman Hersman.**

The Committee discussed the response from the NTSB to the Governor of Oregon regarding her original response to the pilot oversight recommendations. It was noted during the meeting that the NTSB can make the recommendations and will continue to do so, but they do not have jurisdiction over this Board or the San Francisco Bar Pilots, so they are unable to enforce the recommendations.

- 4. Review and discuss any new correspondence from interested parties responding to the NTSB recommendations and any other correspondence on the same subject that may be received prior to the meeting date.**

This item was addressed in the discussion of item 3.

- 5. Review and discuss “Additional Minimum Rest Period (MRP) Reporting to the Board” draft rule, as edited at the last meeting, that adds additional reporting requirements to the Port Agent report to the Board. Possible recommendation to the Board to adopt this reporting as standard.**

The Committee discussed MRP reporting and Chairman Roberts reported that in the new suggested reporting requirements, MRP exceptions will be divided into two different classes, the first being the class of fewer than 10 hours off duty and the second a class of more than 10 hours but less than 12, with additional reporting requirements for the class whose rest periods fell below ten hours.

Barbara Price inquired as to whether the reporting could be incorporated into a software program already in use. Chairman Roberts replied that the new reporting would be done with a mix of software and manual entries.

He stated that the Board could not force the Port Agent to report the MRPs this way but that he has been very cooperative so far. Dr. Kosnik suggested having two separate forms for MRP reporting, one for 10 hours or less, one for 10-12 hours. Barbara Price moved to accept additional MRP Reporting requirements and to recommend to the Board that they accept the new requirements. Dr. Kosnik seconded the motion, which passed on a voice vote. Barbara Price will present the recommendation to the Board.

- 6. Review, discuss and draft “pull notice” policy for routinely obtaining Department of Motor Vehicle (DMV) records as supplemental information for the medical assessment and policy of how these records should be utilized. Possible recommendation to the Board to adopt policy to regularly obtaining DMV records as part of the medical assessment and directions on how they should be utilized.**

Pull notices were discussed. Chairman Roberts noted that they are contained in the current language of SB 1408, yet the legislation does not specify how the information obtained should be used. He went on to suggest that this Committee would be tasked to determine how the information would be handled once it is obtained. Barbara Price suggested that the Committee wait until the legislation moves forward prior to acting on it. Dr. Kosnik queried as to why this was part of a medical assessment and should not the information go to the Executive Director first to review to determine if it should go to the Medical Review Officer. Lastly, the Committee requested that staff keep the agenda item open to track the progress of the legislation.

**7. Discussion and drafting of Pilot Fatigue Summary chronicling the current fatigue mitigation education and practices.**

The Committee discussed the information collected on fatigue and Board staff agreed to compile it in a Binder for presentation at a later meeting. The committee also discussed researching the Australian dispatch program in use by the Columbia River Bar Pilots, which tracks hours of rest.

**8. Public Comments on matters not on the agenda.**

There were none.

**9. Proposals for additions to next committee meeting agenda.**

President Miller stated that he would like to see a monthly report from the Port Agent, presented at the Board meeting, stating what measures were taken to mitigate MRP's and highlight any positive moves taken by SFBP to reduce the number of MRP's.

There was a suggestion for the Committee to review methods available to detect cognitive degeneration, which may be useful in future medical assessment processes and a suggestion to review the mission statement for Pilot Fitness, which Chairman Roberts suggested he may have a copy of.

**9. Adjournment**

The meeting was adjourned at 10:51 a.m.

Respectfully Submitted,

Kelly Dolcini  
Staff Services Analyst