

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

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**DRAFT MINUTES TO BE APPROVED AT THE  
NEXT COMMITTEE MEETING**

**RULES AND REGULATIONS COMMITTEE MINUTES**

**February 4, 2015**

**1:00 P.M.**

**Committee members present**

Capt. Steve Roberts, Chairman  
Dave Connolly

**Staff present**

Allen Garfinkle, Executive Director  
Roma Cristia-Plant, Assistant Director  
Kelly Dolcini, Staff Services Analyst  
Sigrid Hjelle, Office Technician

**Public present**

Raymond Paetzold, San Francisco Bar Pilots' (SFBP) General Counsel, and SFBP Capt. George Livingstone

**Open Meeting**

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

Chairman Roberts called the meeting to order at 1:00 p.m.

**2. Approval of minutes of Rules and Regulations Committee meeting of December 14, 2014.**

**MOTION:** Mr. Connolly moved to approve the minutes of the December 14, 2014 meeting. Chairman Roberts seconded the motion.

**ACTION:** The motion passed unanimously on a voice vote.

3. **Review status of Trainee Exam Fee Regulations for charging a fee for sitting for the training program entrance exam and draft any additional language or documents necessary to advance the regulations to the office of administrative law.**

Staff is currently compiling documents for a rulemaking package for approval by the Committee. This item will remain on the agenda for the next meeting.

4. **Review draft of 7CCR §218(d)(1)(A,B,C) Duties of the Port Agent, as amended and approved by the Board. Review and approve draft of Notice of Proposed Rulemaking, Text of Regulations Noticed to Public, Initial Statement of Reasons, Updated Information Digest and Economic and Fiscal Impact Statement.**

Staff is currently compiling documents for a rulemaking package for approval by the Committee for this item and agenda item #5. Mr. Garfinkle confirmed for Mr. Connolly that the current regulations would be in effect until the regulatory process is complete and the Office of Administrative Law has approved the rulemaking package. He anticipates beginning the public comment period in March and does not expect many comments. The changes are routine and could be completed as soon as the third quarter of 2015.

5. **Review draft of 7CCR §211.5 Investigator Minimum standards as amended and approved by the Board. Review and approve draft of Notice of Proposed Rulemaking, Text of Regulations Notices to Public, Initial Statement of Reasons, Updated Information Digest, and Economic and Fiscal Impact Statement.**

See minutes for agenda item #4 Mr. Garfinkle reported that there have been discussions of the possibility of creating a pool of qualified investigators on the west coast and sharing resources with other pilot organizations. He stated he recently was approached by other west coast pilotage commission directors to discuss the idea, and he will report back to the Committee if the discussions progress beyond the idea stage.

6. **Public Comment on Matters not on the Agenda**

Mr. Garfinkle announced that Mr. Paetzold had suggested changes the Board add fatigue management to the regulations covering the combination course continuing education topics. Mr. Garfinkle indicated that Board staff is working on the rulemaking package for this change and will present the documents to the Committee at its next meeting.

7. **Proposals for additions to next meeting agenda.**

A review of the draft changes to the continuing education combination course requirements will be added to the next meeting agenda.

**8. Adjournment.**

The Committee adjourned at 1:20 p.m.

Respectfully submitted,

Kelly Dolcini,  
Staff Services Analyst